

Risk Assessment Chart and Examples

This chart and the examples could be used as a guide as you designate positions as low, medium and high risk. It is always best to reduce the level of risk as much as possible. The information on this chart can assist you as you modify roles and responsibilities and as you create statements concerning boundaries and limitations.

Determining Level of Risk

Factor	Low Risk	Medium Risk	High Risk
Level of Vulnerability	<ul style="list-style-type: none"> stable individual 		<ul style="list-style-type: none"> baby/child/teenager/senior person with a disability new comers recently bereaved/divorced homeless transitioning individual
Location and visibility	<ul style="list-style-type: none"> meeting room or hall 	<ul style="list-style-type: none"> room with open door or door with a window office and other small areas visible to others worship space off-site public space 	<ul style="list-style-type: none"> private home room with doors closed and no windows off-site private or home meeting with children, youth or shut-in car enclosed private spaces
Type of activity	<ul style="list-style-type: none"> bible study in church fellowship event in church craft group in church 	<ul style="list-style-type: none"> youth group meeting children's class with two teachers or with supervisor present hospital visiting with open door nursing home visiting with open door breakfast program drum circle 	<ul style="list-style-type: none"> youth group sleep-over counselling session one-to-one home visits one-to-one music or liturgical instruction
Supervision and Monitoring	<ul style="list-style-type: none"> supervisor always present always in large groups meetings/activities are documented regularly 	<ul style="list-style-type: none"> occasional supervision some documentation of activities or meetings 	<ul style="list-style-type: none"> little to no supervision no documentation of meeting or event
Nature of relationship	<ul style="list-style-type: none"> occasional interaction mutual understanding of roles, responsibilities and boundaries 	<ul style="list-style-type: none"> personal investment personal relationship extends over time 	<ul style="list-style-type: none"> one-to-one relationship high level of intimacy and influence imbalance of power - understanding of roles, responsibilities and boundaries are not clear

Factor	Low Risk	Medium Risk	High Risk
Degree of authority associated with the position	<ul style="list-style-type: none"> • low level of authority • ACW member • Kitchen volunteer 	<ul style="list-style-type: none"> • mutual ministry to others in a public space 	<ul style="list-style-type: none"> • high authority with distinct large power differential, e.g., priest, youth worker, organist, warden, treasurer
Physical Safety	<ul style="list-style-type: none"> • well maintained equipment • safe guards in place 	<ul style="list-style-type: none"> • an awareness of individual's needs and limitations 	<ul style="list-style-type: none"> • not aware of individual's needs and limitations • untrained • equipment not maintained • safe guards not in place • extraordinary variation of daily activity
Financial	<ul style="list-style-type: none"> • no financial involvement 	<ul style="list-style-type: none"> • infrequent financial involvement with small amounts of money and shared responsibility 	<ul style="list-style-type: none"> • frequent financial involvement or with large amounts of money and/or functioning alone
Confidential and sensitive information	<ul style="list-style-type: none"> • no access to confidential or sensitive information 	<ul style="list-style-type: none"> • occasional access to confidential or sensitive information • appropriately shared and received 	<ul style="list-style-type: none"> • regular access to confidential or sensitive information • Information not shared with others
Overall Risk Assessment To Person	<ul style="list-style-type: none"> • Low level of risk 	<ul style="list-style-type: none"> • Potential damage to reputation • Stress 	<ul style="list-style-type: none"> • Personal trauma and/or stress • Safety • Damage to reputation • Legal claims
Overall Risk Assessment To Parish	<ul style="list-style-type: none"> • Low level of risk 	<ul style="list-style-type: none"> • Potential damage to reputation 	<ul style="list-style-type: none"> • Damage to reputation • Legal claims • Loss of insurability
Overall Risk Assessment To Diocese	<ul style="list-style-type: none"> • Low level of risk 	<ul style="list-style-type: none"> • Potential damage to reputation 	<ul style="list-style-type: none"> • Damage to reputation • Legal claims • Loss of insurability