

|                                     |                                      |                |
|-------------------------------------|--------------------------------------|----------------|
| Business Name:                      | Work activity and duration:          |                |
| Special Consideration Required for: | e.g. younger age groups/disabilities |                |
| Assessment completed by:            | Date completed:                      | Review Period: |

| Activity<br>(task step)        | Hazards        | Who might<br>be<br>harmed        | Existing Control Measures<br>(What are you already doing?)                                                                                                                                                                                                                                                                                                                                                                                                   | Severity (1-5)* | Likelihood (1-4)* | Risk Level*<br>(L,M,H, VH) | What further action is necessary | Severity (1-5)* | Likelihood (1-4)* | Final risk level* | Action<br>by<br>whom<br>& by<br>when |
|--------------------------------|----------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|----------------------------|----------------------------------|-----------------|-------------------|-------------------|--------------------------------------|
| Use of electrical<br>equipment | Electric shock | Children<br>or adults<br>at risk | <ul style="list-style-type: none"> <li>- Visual inspection before use</li> <li>- Staff encouraged to look out for and report any defective plugs, discoloured sockets or damaged cables</li> <li>- Defective equipment taken out of use and promptly replaced or repaired</li> <li>- Electrical safety test (portable appliance test, PAT)</li> <li>- Parents/carers provided with full information and consent provided</li> </ul> <b>AMEND AS REQUIRED</b> | 4               | 1                 | L                          | No further action required       | 4               | 1                 | L                 |                                      |

| Activity<br>(task step)                            | Hazards                                                  | Who might<br>be<br>harmed   | Existing Control Measures<br>(What are you already doing?)                                                                                                                                                                                                                                                                                                                                         | Severity (1-5)* | Likelihood (1-4)* | Risk Level*<br>(L,M,H,VH) | What further action is necessary | Severity (1-5)* | Likelihood (1-4)* | Final risk level* | Action<br>by<br>whom<br>& by<br>when |
|----------------------------------------------------|----------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------------------------|----------------------------------|-----------------|-------------------|-------------------|--------------------------------------|
| Fire and Emergency                                 | Fire and smoke inhalation.                               | Children or adults at risk  | <ul style="list-style-type: none"> <li>- Fire instruction in place, Evacuation plan implemented and tested</li> <li>- Evacuation / fire wardens trained</li> <li>- Escape routes regularly checked for obstructions</li> <li>- Combustible material / waste stored securely</li> <li>- Personal Emergency Evacuation Plans in place for those who require them</li> </ul> <b>AMEND AS REQUIRED</b> | 3               | 2                 | M                         | No further action required       | 3               | 2                 | M                 |                                      |
|                                                    | Medical condition or injury requiring urgent attention.  | Children or adults at risk  | <ul style="list-style-type: none"> <li>- Emergency number known by staff</li> <li>- First Aiders trained</li> </ul> <b>AMEND AS REQUIRED</b>                                                                                                                                                                                                                                                       | 3               | 2                 | M                         | No further action required       | 3               | 2                 | M                 |                                      |
| Use of chemicals/ biological agents/ lab equipment |                                                          |                             | <ul style="list-style-type: none"> <li>- Parents/carers provided with full information and consent provided</li> </ul> <b>COMPLETE AS REQUIRED</b>                                                                                                                                                                                                                                                 |                 |                   |                           |                                  |                 |                   |                   |                                      |
| Controversial topics                               | Topic may not be age appropriate in eyes of parent/carer | Children and adults at risk | <ul style="list-style-type: none"> <li>- Parents/carers provided with full information and consent provided</li> <li>- Child/adults at risk monitored throughout session to ensure response does not cause concerns</li> </ul> <b>COMPLETE AS REQUIRED</b>                                                                                                                                         | 2               | 1                 | L                         | No further action required       | 2               | 1                 | L                 |                                      |

