

Introduction to the Avail Risk Assessment

The Risk Assessment is a means of calculating the seriousness of certain events that could happen to you on the field, and what would need to be done if they occurred. Note that the risks assessed refer to YOU and not only to the country that you live in.

The Risk Assessment consists of three files:

- The Risk Assessment spreadsheet Excel file (RiskAssessment.xlsx)
- The instruction document (this file)
- Your action plan (ActionPlan.docx)

What you must do

1. Fill in the values for Likelihood and Impact on the Risk Assessment worksheet, using the instructions below.
2. For each risk above 30, complete an Action Plan describing what you would do if the event occurred. Do this in the accompanying Action Plans document.
3. Email the Excel spreadsheet and the Action Plans document to Mike Farley at mikefarley74@gmail.com.

How to complete the Risk Assessment spreadsheet

There are four elements to the Risk Assessment:

- The event, such as illness, robbery, etc.
- The Likelihood that this event could occur in your situation. For example, the risk of your contracting malaria is much higher in certain parts of the world.
- The Impact of such an event. For example, minor health issues have less impact than cancer.
- The total risk. This is the Likelihood multiplied by the Impact. For example, something that has relatively low impact but is almost certain to happen may carry less total risk than something that is very severe impact but very unlikely to happen to you. The Total Risk is calculated automatically.

Instructions

1. Open the Risk Assessment file in Excel. It will open with the Risk Calculation tab visible.
2. For each event, enter a number (1 to 10) in the Likelihood column, where 1 is low, 10 is high.
3. Do the same in the Impact column. Don't try to put anything in the Total column because it is locked.
4. When you are finished, save the file.

Things to bear in mind...

- Although you will have to complete a new Risk Assessment once a year, don't be too rigid in restricting your answers to the forthcoming year. Use your best judgement in estimating the likelihood based on your knowledge of the local situation.
- Estimate both the Likelihood and the Impact on a scale of 1 to 10. 1 means that there is little or no risk/it would have no impact on my work. 10 means it is almost certain to happen/if it did, it would have a major impact on my work.
- If you have a spouse and/children/grandchildren with you, take these others into account when estimating, and score for the most susceptible person. For example, if one family member has a nut allergy, assess the risk for that person rather than the other family members.

Results and actions

The Totals will be categorised into four bands: 0 to 30; 31 to 60; 61 to 80; and 81 to 100. Depending on the score, the cells in the Total column will change colour.

Writing your action plans

The next step is to provide us with an action plan for each event that has a total risk of more than 30 (cells that are not green). The action plan describes the steps that would need to be taken if the risk materialised. Write the action plans using the Action Plan documents provided.

Please add your action plans to the appropriate document. Note that there are limits to the numbers of words for events in each section. For each action plan state the event, it's score, and the steps that you would take. Don't forget to type in your name in the space provided.

Returning your documents

Please email the completed Excel spreadsheet and the Action Plans document to Mike Farley at mikefarley74@gmail.com

When you return your documents, the Trustees will assess your responses and may subsequently contact you regarding events that carry high risk (81–100 band).

- If you lose the risk calculation please download another from the Avail website. Thanks