

RISK ASSESSMENT FORM

Workplace	The Old Post Office Wellbeing Hub	Likelihood (L)	Х	Severity (S)	
Department		Almost Impossible	1	Insignificant (minor injury, no time off)	
Risk Assessor	Anita Auer	Unlikely	2	Minor (injury and up to 7 days off)	
Room/Area		Possible	3	Moderate (injury causing more than 7 days off)	
Activity/Task		Likely	4	Major (death or serious injury)	
Date		Almost Certain	5	Catastrophic (multiple deaths)	
Current situation	PREGNANT / BREASTFEEDING / GIVEN BIRTH IN THE LAST 6 MONTHS	Low = 1-8	Medium	= 9-14 High = 15-25	

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures		Risk Rating		What additional control measures can be put in place to reduce the risk		evise Risk Rating	
		Risk? (What is already in place/done)		L	S	R	further?	L	s	R
1.	Posture and position		Not to sit or stand for long periods. No lifting or carrying heavy loads. Not using a workstation that causes posture issues.							

2.	Working conditions	Reduce work-related stress by: - reducing any demand - control over how they do their work - enough information and support - monitor relationships/bullying - clear expectations of role and responsibilities - kept aware of change Temperature: - keep the temperature at a comfortable level - provide clean and fresh air - keep temperature above 16°C - provide adequate fans/shade when weather is hot Noise: - monitor intrusive noise levels - people not to raise voice within 2m of a colleague - protect ears with ear defenders as appropriate
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3.	Risk of physical injury	Working at height - only Mr Auer is allowed to work at height or on a stepladder; if you need anything doing, please ask him. Working alone where possible, we prefer tutors not to work alone – please see 'Lone Worker Policy' for further advice. Risk of work-related violence - the venue is designed to have space for people to be able to move away from a situation they are uncomfortable with - the venue is designed to have good visibility and lighting to remove blind spots - service providers should reduce opportunities for tension to grow (e.g. meeting service users needs, awareness of triggers, de-escalation techniques, clear history of service user and chance of violence – the referral and induction process aims to avoid this) - carefully worded signage and visual displays to remind people to respect each other and not abuse service providers - good communication between service providers - adequate staffing levels - CPD to reduce risk of serious physical aggression, de-escalation etc - a place to rest	
4.	Healthy, safe and suitable environment	- a hygienic and private place to express milk - somewhere to store breast milk	

5.										
6.										
	Individual Students that could pose a risk									
	First aider -									
	Inhalers:									
	Allergies:									
	Medical needs:									
Ad	Action Plan (when will the above additional control measures be implemented and by whom?)									

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Action	By Whom?	Deadline	Date Completed			

Signature and review

Name of Manager:		Signature of	Date:	
		Manager:		
1 st review undertaken on:		Signature of	Date:	
		Manager:		
2 nd review undertaken on:		Signature of	Date:	
		Manager:		

3 rd review undertaken on:	Signature	e of Date):
	Manager	:	