

School/Department/Unit:	Work activity and duration:	
Special Consideration Required for:	e.g. younger age groups/disabilities	
Assessment completed by:	Date completed:	Review Period:

Activity (task step)	Hazards	Who might be harmed	Existing Control Measures (What are you already doing?)	Severity (1-5)*	Likelihood (1-4)*	Risk Level* (L,M,H, VH)	What further action is necessary	Severity (1-5)*	Likelihood (1-4)*	Final risk level*	Action by whom & by when
Safe access, egress and movement	Slips, trips and falls causing injury; Striking fixed objects;	Children or adults at risk	- Good level of housing keeping maintained - Access routes kept clear of obstructions / All areas well lit - Tripping hazards eliminated - Prompt cleaning up of spills - Use of warning signs for wet floors - Layout of rooms to ensure safe and easy access - No running - Handrails on stairwells - Accident report reviewed and appropriate action taken if required. AMEND AS REQUIRED	2	2	L	No further action required	2	2	L	

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Use of electrical equipment	Electric shock	Children or adults at risk	- Visual inspection before use - Staff encouraged to look out for and report any defective plugs, discoloured sockets or damaged cables - Defective equipment taken out of use and promptly replaced or repaired - Electrical safety test (portable appliance test, PAT) - Parents/carers provided with full information and consent provided AMEND AS REQUIRED	4	1	L	No further action required	4	1	L	
Fire and Emergency	Fire and smoke inhalation.	Children or adults at risk	- Fire risk assessment completed - Fire instruction in place, Evacuation plan implemented and tested - Evacuation / fire wardens trained - Fire drills carried out annually - Staff trained in fire safety (online module) - Escape routes regularly checked for obstructions - Fire alarm tested weekly - Combustible material / waste stored securely - Personal Emergency Evacuation Plans in place for those who require them AMEND AS REQUIRED	3	2	M	No further action required	3	2	M	

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	Medical condition or injury requiring urgent attention.	Children or adults at risk	- Emergency number known by staff - 4 First Aiders trained - Contents of first aid box checked quarterly - Signage updated as first aid provision changes happen - Premises not remote from emergency medical services AMEND AS REQUIRED	3	2	M	No further action required	3	2	M	
Use of chemicals/ biological agents/ lab equipment			- Parents/carers provided with full information and consent provided - COMPLETE AS REQUIRED								
Controversial topics	Topic may not be age appropriate in eyes of parent/carer	Children and adults at risk	- Ethics approval sought if required - Parents/carers provided with full information and consent provided - Child/adults at risk monitored throughout session to ensure response does not cause concerns COMPLETE AS REQUIRED	2	1	L	No further action required	2	1	L	

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The work/event/activity with children or adults at risk	Abuse/harm	Children and adults at risk	- Safeguarding arrangements reviewed - Satisfactory enhanced (with barred lists) checks and/or Certificates of Good Conduct completed, if required - Safe recruitment practices in place as per Line Mgr guidance documents e.g. references, declaration of unspent convictions (non-regulated activity) - Code of Behaviour and eSafety Guidance issued to all engaging with children and adults at risk - Licences sought for child performers - Signage in place - Safeguarding training completed by all - Everyone aware of procedure for reporting concerns - Designated Safeguarding Officer's contact details available - Parental/carers information/consent provided - Policy on Photographing, Filming and Audio Recording issued and complied with - Where possible staff should not be alone with children	5	2	H	Please add any additional safeguarding measures that can be taken: e.g. supervision/oversight of activities, prompt action if concerns are identified, SOSCAR checks Volunteer Now (CHECK REGS AND QUOTE HERE) 0 to 2 years = 1:3 2 to 3 years = 1:4 3 to 7 years = 1:8 8+ = 2 up to 20				

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

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.