|  |  |
| --- | --- |
| ***Risk Rating System***  *Severity or most likely consequence*  *Likelihood of the incident occurring* | 1  2  3  *1 = Minor/ No Injury*  *2 = Lost Time Injury*  *3 = Major Injury/ Fatality*  *1 = Unlikely/ Infrequent*  *2 = Possible/Occasional*  *3 = Likely/ Frequent* |
|
|
|
| *Risk Rating = Likelihood x Severity* | *1 or 2 = Low Risk/ Priority*  *3 or 4 = Medium Risk/ Priority*  *6 or 9 = High Risk/ Priority* |

**Risk Assessment Template – High Risk Areas**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Location / Department: |  |
| Risk Assessor’s Name: |  |
| Risk Assessment Date: |  |

Please note that this is a model risk assessment and the list of hazards and control measures in this template are not exhaustive and are for guidance only, and should be used as a base for your own risk assessment.

**Assessment**

| **Description of Hazard** | **Who could be harmed and how?** | **Existing Control Measures** | **Risk Rating (1-9)** | **Additional Action Required (Yes / No)** | **Action Ref. No.** |
| --- | --- | --- | --- | --- | --- |
| **Boiler Room (e.g. hot surfaces, gas, )** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Burns, injury, fire, explosion* | * *Boiler room is kept locked at all times when authorised access is not required.* * *Key is held with responsible person.* * *Describe who authorised staff are.* * *Door to boiler room has a sign to indicate that it is a restricted area.* |  |  |  |
| **Science Laboratories / Prep Rooms (e.g. hazardous substances, gas supply)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Injury, death from inappropriate handling of substances, use of gas etc.* | * *Science laboratories and prep rooms are locked when not in use.* * *Unauthorised persons (e.g. students, visitors) should not be left alone in the science laboratories. A member of staff should always be present.* * *Whilst in use, equipment and substances etc. are supervised.* * *Pupils / students are given an induction on the risks presented in the science laboratories, and are reminded on a regular basis.* * *Doors to science laboratories and prep rooms have signs to indicate that they are restricted areas.* |  |  |  |
| **Swimming Pool / Plant Areas (e.g. hazardous substances, deep levels of water)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Drowning, injury, death* | * *Doors to swimming pool area is locked when not in use.* * *When open, an authorised person is present.* * *Describe authorised persons (e.g. qualified swimming teachers, estates team etc.).* * *Access to plant area / chemical storage is controlled by [e.g. Estates Manager / Department] and doors to the area / room are locked when not in use. Key is kept with responsible person.* * *Entrances to the swimming pool area and plant areas have signs to indicate that they are restricted areas.* |  |  |  |
| **Kitchens (e.g. hot surfaces, sharp knives etc.)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Fire, burns, injury from inappropriate use of equipment etc.* | * *Access to kitchen areas to be limited to authorised persons. Describe who will be authorised here (e.g. catering staff, maintenance staff etc.).* * *Entrances to the kitchen areas to be secured when the kitchen is not in use. Describe how access will be secured.* * *Entrances to kitchen areas have signs to indicate that they are restricted areas.* |  |  |  |
| **Design and Technology Workshops (e.g. dangerous machinery, sharp tools)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Injury or death from inappropriate use of equipment, substances, tools etc.* | * *Design and Technology (D&T) workshops are locked when not in use.* * *Unauthorised persons (e.g. students, visitors) should not be left alone in the workshops. A member of staff should always be present.* * *Power circuits will be switched off at the main isolator as well.* * *Whilst in use, equipment and machinery etc. are supervised.* * *Pupils / students are given an induction on the risks presented in the D&T workshops and are reminded on a regular basis.* * *Doors to D&T workshops have signs to indicate that they are restricted areas.* |  |  |  |
| **Maintenance Workshops e.g. dangerous machinery, sharp equipment, hazardous substances)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Injury or death from inappropriate use of equipment, substances etc.* | * *Maintenance workshops are locked when not in use.* * *Unauthorised persons (e.g. students, unauthorised staff, visitors) should not be left alone in the workshops. A member of staff should always be present.* * *Whilst in use, equipment and machinery etc. are supervised.* * *Doors to maintenance workshops have signs to indicate that they are restricted areas.* |  |  |  |
| **Roof Spaces (e.g. fall from height)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Falling from height resulting in injury or death* | * *Access points to the roof spaces (e.g. doors and windows) will be secured.* * *Describe your procedures when i.e. contractors need access, to ensure that no unauthorised access will be permitted.* * *Access areas to roof space have signs to indicate that they are restricted areas.* |  |  |  |
| **Roads / Parking Areas (e.g. moving vehicles)** | *All*  *Injury, death from being ran over* | * *You may have a separate risk assessment in place for your car parking areas and roads. If so you can signpost here.* * *Describe how you ensure that pupils / students are not mixed with traffic.* * *Designated walkways are marked around the school / college.* * *Deliveries are taken out of school time / during lesson times when pupils / students are less likely to be walking around site. Delivery vehicles are escorted around site.* * *Signs are displayed around the site such as speed limits, one-way systems etc.* |  |  |  |
| **Cleaning Store / Cupboards (e.g. hazardous substances)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Injury from harmful substances* | * *Hazardous substances are stored away in locked cupboards. Access is only allowed to authorised staff (e.g. estates team, cleaning staff).* * *Doors have signs to indicate that they are restricted areas.* |  |  |  |
| **Lift motor room (e.g. lift motor)** | *Pupils / Students*  *Unauthorised staff*  *Contractors*  *Visitors*  *Injury, death* | * *Lift motor room is kept locked at all times when authorised access is not required.* * *Key is held with responsible person.* * *Describe who authorised staff will be and how these staff members are identified.* * *Door to lift motor room has a sign to indicate that it is a restricted area.* * *You may have a separate risk assessment for your lifts – signpost here.* |  |  |  |
| **Wooded areas (e.g. trees in poor condition, trips and falls)** | *All*  *Trees falling causing injury or death* | * *Tree survey completed for site.* * *Trees that are deemed unsafe / in poor condition to be made safe or removed.* * *Trees resurveyed on a risk-based approach using the last completed survey.* * *Regular inspection of woodland for possible broken / loose branches.* * *Fallen branches are cleared as soon as possible.* * *Supervision of pupils / students at all times.* |  |  |  |
| **Bodies of water (e.g. ponds, lakes, rivers)** | *All*  *Falling into body of water, drowning, injury, or death* | * *Appropriate signage so that everyone is aware of the body of water and it’s depth.* * *Suitable lighting around the body of water.* * *Depending on the age / maturity of the pupils / students you may need to consider either natural barriers / fencing to prevent people from going near to the body of water.* * *Suitable supervision of pupils / students near any bodies of water.* |  |  |  |
| **Gym / fitness areas (e.g. gym equipment)** | *All*  *Injury or death from the unauthorised use of gym equipment* | * *Gym opening hours when full supervision is to be provided.* * *Gym secured out of hours (describe how the gym will be secured to restrict access).* * *Describe how authorised users can access the gym (e.g. turnstiles, key fobs, entry cards etc.)* * *Those permitted to use the gym are trained in the use of the equipment.* |  |  |  |
| ***Other hazards identified…*** |  |  |  |  |  |

**Action Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Ref. No.** | **Action Required** | **Completion Deadline** | **Responsible Person(s)** | **Completion Date** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| **Date for Next Review:** |  |