

RISK ASSESSMENT FORM

Part A

DEPARTMENT/ SERVICE			St Matthew's CE Primary & Nursery							
Assessor/ Person(s) assisting with the assessment		Gordon Utterson		DATE	13/11/18					
TASK / ACTIVITY <small>(Include duration and frequency of task activity)</small>		Disabled Access and evacuation to and from school								
Likelihood of Occurrence	Severity of Outcome					Persons / groups at risk				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe	A	Employees ✓	E	General Public / Pupils	
	2 Unlikely	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)	B	New Employees ✓	F	Visitors ✓
	3 Possible	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)	C	Contractors/Sub-Contractors ✓	G	Volunteers ✓
	4 Probable	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)	D	Young person / Work experience	H	Clients / Service users
	5 Very Likely	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)	<p>Likelihood of occurrence X Severity of outcome = Risk Rating</p> <p>Example:</p> <p>Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)</p>			

Part B

What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating <small>(refer to chart)</small>	Further action required to eliminate or reduce the risk <small>(who by and Date)</small>	Residual risk rating <small>(refer to chart)</small>
Wheelchairs/disabled users accessing school.	E/F	Access is possible in the following locations. Main door with assistance, small hall ramp, large hall ramp.	9	Assistance with holding door open.	9
Fire/Evacuation.	E/F	Evacuation is possible through all exit's.	15	Ensure user has been informed of fire/evacuation procedures. User to exit with assigned group. School to ensure one person in the group is assigned to	12

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				assist disabled user with door's and ramps.	
Evacuation assembly point.	E/F	Top and bottom playgrounds.	9	Bottom playground to be used if safer, but top playground to be used as first point with assistance.	6

Part C

Links to other risk assessments and or safe working instructions - please state	Health and safety Policy Fire evacuation policy Evacuation policy		
Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented	Gordon Utterson		Date
			13/11/18
<p>Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks?</p> <p>Please record any changes required and or action taken, then date and sign</p>			
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	
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Reviewer Name & Date		Notes	