|  |  |
| --- | --- |
| **AREA / ACTIVITY / TASK BEING ASSESSED:** |  |
| **DEPARTMENT:** |  |
| **SERVICE:** |  |
| **REFERENCE NO.** | **DATE OF ASSESSMENT** | **DATE OF NEXT REVIEW** |
|  |  |  |
| **Description of operations and scope of assessment:*** Activities,
* Environment(s)
* Equipment, materials etc.
 |  |
| **Address / Location where assessment conducted:** |  |
| **Legislation /** **Management standards** | Health and Safety at Work Act 1974Management of Health and Safety at Work Regulations 1999 |
| **Other safety documentation related to this Activity (if applicable):** * Risk Assessments,
* Safe Systems of Work,
* Procedures
* Guidance etc.
 | **TITLE** | **REFERENCE NO.** |
|  |  |
|  |  |
|  |  |
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| --- | --- | --- |
| **Name of Risk Assessor(s)** | **Job Title:** | **Signature(s) of Risk Assessor(s)** |
|  |  |  |
|  |  |  |
|  |  |  |

| **Item index No.** | **Identify Hazard(s)** | **Who/What is likely to be harmed and how?** | **Existing / Current Control Measures** | **Risk Rating as per Matrix** | **Further actions required to reduce risk** **&****person responsible for action** | **Residual risk(s) as per matrix after additional controls** |
| --- | --- | --- | --- | --- | --- | --- |
| **0.** | **Describe what may have the potential to cause harm/damage:*** **Work Activities**
* **Equipment**
* **Substances**
* **Environment**
* **People**

**etc** | PupilsStaffVisitorsVehiclesetc | What are we doing to prevent harm/damage? | Low | Use the risk action levels on the Matrix as guidance to prioritise risk control measures | **TRIVIALR****LOW**MEDIUMHIGH |
| **1.** |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |
| **5.** |  |  |  |  |  |  |
| **6.** |  |  |  |  |  |  |
| **7.** |  |  |  |  |  |  |
| **8.** |  |  |  |  |  |  |
| **9.** |  |  |  |  |  |  |
| **10.** |  |  |  |  |  |  |

| **SUMMARY MANAGEMENT ACTION PLAN** |
| --- |
| **AREA / ACTIVITY / TASK BEING ASSESSED:** |  |
| **Further actions necessary to control or reduce risk** | **Action by** | **Priority for action based on level of residual risk** | **Target completion date** | **Actual completion date** | **Comments** | **Initials** |
| **1** |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |