



RISK ASSESSMENT FORM

Workplace	The Old Post Office Wellbeing Hub	Likelihood (L)	X	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	Classroom and fields	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)
Benefit of activity		<div>Low = 1-8</div> <div>Medium = 9-14</div> <div>High = 15-25</div>		

What are the significant, foreseeable, hazards? (the dangers that can cause harm)		Who is at Risk?	Current control measures (What is already in place/done)	Risk Rating			What additional control measures can be put in place to reduce the risk further?	Revised Risk Rating		
				L	S	R		L	S	R
1.	Slips, trips and falls	Children Adults	Appropriate footwear worn First aid kit available Incident reporting procedures in place Safety briefing on expected behaviour standards Supervision of children	2	2	4				
2.	Lack of supervision/inappropriate behaviour	Children Adults	Appropriate level of supervision in place taking into account age of pupils and any children who need one to one. Safety briefing on expected behaviour standards Regular head counts/register taken Removal of pupil from group by parent if inappropriate behaviour continues Take mobile phone	2	1	2				

3.	Allergies e.g. bee stings	Children Adults	First aid kit available Procedures in place in case of emergency	2	4	8			
4.	Animals e.g. Weils disease	Children Adults	Adequate provision for hand washing available All open wounds covered.	2	2	4			
5.	Sun exposure	Children Adults	Advise children to wear sun protection and hats Water bottles to be taken outside Limit outdoor time	2	2	4			
6.	Injuries from discarded rubbish e.g. broken glass	Children Adults	Adults to regularly check area for potential hazards First aid kit available	2	2	4			
7.	Infection e.g. from handling soil	Children Adults	Children to wear gloves when handling soil Ensure cuts are covered Wash hands after handling soil and plants First aider available	2	2	4			
8.	Injuries from gardening and classroom tools	Children Adults	Pupils taught safe use of any equipment Equipment appropriate for the maturity, experience and special needs of any group Good classroom management Pupils given clear instruction on how to handle and carry items equipment around Tools correctly maintained to be safe to use. First aider and first aid kit available Suitable clothing worn, covered footwear e.g. trainers or wellington boots	2	4	8			

9.	Injuries from hot water	Children Adults	<p>Pupils taught the dangers of hot water. Only adults to use the kettle. Only adults to transport hot water and pour into containers. Children to stand on other side of table when hot water is transported and poured. Trays to be sat on towels to avoid slippage. Children to be warned that they may be hot so not to touch. Children to observe materials in hot water, not to touch. Equipment appropriate for the maturity, experience and special needs of the group. Good classroom management. First aid kit and first aid kit available</p>	2	4	8			
10.	Using heavy weights	Children Adults	<p>Pupils to be taught about the dangers of lifting and dropping heavy weights. Pupils to be shown how to lift, carry and put down heavy weights correctly. Equipment appropriate for the maturity, experience and special needs of the group. Good classroom management. First aid kit and first aid kit available</p>	2	4	8			

11.	Ingesting materials	Children Adults	<p>Pupils to be taught about the dangers of eating anything in a lesson (including normally edible materials being used for demonstration or experiment)</p> <p>Equipment and materials appropriate for the maturity, experience and special needs of the group.</p> <p>Available COSHH forms for all materials used within the hub</p> <p>Cleaning and art materials to be kept in a safe space which children cannot access without adult supervision</p> <p>Good classroom management.</p> <p>First aider and first aid kit available</p>	2	4	8			
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12	Investigating Electrical Circuits	<p>Children Adults</p> <p>Pupils will be taught the dangers of using electricity around the house and community. Pupils will be informed about basic first aid linked to electrical accidents, with an emphasis on self-safety. Children will be given the 'student safety sheet'. https://science.cleapss.org.uk/Resource/SSS010-Electricity.pdf and this will be discussed. All cells and batteries will be the lowest voltage possible and less than 30V AC or DC . Children will be warned about the dangers of swallowing batteries. Children will be made aware of the dangers of water and electricity and tables will be clear of drinks and any other water while making circuits. All circuits resources will be checked that they are in good condition. Pupils will be shown the importance of checking materials before using any electrical investigations.</p>	2	4	8				
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	Individual Children									
	First aider - AA									
	Inhalers:									
	Allergies:									
	Medical needs:									

Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

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