

# Risk Analysis

Consider what risks your project faces and what impact those risks could have.

Ensure that your risk analysis has demonstrated that adequate measures have been taken to identify, document, mitigate and manage risks for the proposed program, event, or activity. Include the level of responsibility for children and level of risk of harm to children. Check that the risk analysis includes the following actions to manage the safety of children e.g., mandatory reporting and relevant working with children checks for staff and volunteers.

<b>Risk</b> [What is the risk? What could this risk result in]	<b>Who/What</b> [Who or what does the risk relate to? Employees, participants, program delivery, etc.]	<b>Likelihood</b> [How likely is this to happen?]	<b>Consequence</b> [What is the severity of the risk? Would it cause a lot of damage?]	<b>Risk Level</b> [This indicates the level of risk]	<b>Planning and Control</b> [What will you do to prevent or minimise the risk? What actions will you take?]

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## Likelihood Guide

Rare
Unlikely
Possible
Likely
Almost Certain

## Risk Level Guide

<b>Low</b>	minimal action required
<b>Moderate</b>	needs corrective action within 3 months
<b>High</b>	needs correction action within 1 month
<b>Severe</b>	needs immediate corrective action

Prepared by (name): \_\_\_\_\_

Position / title: \_\_\_\_\_

Organisation: \_\_\_\_\_

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

**Once completed, please save a copy for your records, and then attach the Risk Analysis for the proposed activity, event, or short-term program into your grant application in Smarty Grants.**