**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 on the [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/2020/10/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 your ACEF contact 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. Through 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 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- virtual:**

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; ultra violet; 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. | | 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** | |
| Activity content is not engaging, and target participants do not sign up for or attend the activity | 2 | 5 | | 10 | | | 6 | | | | Activity descriptions will be shared with participants to provide details on what to expect from speaker(s) and the format of the activity | | | 1 | | 2 | | 2 | |  | |
| The platform selected does not support accessibility requirements for those with additional needs and limits their ability to engage |  |  | | 0 | | |  | | | | Closed captioning available within the platform. Transcripts can be requested from the speaker to share with participants. Audio capability checks will be conducted by the organiser and speaker(s) | | |  | |  | | 0 | |  | |
| Participants are not able to access the virtual activity due to lack of equipment required |  |  | | 0 | | |  | | | | When inviting participants, they will be asked to informally share if they cannot attend due to lack of equipment | | |  | |  | | 0 | |  | |
| Participants are not able to access virtual activity due to lack of knowledge required to use platforms successfully |  |  | | 0 | | |  | | | | Adequate setup, login, and information on features of the host platform shared with participants in advance | | |  | |  | | 0 | |  | |
| Participants do not uphold the expected conduct when taking part in virtual activities |  |  | | 0 | | |  | | | | A Code of Conduct/ expectations will be shared with all participants in advance of the virtual activity alongside registration details | | |  | |  | | 0 | |  | |
| Connection of platform is not secure and unknown people join or vandalise activity |  |  | | 0 | | |  | | | | A password will be created for Zoom meetings and participants will be asked not to share the link with others. The host will lock the activity once participants have joined or within the first 3-4 minutes. The waiting room function will be enabled and only those who have previously signed up to attend will be admitted from the waiting room. | | |  | |  | | 0 | |  | |
| CSC receives complaints from participants due to screenshotting / video recording of the virtual activity without their consents |  |  | | 0 | | |  | | | | It should not be necessary for virtual activities to be recorded and this function should be disabled for participants. Should it be deemed necessary for an activity to be recorded, it will be made clear upon signing up for the activity that it will be recorded and the host will reiterate this at the start of the activity. Post activity, any recordings will be stored in a secure location and tagged for easy retrieval. The host should define a retention period for event recordings. Attendees will be asked not to take screen shots of the event as the meeting ID and personal ID data of attendees may be captured. | | |  | |  | | 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) \* Facilitators must confirm they are familiar with the online platform selected to host the activity and any features to ensure this is interactive and engaging | | |  | |  | | 0 | |  | |
| Child protection. Risk of harm as a result of misconduct by any participants, poor practice, and poor design and/or delivery of activities. |  |  | | 0 | | |  | | | | \* 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 | | |  | |  | | 0 | |  | |
| 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 | | |  | |  | | 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 | |  | |

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:** |  |