

Health and Safety

Risk Assessment - Guidance

July 2020

This guidance document provides information on how to meet the corporate policy and standards

Guidance for completing the Risk Assessment

This guidance accompanies the Corporate Risk Assessment Procedure and the Children's Services risk assessment templates and is designed to assist sites/units/schools in risk assessing their activities and premises.

We have produced a range of specific risk assessment templates to help and a blank risk assessment form for those risks that do not have a specific template form.

For those who choose to use these templates, here is how they should be used / completed:

1. In the first column of the risk assessment you will need to consider all the potential hazards that could present a significant risk at your premises for this activity and record these here. CSHST have already entered suggestions of some of the potential hazards associated with the risk you are assessing as an example, but you will need to enter any others that you identify or delete ones that are not relevant.
2. In the second column you must consider all the people who may be harmed carrying out the activity or in the area that it is taking place: staff, children (consider ages and vulnerability), contractors, visitors and volunteers, and enter them here. In addition to identifying who might be harmed, you need to consider how they might be harmed, i.e. what the risk is from the identified hazard, and enter this information into this box as well.
3. The third column allows you to record your current control measures for the identified hazard.
4. After evaluating the current control measures, the fourth column is for you to record any additional control measures you have identified that will reduce the risk further.
5. And finally, the remaining column is for you to record who will implement any additional control measures that have been identified - by whom and by when. You will need to give each action in this plan a high, medium or low rating which allows you to prioritise your actions.

Using the action plan is optional, if the risk assessment has no new control measures or only a few, there is likely to be no need to use it. The action plan is there to help you if you need to list out and prioritise your actions.

Reviewing the Risk Assessment

You will need to review your risk assessment on an ongoing basis, at least every 3 years to keep them up to date. The assessment will also need to be reviewed:

- When there has been a change or improvements in any way the activity is done
- Following accident or near miss reports
- In response to concerns employees have raised

Site Name

Date

General Guidance

Original risk assessments must be kept for a period of 7 years. On completion a hard copy should be printed off and placed in your local/site health and safety folder.

Instructions for Use: Please remove the sections in italics once you have completed the assessment as these are aimed as guidance for completing the assessment.

Risk	
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What are the hazards?	Who might be harmed and how?	What are you already doing (existing Control Measures)?	Do you need to do anything else to manage this risk (Additional Control Measures)?	Action by whom?	Action by when?	Done

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Risk Assessor	Signature	Date
Responsible Manager	Signature	Date

Date Reviewed	Signature	Role

Action Plan for Risk Assessment

Action Plan to be completed based on the findings of the risk assessment. The following actions are to be undertaken to reduce the risk level as far as reasonably practical and to ensure that all of the standard controls and local arrangements are in place.

No.	Hazard not fully controlled	Priority rating	Action required	Person Responsible	Target Date	Date of Completion
		High				
		Medium				
		Low				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Responsible Manager	Signature	Date
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