RISK ASSESSMENT MATRIX – Determining the level of risk

Consider the consequences and likelihood of each identified hazard and use the table to obtain the risk level.

			Impact / Consequences (C)			
			1 – Trivial/Negligible	**2 – Minor**	**3 - Serious**	**4 - Major**
			Hazard will not result in serious injury or illness, remote possibility of damage.	*Needs Medical help: Hospital, Outpatients, A&E*	*Significant non-disabling injury/illness; Overnight hospitalisation; Serious property & equipment damage.*	*Fatality, Major injury, (imminent danger exists, hazard capable of causing death and illness on a wide scale; major equipment/property damage)*
Likelihood (L)	**4**	*Likely or frequent (likely to occur, to be expected)*	Moderate (4)	Significant (8)	High (12)	High (16)
	3	*Probable (not surprised, will occur in given time)*	Moderate (3)	Significant (6)	Significant (9)	High (12)
	2	*Possible (could occur occasionally)*	Low (2)	Moderate (4)	Significant (6)	Significant (8)
	1	*May occur in rare and exceptional circumstances*	Low (1)	Low (2)	Moderate (3)	Moderate (4)

Prioritising Risk Rating:

High	Stop! Act immediately to mitigate the risk. Eliminate / Substitute or implement engineering control measures.	*A risk identified as HIGH does not allow scope for the use of administrative controls or PPE, even in the short term.*
Significant	Act immediately to mitigate the risk. Eliminate / substitute or implement engineering control measures within a reasonable set timeframe. Establish interim risk reduction strategies during the period of the set timeframe.	*Establish an achievable timeframe to implement controls.*
Moderate	Requires attention to mitigate the risk. Substitution or engineering controls with administrative or PPE controls.	*Develop administrative controls to limit the use or access, until permanent solutions can be implemented. Provide supervision and specific training related to the issue of concern.*
Low	Take reasonable steps to mitigate and monitor the risk; Continue with existing control;	*Permanent controls may be administrative if the hazard has low frequency, rare likelihood and trivial / negligible consequences.*

Hierarchy of Control:

Elimination	*Eliminate the hazard*
Substitution	*Provide an alternative that is capable of performing the same task safer and is safer to use*
Engineering Controls	*Provide or construct a physical barrier or guard*
Administrative Controls	*Develop policies, procedures, practices and guidelines to mitigate the risk. Provide training, instruction and supervision about the hazard*
Personal Protective Equipment	*PPE designed to protect the individual from the hazard*

IPSWICH INTERNATIONAL CHURCH

RISK ASSESSMENT FORM

RA No:		**Area/Activity:**	**Cultural club/ Wrap-around club**	**Assessment Date:**	**19/05/2025**
Assessed By:	**Sharon Murray-Sakumai**	**Reviewed By:**		**Review Date:**	

Identify Hazards and Subsequent risks			**Analyse & Evaluate existing risk**			**Further Risk Reduction Opportunities**		
Hazard/Issue/Risk	**Persons Affected**	**Existing Controls**	**L[1]**	**C[2]**	**LxC**	**Further Controls and Potential Impact**	**By Whom**	**By When**
Tripping- stepping down into the building	Wheelchair and pushchair users or those needing assistance due to mobility issues	Staff training	2	2	M	Staff to help if needed	Sharon	26/07/25
Sanctuary (The stage) The sound-desk Chairs stacked in the room The video camera platforms	Children	Staff training Cordoned off Notice will be displayed Staff H & S training	2 2 2 2	1 1 2 2	L L M M	Children will be accompanied by a member of staff. Warning notice and staff to enforce not going beyond point where notice is displayed. H & S will be included in the training of all staff and volunteers	Staff Project coordinator	26th of July 25
Tripping- step from sanctuary to hallway	Children	Hazzard tape	2	2	M	Remind children not to run and being careful entering and exiting the sanctuary through that door.	Staff	
Toilets- there may be other users in the building	Children	Staff training	3	1	M	Staff training- for younger children to be accompanied to the toilet	Staff	
Kitchen – sharps, hot pans/ kettles or electrical equipment	Children	Notice stating children are not allowed in the kitchen	1	2	L	Staff will take their lunch into the dining hall for the children and serve them.	Staff	4th-8th and 11th-15th of August 25

Hazard/Issue/Risk	Persons Affected	Existing Controls	L[1]	C[2]	LxC	Further Controls and Potential Impact	By Whom	By When
Minor hall- being burnt, or food dropping, which could lead to slipping	Children and staff	Staff training	2	1	L	Children will be seated, and staff will serve them their lunch.	Staff	25/07/25
Allergies/ intolerance- activity: making patties	Children and staff	Staff training The application form would indicate any intolerance/allergies	1	2	L	The pastry will be made in advance and the children will put the cold filling in and seal it. Staff to help younger children. If children require gluten-free pastry, they will be identified. The pastry will be kept separately, and their patties will be baked in a different oven. Patties given to the children once cooled to avoid burning.	Chef Coordinator	
Children- not knowing us- have hidden needs, be they emotional/ psychological or any conditions not disclosed to us.	Staff and volunteers	Staff training Application form	2	2	M	For staff to be vigilant, report any concerns to the coordinator Inform staff of needs of child/ren disclosed to us	Coordinator	07/25
Recruitment- Staff, volunteers, and young workers	Children	Application form, references, DBS checks	1	1	L	Training and induction include safeguarding, H&S, risk assessment, and supporting children with activities.	Coordinator	June to July 2025

[1] L = Likelihood of event occurring (see guide overleaf) [2] C = Consequence or impact of occurrence (see guide overleaf) LxC = Level of Risk (see guide overleaf)