**CSC Alumni Community Engagement Fund 2025-2026**

**Activity Risk Assessment form**

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| **Organiser Name:** |  |
| **Name of person completing the assessment:** |  |
| **Event Name:** |  |
| **Event Date:** |  |
| **Date assessment completed:** |  |
| **ACEF contact name:** |  |
| **Date of review:** |  |

The CSC is committed proactively to safeguard and promote the welfare of our beneficiaries, and to protect its staff, Commissioners, beneficiaries, and all those with whom the CSC comes into contact. The CSC requires staff, members of the Commission, applicants for and recipients of CSC awards, and suppliers to act consistently with its requirements for safeguarding. The CSC safeguarding policy is available at [gov.uk website](http://www.gov.uk/cscuk).

Commonwealth Alumni are expected to adhere to the [CSC Code of Conduct for Alumni](https://cscuk.fcdo.gov.uk/wp-content/uploads/2021/02/Code-of-Conduct-for-Alumni.pdf). Any complaints received or issues in relation to the behaviour of ACEF organisers will be taken very seriously and any behaviour which does not adhere to the expectations and values expected of Commonwealth Alumni as outlined in CSC Code of Conduct for Alumni will be investigated. Engagement in ACEF and other Commonwealth Scholarship activities may be terminated at any time in relation to unsatisfactory conduct.

**Purpose of Activity Risk Assessment**

A completed Activity Risk Assessment must be submitted to the CSC Alumni Team in advance of actioning any activity plans. The purpose of conducting an activity risk assessment is to identify potential hazards to the health and safety of the organiser(s) and participants, and thereafter outline the control measures that might be needed to eliminate the risks. In completing this document, it is important that you and any other organisers have carried out an appropriate assessment of any risks involved in your activity and are complying with any requirements from the venue and/or external contacts you are working with.

**How to complete the Activity Risk Assessment**

To complete the Activity Risk Assessment, there are three sections: 1) Overview, 2) Risk assessment, and 3) Signed Declaration. You must read and complete the information in each section as outlined below. Further information is available in the **Activity and budget planning guidance document**.

1. **Overview:**

Please scroll down to provide a brief description of the activity being assessed in the box below.

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| **Brief description of event being assessed**  Include the name of additional event organisers, including any external organisations you are working with and the name of your contact(s), the number of participants expected to attend, overview of attendee groups (for example, primary school children, community members), the duration of the event, and any structures and fittings that will be used during the event (for example, free-standing banners). |
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1. **Risk assessment- face-to-face:**

In the table below, you will find a list of possible risks or hadzards associated with your activity, including attendees and participants, the venue and facilities, welfare matters, and the reputation of the CSC. Please follow the steps below to conduct your Activity Risk Assessment. An example of scoring your risks is highlighted in the first risk in the table. Please amend this as relevant to your risk.

**Risk Assessment Tab**

In the table below, you will find a list of possible risks or hazards associated with your activity, including attendees and participants, the venue and facilities, welfare matters, and the reputation of the CSC. Please follow the steps below to conduct your Activity Risk Assessment. An example of scoring your risks is highlighted in the first risk in the table. Please amend this as relevant to your risk.

**Step 1**- Identify any risks related to your activity. This list has been populated, however you **should add** any further risks identified to ensure the risk assessment reflects your activity and assess the relevance and appropriacy of the risk information and control measures currently outlined. You should also adapt the risks and hazards to ensure they are appropriate to your activity delivery.

**Step 2**- Analyse your risks by scoring the likelihood of them happening and rate the likelihood of the risk occurring between 1-5, where 1 is not very likely and 5 very likely. The 'Initial risk score' is the **multiplication** of the likelihood and level of impact scores. The first risk has been scored as an example; you should rescore this.

Please note, it is highly unlikely that an initial risk score can equal ‘1’. If your initial risk score for any risks identified equals 1, please check and review the likelihood and impact scores assigned. For example, a fire at the venue may be very unlikely but its impact, without control measures in place, could be serious.

**Step 3**- Assign a target risk score. This should be the level of risk you are willing to undertake.

**Step 4**- The 'Control measures' column lists the control measures you must put in place to reduce and control the risk identified. You read these measures carefully.

**Step 5**- Rescore the likelihood and potential impact of the risk identified with the controls in place. The 'Residual risk score' is the multiplication of the likelihood and impact scores and should now be lower than the ‘Initial risk score’ and nearer to/lower than the target risk score.

