

Emergency Powers of Suspension RISK ASSESSMENT

This form is to be used where the School deems it necessary to potentially invoke the Emergency Powers of Suspension, in order to assist with determining the most appropriate action.

Student Details

Student Name	
Student Number	
Course of Study	
Year of Study	
Date of risk assessment	

A) Risk Assessment Score System

Table 1

Score	Likelihood <i>This score indicates how likely the risk is to occur, in the view of the assessor(s).</i>	Impact <i>This score indicates, in the view of the assessor(s), how serious/extreme the impact would be.</i>
1	Highly Unlikely	Negligible
2	Unlikely	Minor
3	Possible	Moderate
4	Likely/Probable	Major
5	Highly Likely	Extreme

Overall Score

This score is calculated by multiplying the likelihood and impact score together for each 'element', to give an overall score for each element.

Table 2

Score	Risk Category
1 – 8	LOW
9 – 15	MEDIUM
16 – 25	HIGH

B) Likelihood Score

<i>Element</i>		<i>Likelihood</i>				
		1	2	3	4	5
		Highly Unlikely	Unlikely	Possible	Likely / Probable	Highly Likely
1	Risk to self					
2	Risk to other students					
3	Risk to staff					
4	Risk to public / others					
5	Risk to completion of course					
6	Risk to placement / external activity					
7	Risk to School property					
8	Risk to School reputation					

C) Impact Score

<i>Element</i>		<i>Impact</i>				
		1	2	3	4	5
		Negligible	Minor	Moderate	Major	Extreme
1	Risk to self					
2	Risk to other students					
3	Risk to staff					
4	Risk to public / others					
5	Risk to successful completion of course					
6	Risk to placement / external activity					
7	Risk to School property					
8	Risk to School reputation					

D) Overall Risk Assessment

<i>Element</i>	<i>Likelihood Score</i>	<i>Impact Score</i>	<i>Overall Score (Likelihood Score multiplied by Impact Score)</i>	<i>Comments</i>
1 Risk to self				
2 Risk to other students				
3 Risk to staff				
4 Risk to public / others				
5 Risk to successful completion of course				
6 Risk to placement / external activity				
7 Risk to School property				
8 Risk to School reputation				
<ul style="list-style-type: none"> ACTION IS REQUIRED WHEN: <ul style="list-style-type: none"> There are three or more MEDIUM RISK categories indicated There is one or more HIGH RISK category indicated <p><i>(see section B, Table 2 for reference)</i></p>				

Notes regarding overall risk / other risk(s) / pertinent information / additional comments

E) Completion of the Risk Assessment

(At least 2 members of staff should complete and sign off this risk assessment. All such staff should complete and sign the box below)

Name(s) of person(s) who completed the risk assessment	Role / Job Title	Signed	Date


