**LIF Funding - Management of Risks**

Branches/Chapter Chairs (or the nominated **Responsible Person**) are responsible for ensuring activities are carried out in a safe and legally compliant manner to further the charitable objectives of RIBA and that their activities are appropriately covered by insurance. Each Branch/Chapter must complete a Risk Assessment Form for all activities planned to be undertaken over the year in the format set out below. These forms should be reviewed and updated at least once per year.

[Risk Assessment Form](#Contents)

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| --- | --- | --- | --- | --- |
| **Date:** | **Ref No:** | **Review Date:** | **Assessor/s** | **Assessors Signature:** |
| Description of task to be assessed**:** | | | **Area or Dept**: |  |
| Persons Exposed (e.g. employee, contractor, public etc) |  |

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| --- | --- | --- | --- | --- | --- |
| **Consider** | **Identify** | **Current Risk Level** | **Assessment** | **Additional actions required** | **Final Risk Status** |
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| **Section C - Additional Comments**  Add any other comments that are relevant to the risk assessment. |
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| **Level of risk** | **Action and timescale** |
| **High** | You should not start work until the risk has been reduced. You may have to set aside considerable resources to reduce the risk. If the risk involves work in progress, you should take urgent action. If it is not possible to reduce the risk even with unlimited resources, you must stop all work. |
| **Medium** | You must try to reduce the risk, but should carefully measure the cost of prevention. You should use measures to reduce the risk within a defined time period. If the medium risk is associated with extremely harmful consequences, you may need to carry out another assessment to identify more precisely the likelihood of harm. This will help you decide whether you need to use improved control measures. |
| **Low** | You don’t need to take action or keep documentary records. Monitoring is necessary to make sure that the controls are still effective. |