

## Completing the risk assessment

Please complete the risk assessment form on referral of the client into the Conversation Partner Scheme. We require the risk assessment to be re-evaluated at the initial visit with the students and signed off by both the therapist and students at this stage.

### Step 1: Describe the risk / hazard

Please provide a brief description of the nature of the risk (e.g. risk of client experiencing a seizure during the visit / risk of aggression from a family member)

### Step 2: Rate the potential consequence of the risk (adapted from HSE, 2011)

For example:

Negligible: minor injury not requiring first aid

Minor: minor injury or distress requiring first aid

Moderate: Injury requiring medical treatment . event that requires agency reporting (e.g., violence or aggression)

Major: major injuries / long term incapacity

Extreme: event leading to death or permanent incapacity / affecting large numbers of people

### Step 3: Rate the likelihood of the risk occurring (adapted from HSE, 2011)

Remote: occurs once every 5 years / probability of 1%

Unlikely: Occurs every 2-5 years / probability 10%

Possible: Occurs every 1-2 years / probability 50%

Likely: Occurs bimonthly / probability 75%

Almost certain: at least monthly / probability 99%

### Step 4: Define the Risk Impact using likelihood and consequence ratings

	Negligible	Minor	Moderate	Major	Extreme
Almost certain	Low	Medium	High	High	High
Likely	Low	Medium	Medium	High	High
Possible	Low	Medium	Medium	Medium	High
Unlikely	Low	Low	Medium	Medium	Medium
Remote	Low	Low	Low	Low	Low

Risks which are rated as high on the matrix are unacceptable risks in the context of this project if the steps taken cannot dramatically reduce the risks.

### Step 5: Describe the steps taken to minimize the risk

Please describe what steps will be undertaken to minimize the risks. This should be detailed, including any training required, any special measures that need to be taken, and any review required.