



Everything you need to attract, manage and retain volunteers

Our Volunteer Management Toolkit is free and available to any group or organisation working with volunteers.

You can find it at vcsutton.org.uk/organisations/volunteer-management-resources

Volunteer Management Toolkit: Policies and Procedures Risk Assessment Template Updated 12.3.2021

(Insert organisation / logo)
(Insert project) Risk Assessment

Company Name	
Activity Title	
Activity Time/Date	
Activity Location	
Activity Description	
Assessed By	
Signature	
Assessment Date	
Date Review Due	

Likelihood (L) x Severity (S) = Risk Rating (R)

Risk Assessment Matrix		Likelihood						
		Very Unlikely 1	Unlikely 2	Possible 3	Likely 4	Very Likely 5		
	Severe - 5	5	10	15	20	25		
Severity	Significant - 4	4	8	12	16	20		
	Major - 3	3	6	9	12	15		
	Minor - 2	2	4	6	8	10		
	Negligible - 1	1	2	3	4	5		

1 - 4 Acceptable – No further action, but ensure controls are maintained

5 - 9 Adequate – Look to improve at the next review

10 - 16 Tolerable – Look to improve within specified timescales

17 - 25 Unacceptable – Stop activity and make immediate improvements

Hazard	Risk	Existing risk control measures	Risk control measures to be introduced			Date of completion	Person Responsible

The risk assessment should only be approved once all hazards have been identified, the control measures to be used are agreed, and the overall risk ratings are considered acceptable.

Declaration					
Assessor		Signature		Date	
Manager		Signature		Date	
Department				Tel or email	

We hope that you have found this helpful. If you would like any further information on the guidance provided or would like to make a suggestion on a resource that could be added to our Volunteer Management Toolkit, we would love to hear from you.

To receive all the latest resources and updates, sign up to our organisations mailing list at vcsutton.org.uk/organisations/organisations-newsletter-sign/