**Step 6**- If your residual risk score is still higher than your target risk score, list the additional controls you will put in place to reduce the risk further in the 'Further actions required' column.

**Things to consider within the assessment- this list may not be exhaustive**

* **Personal safety** - e.g. physical security of attendees, potential disability or health problems of attendees; access to personal or medical assistance; failure of routine emergency communications; security of accommodation and venue; getting lost or stranded by transport; potential cultural or legal differences.
* **Equipment hazards** - storage, handling and use of equipment and materials e.g. tools; machinery; vehicles; manual handling; noise; work at height; electricity; fire; ultraviolet; laser; vibration.
* **Biological hazards** - storage, handling, use, and disposal of biological agents, products and waste, "any micro-organism, cell culture or human endoparasite including any which have been genetically modified, which may cause infection, allergy, toxicity and other hazards to human health". This includes bacteria, viruses, fungi and parasites.
* **Natural physical hazards** - effects of natural environment, climate, landscape, plants and animals e.g. extreme weather.
* **Environmental impact** - e.g pollution and waste, deposition of rubbish, disturbance of eco-systems, trampling, harm to animals or plants.
* **Chemical hazards** - storage, handling, use, and disposal of chemical reagents, intermediates, products and waste.

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| 1. Identify your risks. | 2. Analyse your risks by scoring the likelihood of them happening and the level of their potential impact on the event. | | | 3. Assign a target score for the risk identified. This should be the level of risk you are willing to undertake | 4. List the control measures you will put in place to reduce and control the risk identified.  (Modify as per your activity) | 5. Rescore the likelihood and potential impact of the risk identified with the identified controls in place. | | | 6. If your residual risk score is higher than your target risk score, list the additional actions you will take to reduce the risk further. |
| Risk | **Likelihood (1–5)** | **Impact (1–5)** | **Initial risk score**  **(Multiply Likelihood and Impact scores)** | **Target risk score** | **Control measures** | **Likelihood after controls**  **(1–5)** | **Impact after controls**  **(1–5)** | **Residual risk score**  **(Multiply Likelihood after controls and Impact after controls scores)** | **Further actions required** |
| Child protection. Risk of harm as a result of misconduct by any participants, poor practice, and poor design and/or delivery of activities. | 2 | 4 | 8 | 4 | \* Parents and guardians have been informed of the activity, including any formal programmes, and any participation required by child attendees \* At least two approved adults will be present during the activity. Where activities are hosted with schools or other such organisations, a representative will be present at all times \* All ethical requirements will be research and considered in full, seeking advice and guidance from appropriate authorities as required  \*Where children are to attend an event outside of their school/learning environment, parents and guardians have given explicit consent for their attendance, such as signed forms, and/or are attending with their child \* Where events are held in schools or other venues for children, organisers have enquired with key contacts, such as school head teachers and related staff, regarding any processes they and other adult attendees must follow, or qualifications required \* Where events are not held in schools or other venues for children, organisers have sought guidance from relevant authorities as to protocols which must be followed \* Organisers have read and understand all child protection laws within the event host country \* Organisers have notified any hired venues and staff that children will be in attendance at the event to ensure that they follow organisational protocol around child protection measures | 1 | 3 | 3 |  |
| Adults at risk and other vulnerable groups. Risk of harm as a result of misconduct by any participants, poor practice, and poor design and/or delivery of activities. |  |  | 0 |  | \* Attendees and guardians/carers have been informed of the activity, including any formal programmes, and any participation required \* At least two approved adults will be present during the activity. Where activities are hosted with community groups or other such organisations, a representative will be present at all times \* All ethical requirements will be research and considered in full, seeking advice and guidance from appropriate authorities as required  \* Where necessary, guardians/carers have given explicit consent for their attendance, such as signed forms, and/or are attending with them \* Organisers have read and understand all laws related to adults at risk and vulnerable groups within the event host country \* Where events are held in community centres or facilities for vulnerable groups, organisers have enquired with their contacts regarding any processes they and other adult attendees must follow, or qualifications required \* Where events are not held in community centre or facilities for vulnerable groups, organisers have sought guidance from relevant authorities on protocols which must be followed |  |  | 0 |  |
