



## **APPENDIX K – RISK ASSESSMENT TEMPLATE**

As part of the risk assessment process, the service provider should reflect on what specific risks arise as a result of the service they provide and how these risks can be managed. The following steps in the template are a guide to help providers at Trinity to consider where the potential for risk lies and how these risks can be managed. After the risk assessment has been completed, a Child Safeguarding Statement is required to be developed that outlines the policies and procedures which are in place to manage the risks that have been identified.

### **1. Identity potential risks**

Who or what might cause harm to children or young people using your service?  
Make sure all persons in the service, including children, are involved in this process.  
Different people will have different perceptions of what is a risk.

### **2. Rank each risk**

Rank each risk in terms of low, medium and high risks. To help rank each risk, consider the likelihood of the risk occurring and how serious the consequences could be.

### **3. Control and manage the risks**

Who owns the risk? Assign risk owners. What current controls are in place to reduce the risk? What future actions must be done to reduce the risk? What else do you need to do about the risk?

### **4. Monitor and review**

Are the controls effective? Are the actions effective?