**Programme /Project**

**SECURTY & SAFETY RISK ASSESSMENT**

**Information contained in this document should be treated sensitively**

SSRA must be regularly reviewed and kept up to date (MUST NOT BE OLDER THAN 6 MONTHS)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Geographical area where the programme is implemented | Please add | | | |
| Nature of work activities | Please list key activities involved in your programme work | | | |
| Number of staff and volunteers or third parties involved in the programme? | | Please add | | |
| Risk assessment led by | Please add | | Approved by and overall accountable for implementation | Please add |
| Date of last review: | Please add | | Next review | Please add |

**Risk Matrix**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Impact / consequence if the threat**  **materialises** | | | | | |
| **Likelihood of the threat materialising** |  | **Negligible**  **(1)** | **Minor**  **(2)** | **Moderate**  **(3)** | **Severe**  **(4)** | **Critical**  **(5)** |
| **Certain/Imminent**  **(5)** | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **Highly likely**  **(4)** | **Medium** | **Medium** | **High** | **Extreme** | **Extreme** |
| **Likely**  **(3)** | **Low** | **Medium** | **High** | **High** | **Extreme** |
| **Possible**  **(2)** | **Low** | **Low** | **Medium** | **High** | **High** |
| **Unlikely**  **(1)** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

Note:

The team conducting the risk assessment must have in depth understanding of the local context, i.e., political, social, cultural, and legal dynamics, and must be fully conversant with programme details. The SRRA is an inclusive process and must be carried out by a diverse team.

**Optional Information: Who was included in the Risk Assessment Process?** Mark an X next to all that apply - This information is only used to assess if the process has been inclusive.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Women |  | Staff with other gender identities and sexual orientations (LGBTQ+) |  | Staff with different ethnicities, race, religion, or non-religion |  |
| Men |  |
| Different roles |  | Staff belonging to the area that is being assessed or living/working in those areas |  | Persons with disabilities |  |
| Different age groups |  |

**Staff: Any individual, including employees, volunteers, short-term workers, accompanied legal dependants (relocated staff), and freelance consultants working for XXX under a contract of employment or under XXX’s instruction.**

| **Threats or dangers to staff, partners, and programmes** | **Mitigation measures in place** | **Risk level with current mitigation measures in place**  **(Likelihood x Impact)** | **For all risks rated as Medium, High or Extreme what additional measures are needed?** | **By when?**  **Who is responsible?** | **Level of residual risk after additional measures** |
| --- | --- | --- | --- | --- | --- |
| 1. Petty and violent crimes affecting staff and others working with us. Such as theft, robbery, assault, etc. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Kidnap and abduction of staff and partners |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Female staff face sexual violence. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Risk of terrorist activities affecting the areas where we work and /or staff and partners. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Staff and partners are put at risk due to hazards and disasters, flood, hurricanes, earthquakes, rains, landslides, etc. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Ethnic, tribal, or sectarian violence affecting staff and partners. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
| 1. Internal disputes and staff disgruntlement if not handled properly. |  | **Low, Medium, High or Extreme** |  | Please add | **Low, Medium, High or Extreme** |
|  |  |  |  |  |  |
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