| Activity<br>(task step)                                       | Hazards    | Who might<br>be<br>harmed         | Existing Control Measures<br>(What are you already doing?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Severity (1-5)* | Likelihood (1-4)* | Risk Level*<br>(L,M,H,VH) | What further action is necessary                                                                                                                                                                                                                                                                                                                 | Severity (1-5)* | Likelihood (1-4)* | Final risk level* | Action<br>by<br>whom<br>& by<br>when |
|---------------------------------------------------------------|------------|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|-------------------|--------------------------------------|
| The work/event/activity<br>with children or adults<br>at risk | Abuse/harm | Children<br>and adults<br>at risk | <ul style="list-style-type: none"> <li>- Safeguarding arrangements reviewed</li> <li>- Satisfactory enhanced (with barred lists) checks and/or Certificates of Good Conduct completed, if required</li> <li>- Safe recruitment practices in place e.g., references, declaration of unspent convictions (non-regulated activity)</li> <li>- Code of Behaviour and eSafety Guidance issued to all engaging with children and adults at risk</li> <li>- Licences sought for child performers</li> <li>- Safeguarding training completed by all</li> <li>- Everyone aware of procedure for reporting concerns</li> <li>- Designated Safeguarding Officer's contact details available</li> <li>- Parental/carer information/consent provided</li> <li>- Policy on Photographing, Filming and Audio Recording issued and complied with</li> <li>- Where possible staff should not be alone with children</li> </ul> | 5               | 2                 | H                         | <p><b>Please add any additional safeguarding measures that can be taken:</b></p> <p>e.g. supervision/oversight of activities, prompt action if concerns are identified, SOSCAR checks</p> <p>Volunteer Now <b>(CHECK REGS AND QUOTE HERE)</b></p> <p>0 to 2 years = 1:3<br/> 2 to 3 years = 1:4<br/> 3 to 7 years = 1:8<br/> 8+ = 2 up to 20</p> |                 |                   |                   |                                      |

*Please do not add names/personal details of anyone that is involved in the work/activity/events*

Severity should be rated on a scale of 1 to 5.

- 1 – Trivial** (Trivial effect or minor first aid attention required)
- 2 – Minor** (Likely to require first aid / medical attention, short term effect)
- 3 – Moderate** (Significant injury or condition, may result in lost time)
- 4 – Serious** (Serious injury or condition, may have long term effects)
- 5 – Major** (Fatality or severe illness which may prove fatal)

Likelihood of harm occurring should be rated on a scale of 1 to 4

- 1 – Unlikely** (Unlikely to occur but not impossible)
- 2 – Possible** (Less likely to occur than not to occur)
- 3 – Likely** (More likely to occur than not to occur)
- 4 – Very Likely** (Very likely though not necessarily certain to occur)

The factors for severity and likelihood are multiplied together to give the risk rating. This value will help evaluate the risk as to whether the risk is controlled to the required level.

A general rating of the level of risk can be made depending on the score achieved:

| Severity | Probability |          |        |             | Risk Rating |            |
|----------|-------------|----------|--------|-------------|-------------|------------|
|          | Unlikely    | Possible | Likely | Very Likely | Score       | Risk Level |
| Trivial  | 1           | 2        | 3      | 4           | 1-5         | Low        |
| Minor    | 2           | 4        | 6      | 8           | 6           | Medium     |
| Moderate | 3           | 6        | 9      | 12          | 8-10        | High       |
| Serious  | 4           | 8        | 12     | 16          | 12-20       | Very High  |
| Major    | 5           | 10       | 15     | 20          |             |            |

I have read and understood the information contained in this risk assessment and I agree to adopt the control measures and precautions as stated above:

| Name (Printed) | Signature | Date |
|----------------|-----------|------|
|                |           |      |
|                |           |      |
|                |           |      |
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|                |           |      |
|                |           |      |

**This assessment should be reviewed at regular intervals and immediately if there is reason to suspect that it is no longer valid (for example after any accidents or incidents) or if there is a significant change in the work to which it relates.**