APPENDIX E: RISK ASSESSMENT FORM

An appendix to the NSCD Policy on Harassment, Sexual Misconduct & Related Behaviours

Purpose: This form should be completed where NSCD deems it necessary to undertake a risk assessment as part of the Harassment & Sexual Misconduct procedures. Where more than one member of staff completes or assists in completing the assessment, all should sign Section F.

A Case Details

Student name	
Student number	
Programme of study	
Year of study	
Case reference number	
Role of student being assessed (complainant / respondent / both)	
Nature of concern (brief summary)	
Date of risk assessment	
Planned review date (if applicable)	

B Scoring Guide

Table 1 — Likelihood and Impact scale

Score	Likelihood	Impact
1	Highly unlikely	Negligible - no meaningful harm anticipated
2	Unlikely	Minor - limited harm, easily managed
3	Possible	Moderate - noticeable harm requiring intervention
4	Likely / probable	Major - serious harm with significant consequences
5	Highly likely	Extreme - severe or irreversible harm

Table 2 — Risk level thresholds

Overall Score (Likelihood × Impact)	Risk Level
1 – 8	LOW
9 – 15	MEDIUM
16 – 25	HIGH

Action is required when: three or more elements are rated MEDIUM, or one or more elements are rated HIGH (see Table 2 above).

C Risk Assessment

For each element, enter a score of 1–5 for Likelihood and Impact using Table 1 above. Multiply them together to calculate the Overall Score, then enter the Risk Level using Table 2.

#	Risk element	Guidance	Likelihood score (1–5)	Impact score (1–5)	Overall score (L × I)	Risk level	Comments / notes
1	Risk to self	*e.g. self-harm, mental health crisis, personal vulnerability*					
2	Risk to other students	*e.g. ongoing contact, intimidation, repeat behaviour*					
3	Risk to staff	*e.g. threats, aggression, unwanted contact*					
4	Risk to the public / others	*e.g. incidents in community or public settings*					
5	Risk to completion of programme	*e.g. inability to attend, academic impact, fitness to practise*					
6	Risk to placement / external activity	*e.g. professional setting, partner organisation, touring*					
7	Risk to NSCD property	*e.g. damage, misuse of facilities or equipment*					
8	Risk to NSCD reputation	*e.g. media, social media, external relations*					

D Overall Assessment Notes

Overall assessment notes / additional context

E Actions Required

Record any actions to be taken as a result of this assessment.

Action required	Responsible person	Target date	Completed (date / initials)

F Completion

Name(s)	Role / job title	Signature	Date