Activity Risk Assessment Flowchart

A step-by-step guide to identifying and addressing risks before and during activities

Program / Activity Name: _____ Date: _____

Step 1: Could this activity create risks for participants?
(e.g., mobility challenges, confusion, emotional distress, accessibility needs)

- Yes → Are participant needs understood?
  - Yes → Step 2
  - No → Gather relevant information (e.g., registration details, follow-up communication, staff observations, intake or needs assessments) → Step 2
- No → Step 2

Step 2: Could this activity create risks for staff or volunteers?
(e.g., unclear roles, insufficient supervision, burnout, lack of training)

- Yes → Are staff and volunteers prepared to respond to expected needs?
  - Yes → Step 3
  - No → Strengthen staffing and role clarity (e.g., adjust staffing levels, clarify roles, provide additional training or supports) → Step 3
- No → Step 3

Step 3: Could the environment create risks?
(e.g., weather, accessibility barriers, noise, crowding, unsafe routes)

- Yes → Can these environment risks be mitigated?
  - Yes → Add appropriate controls (e.g., signage, room change, alternate routes) → Step 4
  - No → Consider relocating, postponing, or modifying the activity → Step 4
- No → Step 4

Step 4: Could system or program factors create risks?
(e.g., unclear protocols, partnership gaps, documentation gaps, technology issues)

- Yes → Are systems in place to manage these risks?
  - Yes → Step 5
  - No → Strengthen systems and processes (e.g., clarify workflows, improve communication, establish back-up plans, ensure appropriate consent processes are in place) → Step 5
- No → Step 5

Step 5: Rate each identified risk
Severity (1-5) Likelihood (1-5) Multiply to determine criticality (1-25)

Step 6: Apply criticality levels
1-5 = Low Risk (Accept risk: Provide information, make minor adjustments, monitor)
6 – 14 = Moderate Risk (Mitigate or transfer risk: Add controls, prepare staff and volunteers, document plan, monitor closely)
15 – 25 = High Risk (Avoid risk: modify, postpone or pause the activity; seek appropriate support before offering)

Step 7: Confirm plan and next steps (Document your approach and plan for review as needed.)
Final question: Are you comfortable proceeding with this activity with the mitigation strategies in place?

- Yes → Proceed with the activity
- No → Modify the activity or seek additional support

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