| Data protection. Personal data of organisers and attendees could be disclosed without consent e.g. email address, special requirements |  |  | 0 |  | \* Organisers have read and understood the CSC Privacy Notice, at cscuk.dfid.gov.uk/privacy-notice/ \* Organisers agree that attendee personal data will not be shared with a third party \* Any personal data collected by organisers will be saved securely. For example, hard copy lists will be locked away when not in use and digital lists will be kept on a PC/laptop which can be locked and accessed only by the organiser.  \* Organisers agree that personal data held will be destroyed post-event unless they gain explicit consent to retain this |  |  | 0 |  |
| Slips, trips and falls. Could suffer injury e.g. sprains and fractures if they slip or trip, even on a flat level |  |  | 0 |  | \* Work areas kept clear of obstructions \* All areas are well lit, especially stairs. Any faulty lighting will be reported immediately to venue staff \* Spillages, torn carpets will be reported immediately to venue staff \* Any tablecloths will be tucked safely beneath table to avoid trip hazard \* Organisers know where the first aid kit is stored and the names of venue staff trained in first aid \* Where organisers and attendees may be outdoors at night they are advised to keep to footpaths and if possible/ necessary carry a torchlight to increase visibility |  |  | 0 |  |
| Electrical hazards. Could suffer from electrical shock or burns if using faulty or damaged electrical appliances |  |  | 0 |  | \* Electrical equipment must always be used in accordance with manufacturers' instructions \* Where equipment is seen to be used in a dangerous way, it should be taken out of use and reported to the venue manager |  |  | 0 |  |
| Ergonomic hazards, such as standing for long periods. Musculoskeletal problems (e.g. back pain), muscle pain in legs and feet |  |  | 0 |  | \* Seating points are available throughout the venue \* Those who may be standing on their feet for long periods of time are advised to wear sensible footwear \* Check that the chairs provided are stable and enable feet to be supported if raised |  |  | 0 |  |
| Fire. Could suffer from smoke inhalation or burns |  |  | 0 |  | \* The fire alarm system is installed, maintained and tested \* Fire drills have been conducted successfully to test the measures in place \* Organisers and attendees are acquainted with the Fire Evacuation procedure for the venue \* Organisers are notified of the venue Fire Officers \* Evacuation procedures are available throughout the venue \* Where the venue has an open fireplace ensure fire guards are installed \* Attendance registers will be taken (particularly in the case of late arrivals) to ensure, as far as possible, that accurate numbers are kept in case of fire or other emergency procedures \* Ensure fire procedures are in place and individuals concerned are aware of these in special circumstances e.g. visually or hearing impaired  \* Check if fire drills are planned during the time the venue is in use and inform attendees accordingly |  |  | 0 |  |
| Scalds or burns may be caused by spillages of hot drinks and at self-serve points |  |  | 0 |  | \* Clear signage on how to use all self-serve refreshment points \* Refreshement points to be kept clear of furniture to avoid trips and falls \* Serving staff not to fill cups to the brim to prevent accidental spills \* Hot drinks should not be carried around the venue without a lid \* Hot drinks served in appropriate vessels |  |  | 0 |  |
| Theft of personal or company property. Personal possessions may be stolen if left unattended |  |  | 0 |  | \* Where possible, personal possessions and IT equipment are to be kept on person at all times \* All attendees are informed that they leave their bags at their own risk \* When not in use, event materials should be stored away or monitored \* Where possible, secure storage will be made available |  |  | 0 |  |
| Toppling or instability of stand furniture or equipment. Free-standing boards and banners may be knocked or pushed over, causing injury or damage |  |  | 0 |  | \* All free-standing materials should be checked before the start of the event and at intervals throughout \* Areas behind free-floor standing materials should be kept clear to prevent tripping or leaning against temporary structures |  |  | 0 |  |
| Manual handling. Musculoskeletal problems (e.g. back pain), from handling heavy and/ or awkward objects |  |  | 0 |  | \* Organisers understand safe handling techniques \* All work involving manual handling assessed on an individual basis \* Aids to manual handling e.g. trolleys, will be secured from the venue \* All materials/ equipment to be clearly labelled and boxed in the most suitable and efficient manner for manual handling |  |  | 0 |  |
| Movement of people. Injuries may occur at major transition points during the event, such as moving between rooms, due to pushing which could result in falls or trips |  |  | 0 |  | \* All exits to rooms are made available when mass exits occur and are signposted \* Attendees are encouraged to arrive to rooms early to spread out arrivals |  |  | 0 |  |
