

# Risk Assessment Form

<b>Risk assessment for:</b>  Setting: Address:  Assessment No:	<b>Completed by:</b>  Name: Date: Signature:	<b>Assessment Review:</b>  Due Date: By Whom:
<b>Area / activity covered by this assessment:</b>		
<b>Step 1.</b> List significant hazards	<b>Step 2.</b> List the people who are at risk from the identified significant hazards	<b>Step 3.</b> List the existing control measures
<b>Step 4.</b> The risk rating for any identified hazards that cannot be immediately eliminated, reduced or controlled should be calculated and recorded below.		
<b>Severity (S)</b> 1 = no injury no illness 2 = first aid injury/illness 3 = minor injury/illness up to 3 days away 4 = 3 (+) day injury/illness 5 = major injury/illness 6 = fatality or disabling injury or illness	<b>Likelihood (L)</b> 1 = very remote 2 = improbable 3 = possible 4 = probable 5 = likely 6 = certainty	<b>Risk Rating (S x L)</b>  <b>High 14+</b> <b>Medium 5 – 13</b> <b>Low 1 – 4</b>  <b>Risk rating =</b>
<b>Step 5.</b> The action needed and time scale should then be agreed for eliminating, reducing or controlling the risk with the responsible person and recorded below		
<b>Action Needed</b>	<b>Responsible Person</b>	<b>Agreed Date</b>

## Guidance notes for completing a RISK ASSESSMENT

1. **Risk assessment for:** In this box fill in the name and address of your setting and the assessment no. e.g. 001, 002, 003, 004 etc so each risk assessment can be identified on an index page.
2. **Completed by:** In this box put your name, signature and the date the risk assessment was completed.
3. **Assessment Review:** Fill in the date the assessment is due to be reviewed and who will do it. Risk assessments are usually reviewed annually unless a situation occurs.
4. **Area / activity covered by this assessment:** Write down what you are assessing. This could be an area e.g. outdoor play or an activity e.g. cooking.
5. **Step 1.** List all significant hazards e.g. using a hot oven. Remember a **hazard** is a physical situation that could be harmful – the potential to cause harm.
6. **Step 2.** List all the people who are at risk from the identified significant hazards. This would normally be the staff, children or parents.
7. **Step 3.** List the existing control measures you have already put in place e.g. for the cooking activity having oven gloves and not allowing children to use the oven.
8. **Step 4.** The risk rating for any identified hazards that cannot be immediately eliminated, reduced or controlled should be calculated and recorded in this section.
  - Think worst case scenario and circle the number next to the severity of the risk.
  - Do the same with the likelihood of it actually happening.
  - Calculate the risk rating. Severity x Likelihood = Risk. The number will be within the High, Medium or Low Bands. Example shown below.

Severity (S)	Likelihood (L)	Risk Rating (S x L) e.g.
1 = no injury no illness	1 = very remote	3x3=9
2 = first aid injury/illness	2 = improbable	<b>High 14+</b>
3 = minor injury/illness up to 3 days away	3 = possible	<b>Medium 5 – 13</b>
4 = 3 (+) day injury/illness	4 = probable	<b>Low 1 – 4</b>
5 = major injury/illness	5 = likely	<b>Risk rating = Medium</b>
6 = fatality or disabling injury or illness	6 = certainty	<i>(because 9 falls in 'medium' band above).</i>

9. **Step 5.** Fill in the action needed to further reduce the risk, who will be responsible for completing the actions and the target date for completion.

Whilst every effort has been made to ensure the accuracy of the information provided, The Out of School Development Team cannot accept responsibility or liability for any errors which may have occurred. This form has been created as an **example only**.

Reviewed: 05.05.09