

Risk Assessment Template

NAME OF SCHOOL:

This risk assessment is a model and should be used as a base for any local risk assessment completed by the school.

This will identify any local hazards that need to be actioned. The Fire Risk Assessment is carried out by the Corporate Health and Safety Team, this is reviewed annually by the same team.

Impact/severity	High			
	Med			
	Low			
		Low	Med	High
Likelihood				

Hazard	Risk Description / Hazardous Event	Persons at Risk	Initial risk			Control Measures: existing controls / precautions should be considered Preventative & Protective Measures: (IP) = measures in place (TP) = measures to be put in place / date of completion	Net risk			Owner
			Likelihood	Impact/Severity	Risk Level		Likelihood	Impact/Severity	Risk Level	
Section 1	General Hazards ; these include areas that may affect other users within the school. But primarily affect the Teaching & Support staff and pupils.									
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Hazards	Risk Description / Hazardous Event	Persons at Risk	Likelihood	Impact / Severity	Risk Level	Preventative & Protective Measures; (IP) = measures in place; (TP) = measures to be put in place / date of completion.	Likelihood	Impact / Severity	Risk Level	Owner
						•				

ASSESSED BY (PRINT)	SIGNED	DATE ASSESSED
HEAD TEACHER (PRINT)	SIGNED	DATE

RISK ASSESSMENT ACTION PLAN

This action plan identifies the control measures to be implemented in order to reduce identified risks to the lowest acceptable risk level.

Note: immediate action must be taken to address any identified net red risk

Other categories of net risk (amber and green) should be completed within the agreed time period (from the report date) specified providing it is reasonably practicable.

Hazard	Further actions / Control measures (as identified from the risk assessment)	Responsible Person/s	Target Completion Date	Managers Comments	Completion Date	Managers Signature

CRITERIA FOR LIKELIHOOD AND IMPACT/SEVERITY

Likelihood

To determine “likelihood” you should consider previous accidents, frequency of the activity and the knowledge and experience of people involved.

Description	Example Detail
High	Extremely likely e.g. previous incidents recorded in the past month or if hazard is likely to occur imminently or in a very short term. (<i>Hazard exists permanently or a hazardous event occurs daily or throughout the day.</i>)
Medium	Most Likely e.g. previous incidents recorded in the past 6 months or if hazard is likely to occur in time. (<i>Hazard occurs intermittently or hazardous event occurs occasionally throughout week/month</i>)
Low	Likely e.g. previous incidents recorded in the past year or if hazard may occur in time. (<i>Hazard exists very infrequently, or hazardous event occurs monthly or less frequently.</i>)

Impact / Severity

To establish the severity of the “impact” you need to consider how seriously someone could be injured by the hazard. You should also consider damage to property and equipment, disruption to service and compliance with legislation.

Description	Example Detail
High	Extremely harmful e.g. Death, life threatening illness/injury, amputations, major fractures, multiple injuries, long term incapacity, long term staff sickness, serious service failure impacting on vulnerable groups, major fire,.
Medium	Harmful e.g. 3-day injuries, hospital admission, work related upper limb disorder, dermatitis, burns, lacerations, concussion, property damage, service failure impacts on property or non-vulnerable groups.
Low	Could be harmful e.g. superficial injuries, minor cuts and bruises, temporary irritation, less than 3-day staff absence.

Net Risk	Action and Timescale
Green	No further preventive action is necessary but consideration should be given to solutions or improvements that impose no additional cost burden. Monitoring is required to ensure controls / precautions remain effective and review annually or sooner if there are changes.
Amber	Action should be taken within 6 months to reduce the risk as low as is reasonably practicable. A consideration of costs versus effectiveness should be considered. Where an amber risk is associated with a harmful impact/severity further risk assessment may be necessary to establish more precisely the likelihood of harm as a basis for determining the need for improved control measures.
Red	Action must be taken immediately / as soon as possible. Work should stop or not commence until adequate control measures have been implemented. While the control measures should be cost-effective, there may legally be an absolute duty to reduce the risk. This means that if it is not possible to reduce the risk, even with unlimited resources, then work must remain prohibited.