| Pedestrian/ Vehicle conflict. Organisers and attendees risk injury if struck by a vehicle in a car park or roadway |  |  | 0 |  | \* Organisers and attendees are to be made aware if path and roadways are shared use and to be alert \* Where organisers or attendees are required to cross car parks or entryways to move between venues they are discouraged from walking in the path of vehicles and to keep to pedestrian signed footpaths and use pedestrian crossings |  |  | 0 |  |
| Health hazard and disease (colds, flu etc). Spread of illness or disease |  |  | 0 |  | \* Organisers and attendees should be healthy and advised to remain away if unwell \* Handwash/ sanitiser available \* Attendees and organisers will be asked to follow all government and health organisation guidelines. Any attendees or organisers not adhering to these will be asked to leave the event |  |  | 0 |  |
| Welfare matters such as fatigue and stress (1). Organisers or attendees may become unwell due to fatigue or stress throughout the day |  |  | 0 |  | \* Areas or quiet rooms are available for people to sit should they become fatigued or stressed \* Where the venue allows, seating to be available throughout \* Water is available throughout the event |  |  | 0 |  |
| Welfare matters such as medical emergencies (2). Organisers and attendees may become seriously unwell or injured and require hospital treatment |  |  | 0 |  | \* Information on local hospitals and emergency service numbers will be provided, as well as the details of a first point of contact staff member |  |  | 0 |  |
| Welfare matters such as medical conditions, disabilities (3). Organisers and attendees may have specific requirements to ensure that they can take part in events |  |  | 0 |  | \* Any medical conditions or disabilities will be disclosed at the event registration stage. Any specific requirements will be communicated at this point to the event organiser(s) to ensure that they are incorporated into further planning |  |  | 0 |  |
| Food poisoning or allergic reaction to food. Sudden illness due to poorly prepared food or allergic reaction to food given |  |  | 0 |  | \* Any food served to be clearly labelled and serving staff to be aware of food ingredients \* Where formal meals are served, allergy or intolerance information to be collected in advance and clearly communicated with caterers |  |  | 0 |  |
| Reputational risk. Where events are advertised and organised under the CSC, staff and scholars attend as ambassadors of the CSC and must not behave in a way contrary to the values and expectations outlined in the Code of Conduct |  |  | 0 |  | \* Attendees and alumni will be reminded of the Code of Conduct and that they are attending events as ambassadors and representatives of the CSC \* Organiser(s) will be vigilant in ensuring attendees behave with respect to others in terms of race, religion, gender, sexuality and cultural values \* Events will not be permitted that intend to aggravate current political turmoil, or that may be viewed as offensive. |  |  | 0 |  |
| Transportation required for organisers and/or attendees to attend the activity |  |  | 0 |  | \* Where public transport is to be used, routes have been checked for timing to reach the activity and disruptions noted \* Where transportation is hired, companies have been checked to ensure they are reputable and any vehicles hired are fit for purpose, including evidence of all relevant documentation \* Organisers and anyone responsible for operating vehicles have provided evidence that they are licensed and fit to operate a vehicle |  |  | 0 |  |
| Hiring of activity facilitators to deliver activities or presentations |  |  | 0 |  | \* All facilitators must submit evidence that they have the relevant experience and qualifications to participate \* Facilitators must confirm they are up to date with any certificates or checks to work with the activity participants (for example, children, vulnerable adults) |  |  | 0 |  |
| Hiring vendors to produce materials or provide goods, such as stationery supplies, catering |  |  |  |  | \* Where possible, three quotes will be obtained to compare prices, quality, ability to fulfil the order, and research reputation of the vendor \* Where possible, recommendations will be sought to confirm reputation of the vendor (this may be more relevant to catering than other vendor requirements) |  |  |  |  |

1. **Signed declaration:**

Once you have completed the Overview and relevant Risk assessment table, you should complete the Signed Declaration and return the assessment to your ACEF contact.

I confirm that I have read and understood the information set out in the Activity Risk Assessment, and that I have followed all control measures identified to mitigate possible risks and hazards associated with the activity described in the 'Overview' tab. I confirm I have listed any further measures I have taken to mitigate possible risks and hazards and included these in the assessment.

I confirm that all other organisers associated with the event have read and understood the information set out in the Activity Risk Assessment. The names of all other organisers have been listed in the 'Overview' in section 1.

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| --- | --- |
| **Name:** |  |
| **Signed:** |  |
| **Date:** |  |