

RISK ASSESSMENT FORM

Risk Assessment Ref Number

TO BE VALID THIS RISK ASSESSMENT MUST BE MADE SITE / PERSON / TASK / EQUIPMENT SPECIFIC AS APPROPRIATE

Establishment: MY Schools Together	Assessment by: Stephen Mould	Date: September 2019
Task / Process / Environment / Equipment Being Assessed: Young Persons/Work Experience & Volunteers	Approved by: Rais Bhatti	Date: September 2019



What are the hazards to health, safety and the environment? (eg heavy box, fuel delivery)	Who or what might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 - 5)	Severity (1 - 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
Immaturity / inexperience of young persons	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Health and safety Induction Identification of roles responsibilities and restrictions on activities		Supervision from mentor./staff member		
Managing paperwork	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Paperwork minimised to as low as possible Support and advice provided by school management group		Regular review of systems and procedures to ensure no unnecessary duplication		

Restraint of Pupils	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Activity not to be carried out by student/young person			Support procedures in place from other staff Report all concerns of poor behaviour to Learning Mentor/staff members	
Managing Pupil Behaviour	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Behaviour Management Policy in place and communicated to all students/young persons. Incidents should be passed on to a member of staff			Rules/Discipline reiterated to pupils Rules communicated to supply staff Rules/Discipline communicated to Student/Young Person	

Using substances for curriculum activities, cleaning etc	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	COSHH data available for substances used in classrooms Data and assessments available for cleaning substances Chemicals stored safely in lockable store Protective equipment used where necessary		Pupils wash hands after use to reduce contamination risks All substances used collected and stored safely at the end of each lesson		
Putting up displays	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Activity not to be carried out by student/young person		N/A		

Working alone in isolated buildings	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	1	1	1	Avoid working alone in building where possible Inform others of whereabouts Means of communication available		School security policy to be communicated to young person	
Manual handling	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	1	5	Avoid manual handling where possible Lifting equipment supplied i.e. Trolley, castors on TV units Heavy items stored low down		Training in manual handling of loads to be completed by all student/young person Storage areas to be kept tidy Training in moving and handling of pupils given for designated staff and pupils moving and handling risk assessment HS9 to be followed	

Working on pc / laptop	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	1	5	Minimise use Inclusion of work breaks Workstation design – fit to user		Eye tests funded by employer Train employee as DSE Assessor		
Midday and Breaktime supervision	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	1	5	Activity not to be carried out by student/young person		N/A		
Working outside in foul weather conditions	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	2	10	Personal Protective Equipment provided by employer Employee instructed in use of PPE		PPE to be maintained in good condition Reschedule carrying out the task if possible		

Reprographics- Photocopying	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	1	5	Training in use of equipment Included in PAT electrical inspections Adequate ventilation		Paper jams to be reported to staff member No trailing wires/leads		
Working off premises / Home visits	Student/Young Persons Pupils Teaching Staff Support Assistants Midday Supervisors	5	1	5	Activity not to be carried out by student/young person				

REVIEWS:

DATE OF REVIEW: Sept 2019

REVIEWED BY: Stephen Mould

COMMENTS:

DATE OF REVIEW:

REVIEWED BY:

COMMENTS:

DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
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RISK MATRIX

The matrix below is used to calculate risk based on likelihood x severity (higher scores indicating higher levels of risk). The resulting score is used to calculate risk ratings and to determine whether additional safety management measures are required to further reduce remaining risk to an acceptable level.

Any risk rating in the red area indicates significant risk which would need to be further controlled before proceeding

	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Very unlikely	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Very likely	5	10	15	20	25

KEY: SEVERITY OF HARM

	Severity	Description	Persons at risk
1	Insignificant	Non or insignificant injury / illness / loss	1
2	Minor	Minor injury / illness / loss minor first aid required	up to 5
3	Moderate	Injury / illness / loss – reportable to the HSE	up to 10
4	Major	Major injuries / severe incapacity – reportable to the HSE	up to 25
5	Catastrophic	Fatality / severe incapacity	25 or more

IMPORTANT

When calculating the risk, the number of persons exposed and the frequency of exposure to risk must be taken into account

Risks that calculate as high **MUST** have further control measures put into place that reduce the risk **BEFORE** the activity is carried out

Medium risk factors should have more control measures introduced where possible to reduce the risk to the lowest possible risk

Staff **MUST** be prohibited from undertaking medium to high risk activities for which they have not received appropriate training

The risk assessment must be signed by the risk assessor or the person in authority managing the activity concerned