**Safeguarding Risk Assessment Template – local groups guide**

Whether you are running regular group meetings, or a one of event, you should be considering the risks involved and how to mitigate them. The below examples are based on safeguarding, but you should also be thinking about inclusion and health & safety concerns too, you can combine them into one template if helpful. For more information about what is a safeguarding risk, and actions you can follow to make spaces safe, have a look at the [safeguarding page](https://www.amnesty.org.uk/issues/safeguarding) on our website.

Alongside completed a safeguarding risk assessment you must also consider the impact of any activity and work on those with protected characteristics and other identities who face inequality and barriers to inclusion.

You can reach out to a staff member for support and guidance on completing this risk assessment if needed.

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| **Team/Group:** | **Site/Location:** | **Brief Description of Event/Activity:** | **Owner:** |
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**Matrix Severity (1-5) x Likelihood (1-10) = Risk (1-25). 16-25 | Unacceptable Risk 11-15 | High Risk 6-10 | Moderate Risk 0-5 | Low Risk**

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| **Activity, Hazard & Effect** | **Risk to who/what** | **Initial rating before** | | | **Measures in place to control/mitigate risk***(suggested measures written below, but please add to)* | **Rating after control** | | | **Action owned by**  *(Please identify in this column who is responsible for making sure the actions happen)* |
| Severity | Likelihood | Primary Risk | Severity | Likelihood | Residual Risk |
| Risk of grooming/inappropriate relationships developed with under 18s. | Any under 18s in the group |  |  |  | Local groups should have at least 2 safeguarding trained members who should take responsibility for safeguarding. There is guidance around communicating with 18s should reduce risk. |  |  |  |  |
| Risk of exposure to content not being age appropriate. | Any under 18s in the group |  |  |  | Groups should plan accordingly, AIUK have resources for children. However, risk is low and groups will need to act according to ages in groups. |  |  |  |  |
| Relationships between activists being harmful/abusive. | All members of the group |  |  |  | Code of conduct agreed by all members.  If concerns do arise, can be escalated to staff who can intervene to help.  Power dynamics (including recognising your own power) should always be taken into consideration when engaging with people. |  |  |  |  |
| Nature of topics discussed on human rights abuses, may lead to burn out or be triggering of mental health difficulties of some people. | All members of the group |  |  |  | Nature of the work means will have exposure to difficult subjects, however, will be supported by others in the group, can be encouraged to step back and take a break when this happens and can request support from staff if things become too much. |  |  |  |  |
| Adults who shouldn’t be working with under 18s using local groups to develop relationships. | Any under 18s in the group |  |  |  | Guidance on communication practices should be followed by adults and under 18s. There should be at least 2 safeguarding trained adults in the group who could discuss any concerns with the AIUK Safeguarding Manager. |  |  |  |  |
| \**Add any more specific risk to groups – different individuals or nature of network may bring different risks.*  *Make sure you have considered inclusion practices\** |  |  |  |  |  |  |  |  |  |
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| **Severity** | **Likelihood** | **Primary Risk** | **Residual Risk** |
| Enter one of the following ratings | Enter one of the following ratings | Multiply the Severity Rating with the Likelihood Rating and enter the sum. | Re-assess the Risk with the control measures in place using the rating system as before |
| 1 = Single Minor Injury | 1 = Very unlikely | 1 - 6 - Low Rating - Acceptable providing the control measures are in place. And followed. |
| 2 = Multiple Minor Injury | 2 = Unlikely |
| 7 - 16 - Medium Risk - Additional control measures should be assessed to reduce Risk. Should have controls in place to manage the risk. |
|  | 3 = Possible |
| 3 = Single Major Injury | 4 = Probable |
| 16 - 30 - High Risk - Works (event) un-acceptable, DO NOT PROCEED |
| 4 = Multiple Major Injury | 5 = Very Likely |
| 5 = Fatality | 6 = Certain |

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| **Completed by:** | | | |
| NAME: |  | DATE: |  |
| **Approved by:** | | | |
| NAME: |  | DATE: |  |

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| **Is a re-assessment needed at any point?** |
| YES                     NO |
| **If Yes, when is it due?** |
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