**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 will be 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 in front of all that apply - (This is optional, and the 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 |  | 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 our staff, partners, and programmes** | **Mitigation measures currently in place** | **Risk level after having the 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?** | **Cost and how will this be budgeted for** |
| --- | --- | --- | --- | --- | --- |
| 1. Petty and violent crime affecting our staff and other working with us. Such as theft, robbery, assault, ambush etc. |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Kidnap and abduction of our staff and partners |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Women staff facing gender-based crime |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Risk of terrorist activities affecting the areas where we work and /or our staff and partners. |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Staff and partners are put at risk due to hazards and disasters, flood, hurricanes, earthquakes, rains, landslides and other |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Ethnic, tribal, or sectarian violence affecting our staff and partners |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
| 1. Internal disputes and staff disgruntlement if not handled properly. |  | **Low, Medium, High or Extreme** |  | Please add | Please add |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |