

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS



- **Purpose:** To ensure a systematic identification and control of hazards within our school premises is in place to ensure that swift and appropriate action is taken;
- To ensure that the welfare of pupils and staff is paramount;
- To ensure that the school responds in a sensitive, consistent and effective manner which reduces
- To ensure a healthy and safe environment for students, teachers, administrators and other staff.

**Approval Body:** Board of Governors  
**SLT Lead Person:** **Akwasi Agyemang/ Lyndon Woods**  
**Lead Governor for Policy:** Mrs Laura Osei  
**Date of Approval:** March 2016  
**Last Review Date:** July 2020  
**Proposed reviewed Date:** July 2021

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS  
RISK ASSESSMENT FOR**

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**NOTE TO THE READER**

**These Risk Assessments were carried out by Mr Akwasi Agyemang, Ms Brenda Baptiste and Mr Lyndon Woods at The Eden SDA School, with the assistance of John Boniface, the Principal Officer for Health and Safety in the Ealing Education Service. A blank form for new assessments is attached (pages 35 and 36)**

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

# THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

## RISK ASSESSMENT FOR: AFTER SCHOOL CLUBS

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING |
|--|---|--|--|--------------------|
| <p>Unsupervised activity</p> <p>LATE COLLECTION OF CHILD ABANDONED CHILD</p> <p>* refer to subject risk assessment that is specific to the activity e.g. DT, art, PE</p> | children  | <p>Appropriate adult: pupil supervision<br/>Children are not left unattended</p> <p>LATE COLLECTION OF A CHILD:<br/>After five minutes ring the parent or carer to arrange collection.<br/>If there is no parental or career contact, speak with a member of the SLT.<br/>Continue to try and make contact with all contact numbers listed for the child or another sibling.<br/>If after 5.30pm the child still has not been collected then social services should be rung to alert them to the situation .8825 7742.</p> |  | 2x2=4 MEDIUM       |

### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L)                    |
|---|--|--|
| 1 = no injury or illness<br>2 = first aid injury/illness<br>3 = minor injury/illness – up to 3 days away<br>4 = 3(+) days injury/illness<br>5 = major injury/illness<br>6 = fatal or disabling injury/illness | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | High 14+<br>Medium 5 – 13<br>Low 1 - 4 |

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## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT: CHILDREN ARRIVING AT THE BEGINNING OF THE SCHOOL DAY

| LIST HAZARDS HERE        | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE   | ACTUAL RISK RATING                                       |
|--------------------------|---|---|--|--|
| Trips<br>Falls<br>fights | children  | A number of Parents are on site at the start of the day accompanying children.<br>The gates are open from 8.00 am for Nursery children. The rest of pupils are free to be admitted to the school at 8.30am.<br>The bell is rung at 8.50 am.<br>Very few accidents or incidents occur at the start of the school day.<br>On wet days, the HT/DH or Duty Staff will open the school doors at 8.30am and the children will wait in the hall playing table games. | Staff on duty from 8.30 onwards. There are 4 staff trained in first aid and one is always available to apply first aid.<br>The bell is rung promptly at 8.50 and all staff meet in the hall to collect the children and bring them to classes. | 3 X 3 = 9 MEDIUM<br>3 X 3 = 9 MEDIUM<br>3 X 3 = 9 MEDIUM |

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|---|--|--|
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# THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

## RISK ASSESSMENT FOR: CLASSROOM

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE  | ACTUAL RISK RATING |
|--|---|---|---|--------------------|
| Opening doors<br>Scissors<br>Paper cutter<br>Chairs left out<br>Passages and doorways blocked<br>Coats and bags on floor<br>Trailing wires<br>Blocked door access<br>Blocked fire routes<br>Staple remover | Children staff  | All classroom doors fitted with door closures to ensure slow, safe closing<br>Scissors counted out and in each day<br>Scissors not left lying about when not being used for activity<br>Safe storage of scissors – point down in container<br>Children are NOT to use the paper cutter/guillotine<br>Children to tuck chairs under table when not sitting on them<br>Children reminded NOT to swing on chairs<br>All passage ways and fire exits to remain clear<br>Coats and bags to be hung from pegs not left on floor<br>All trailing wires to be covered or taped down.<br>Children to be made aware of trailing wires on floor.<br>Minimise amount of movement in class when trailing wires from OHP etc.<br>Teacher or other adult to unplug trailing wires and tuck away safely after use e.g. OHP wires<br>Children should NOT remove staples from the walls | Encourage children to look after their environment – picking up coats, bags etc.<br>Discussion in assembly about the risks and safety implications of blocked areas, coats, bags etc. | 2 X 3 = 6 MEDIUM   |

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**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: COMMUNICABLE DISEASES**

| LIST HAZARDS HERE                      | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING |
|--|---|---|--|--------------------|
| Spread of illness or disease/ Covid-19 | Children, all staff   | <p>These are detected as soon as possible, with the children being isolated. People are informed in the following order: The school nurse or the Health and Safety Executive to seek advice then the parents.</p> <p>Parents are asked to take the child to the doctor.</p> <p>Pupils should not return to school until the incubation period is complete.</p> <p>If symptoms re-appear all staff inform the Head immediately.</p> <p>All staff, as part of school procedures observe the above at regular opportunities e.g. children getting changed for PE, or during swimming.</p> <p>Advice and guidelines from the LEA will be followed</p> |  | 3 X 3 = 9 MEDIUM   |

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## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: COMMUNICABLE DISEASES (continued)

#### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING   |
|--|---|---|--|--|
| Spillage of chemicals<br>Inappropriate mixing of chemicals<br>Children could come in to contact with chemicals | Children, all staff, visitors                                     | <p>COSHH assessments are compiled by our site manager. Chemicals used regularly should be sent to the Education Safety Officer once each year. Assessments for new chemicals can be obtained from the Education Safety Office.</p> <p>The highest standards of safety regarding COSHH substances are implemented, e.g. locked metal cabinet for cleaning fluids away from the main classrooms.</p> <p>The cupboard is locked in school hours.</p> <p>Washing detergent is stored out of children's reach.</p> |  | 3 X 3 = 9 MEDIUM<br>3 X 2 = 6 MEDIUM<br><br>3 X 2 = 6 MEDIUM |

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|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>All deliveries are locked away immediately by the site manager.</p> <p>No staff are allowed to store any chemical that is not used by the school. The site manager and cleaning staff are the only staff permitted to use cleaning chemicals.</p> <p>Bleach is used by the site manager and cleaning staff only.<br/>Weed killer is NOT to be used on the school premises.</p> |  |  |
|--|--|---|--|--|



**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: COSHH (continued)**

**RISK RATING**

| <b>SEVERITY</b>   | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

**RISK ASSESSMENT FOR: DISPLAY SCREEN EQUIPMENT**

| <b>LIST HAZARDS HERE</b>  | <b>LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS</b>                                  | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT</b>   | <b>NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE</b> | <b>ACTUAL RISK RATING</b>                |
|---|---|--|---|--|
| Sitting and looking at screen for longer than 40 minutes<br>RSI | School administrator<br>Head teacher<br>Any one who works for long periods on the computer<br>ICT Teacher | In The Eden School a “user” is someone who uses display screen equipment more or less continuously on most days, our user is the Administrator.<br><br>The school has adopted the LEA guidelines on the use of display screen equipment. The administrator is aware of these guidelines.<br><br>The office environmental conditions, (space, lighting, heat, humidity) aim to be of high quality and achieved as far as is |   | 3 X 3 = 9 MEDIUM<br><br>3 X 2 = 6 MEDIUM |

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|--|--|---|--|--|
|  |  | <p>reasonably practicable.</p> <p>Risk Assessment: is deemed to be minimal in the use of DSE and workstations.</p> <p>Wires connecting the equipment are secured along the side of the desk where the equipment is kept to eliminate any hazard from the trailing wires.</p> <p>Electrical equipment forming part of DSE is tested periodically by the "Electrical testing person" - the Deputy Head.</p> |  |  |
|--|--|---|--|--|

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: Display Screen Equipment (continued)**

**RISK RATING**

| <b>SEVERITY</b>  | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>           |
|--|--|---------------------------------------|
| 1 = no injury or illness<br>2 = first aid injury/illness<br>3=minor injury/illness – up to 3 days away<br>4= 3(+) days injury/illness<br>5 = major injury / illness<br>6 = fatal or disabling injury/illness | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | High 14+<br>Medium 5 – 13<br>Low 1- 4 |

**RISK ASSESSMENT FOR: ELECTRICAL SAFETY**

| <b>LIST HAZARDS HERE</b>                           | <b>LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS</b> | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT</b>  | <b>NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE</b> | <b>ACTUAL RISK RATING</b>                                |
|--|--|---|---|--|
| Electric shock<br>Frayed wires<br>Faulty equipment | Children, all staff  | The Deputy Head will attend electrical training at the LEA and will be the school’s competent person. All staff is aware that any electrical equipment which is considered unsafe is reported immediately to the Head and recorded in the Site Manager’s “Jobs “file held in the Administrator’s room. The equipment should not be used until repair has taken place.<br><br>Recognized contractors are used for repairs e.g. for computers.<br><br>It is school policy not to buy second hand electrical |   | 3 X 2 = 6 MEDIUM<br>3 X 2 = 6 MEDIUM<br>3 X 3 = 9 MEDIUM |

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**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | equipment.<br>Staff is not permitted to bring any electrical equipment into school without prior permission from the Head. |  |  |
|--|--|--|--|--|

**ASSESSMENT OF RISK: MEDIUM/ LOW**

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: ELECTRICAL SAFETY (continued)

#### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: FIRE SAFETY

| LIST HAZARDS HERE   | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE   | ACTUAL RISK RATING                   |
|---|---|--|--|--------------------------------------|
| Chaos during evacuation<br>Staff not confident when a fire situation arises | Children, staff, visitors   | Fire Drills are organized by the Head/Deputy Head and held termly. These are recorded in the Head's Log book and the Fire Log book. (Health and Safety FIRE file)<br><br>All fire extinguishers are checked annually by Fire Protection company. <ul style="list-style-type: none"> <li>○ All walk ways and fire doors should not be obstructed.</li> <li>○ Visibility panels on fire doors are always kept clear, display on these is prohibited.</li> <li>○ Fire doors should not be wedged open.</li> </ul> | Children will walk in silence<br>Single file out of the classroom<br>Double file down the pavement and up to High Lane, maintaining silence all the time | 3 X 3 = 9 MEDIUM<br>3 X 2 = 9 MEDIUM |

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**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <ul style="list-style-type: none"> <li>○ All fire exits are clearly labeled.</li> </ul> <p>The Head has drawn up fire drill procedures and escape routes after consultation with the SLT.</p> <p><b>The school is a no smoking site.</b></p> <p>The Health and safety file contains information about designated staff should a fire occur. The school's designated fire officer is the Administrator. Staff attend Fire training INSET</p> |  |  |
|--|--|---|--|--|

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: FIRE SAFETY (continued)

#### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: FIRE SAFETY – DISABLED PUPILS

| LIST HAZARDS HERE           | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING                   |
|-----------------------------|---|---|--|--------------------------------------|
| Disabled pupils fire access | Disabled pupils   | If there are any disabled pupils in wheelchairs in all classes they will be the last to leave the classroom so that exits are not blocked for pupils behind.<br><br>Disabled pupils in wheelchairs will be escorted out of the building by an LSA or attached adult.<br><br>The children in all classes will follow the usual identified fire escape route will safely evacuate the pupil from the area.<br>The doors will be made fire proof and the near by windows will also be made fire proof. This will | An LSA will be attached to each disabled pupil in a wheel chair                    | 3 X 3 = 9 MEDIUM<br>3 X 2 = 9 MEDIUM |

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## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

|  |  |                                     |  |  |
|--|--|-------------------------------------|--|--|
|  |  | retain a fire for up to 20 minutes. |  |  |
|--|--|-------------------------------------|--|--|



## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: FIRE SAFETY – DISABLED PUPILS (continued)

#### RISK RATING

| <b>SEVERITY</b>  | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|--|--|--|
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**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: HIV/AIDS AND BLOOD BORNE INFECTIONS**

| LIST HAZARDS HERE   | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE PRACTICABLE | ACTUAL RISK RATING |
|---------------------|---|--|--|--------------------|
| Spread of infection | Children, staff   | <p>All staff should follow the following health and safety procedures:<br/>                     Staff will:</p> <ul style="list-style-type: none"> <li>○ Wear a pair of gloves when dealing with body fluid</li> <li>○ A new pair of gloves are worn for each new person to prevent infection of others</li> <li>○ Used gloves, soiled dressing and swabs are disposed of separately in the refuse bag marked “Body Fluids” in accordance with council policy.</li> <li>○ Any staff or children who are bitten and the resulting injury breaks the skin will be taken to the A and E unit at Ealing Hospital for advice and possibly post exposure immunization. Known information about the “biter” will be passed to the A and E unit.</li> <li>○ Members of staff are asked to note that LEA approved trained is provided and available to all members of staff.</li> </ul> |  | 3 X 3 = 9 MEDIUM   |

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**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: HIV/AIDS AND BLOOD BOURNE INFECTIONS**

**RISK RATING**

| <b>SEVERITY</b>   | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

**RISK ASSESSMENT FOR: Intruders on Site**

| <b>LIST HAZARDS HERE</b>                                | <b>LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS</b> | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT</b>  | <b>NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE</b> | <b>ACTUAL RISK RATING</b>                  |
|---|--|---|---|--|
| Attacked by intruder<br>Equipment stolen by an intruder | Staff, children  | All Staff are advised not to work alone; a minimum of two is the norm. On occasional circumstances, the deputy/Head/Site Manager is to be present.<br><br>The Head will exclude people from the premises if staff or pupils feel threatened.<br><br>The school has adopted the LEA policy and |   | 3 X 3 = 9<br>MEDIUM<br>3 X 3 = 9<br>MEDIUM |

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|  |  |   |  |  |
|--|--|---|--|--|
|  |  | procedures on Violence and Aggression against Employees |  |  |
|--|--|---|--|--|

### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: LARGE PLAY EQUIPMENT

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING  |
|--|---|--|--|---------------------|
| Fall or slip from the equipment resulting in injury including cuts, bruises, head injury, broken limbs or bones. | children  | <ul style="list-style-type: none"> <li>Children from Lower KS2 upwards are able to use the equipment on designated days in the autumn term. This restricts the number of children on the equipment at any one time.</li> <li>Children in KS1 may go on the equipment in the summer months when they are more aware of their capabilities.</li> <li>There will be one member of staff or one SMSA supervising the children on the play equipment each play time</li> <li>Children must wear flat soled shoes or trainers when on the equipment.</li> <li>Children may not use the play equipment when the weather conditions are wet or damp from rain, mist, fog, ice or snow.</li> <li>Children and parents are informed by newsletter and assembly that children are not to play on the equipment at the beginning or the end of the school day. The school will not be liable for any accidents that occur during this time.</li> <li>The equipment will be checked for rigidity and wear and tear by the caretaker on an annual basis.</li> <li>Soft surface conforming to safety standards is laid beneath the climbing frame.</li> </ul> |  | 3 X 3 = 9<br>MEDIUM |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | <ul style="list-style-type: none"><li>• <i>Should a child be injured and is unable to stand or move:</i></li><li>• <i>The member of staff on duty will send a message to the Office for a (Trained First Aider) should come at once to the scene to assess the situation. The Head or Deputy will also be sent for. The trained first aider, in conjunction with the Senior member of staff available will decide the appropriate course of action.</i></li><li>• <i>For serious injuries, an ambulance will be called and the child's parents or carers will also be informed.</i></li><li>• <i>Parents, carers and staff will be informed of any head injuries and the child will wear a sticker indicating that s/he has banged their head.</i></li></ul> |  |  |
|--|--|--|--|--|

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: LARGE PLAY EQUIPMENT (continued)

| <b>RISK RATING</b>   |  |  |
|--|--|--|
| <b>SEVERITY</b>  | <b>LIKELIHOOD</b>  | <b>RISK RATING<br/>(S X L)</b>         |
| 1 = no injury or illness<br>2 = first aid injury/illness<br>3 = minor injury/illness – up to 3 days<br>away<br>4 = 3(+) days injury/illness<br>5 = major injury/illness<br>6 = fatal or disabling injury/illness | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | High 14+<br>Medium 5 – 13<br>Low 1 - 4 |

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: MANUAL HANDLING

| LIST HAZARDS HERE                                       | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING                   |
|---|---|---|--|--------------------------------------|
| Damaging back, arms, legs<br>Dropping equipment on toes | Children, staff,<br>site manager                                  | Children are instructed how to lift P.E. equipment properly, never being allowed to lift it on their own, but sharing the load.<br><br>The site manager, SLT and colleagues are made aware of courses on manual handling as they are made available by the LEA. |  | 3 X 3 = 9 MEDIUM<br>3 X 2 = 6 MEDIUM |

#### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: MEDICAL CONDITIONS AND MEDICATION

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING                                      |
|--|---|---|--|---|
| <p>Inappropriate action leading to distress of pupil</p> <p>Inappropriate action leading to hospitalization of pupil</p> | <p>Children, staff, visitors</p>                                  | <p><b>All children with a medical condition will have a Health Care Plan that has been drawn up by the School in conjunction with the parent or carer and any relevant medical or advisory personnel. The Health care plan will be checked annually for accuracy and photographs replaced as children get older. A copy of the Health Care Plan should be accessible and easily visible to staff.</b></p> <p><b>Training will be provided for the care of Children who required special care e.g. terminal illness, leukaemia,.</b></p> <p><b>Diabetic:</b> a list of diabetic children is kept by the welfare assistant. The nurse meets with first aiders to give advice on pupils.</p> <p><b>Epilepsy:</b> as above with emphasis on a daily liaison at the parent's request. E.g. an immediate phone call to the parent at the slightest bump on the head.</p> <p><b>Asthma:</b> all inhalers are kept in a cupboard for easy access, against the wall facing the door of the medical room.<br/>All inhalers are labeled with the name of the child and the dosage.</p> <p>A list of all pupils who have asthma, epilepsy or diabetes is kept by the welfare assistant. A Health care plan is completed for all relevant pupils.</p> <p>The school has adopted the LEA guidelines and code of practice on the administration of medicines and drugs given in schools.</p> <p><b>Menstruation</b><br/>Menstrual girls under the guidance of the Welfare assistant are instructed how to use the incinerator in the women's toilets.<br/>It is school policy to always keep sanitary towels in the medical room, should menstruation begin in school.</p> |  | <p>3 X 3 = 9<br/>MEDIUM</p> <p>3 X 2 = 6<br/>MEDIUM</p> |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods



## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: MEDICAL CONDITIONS AND MEDICATION (continued)

#### RISK RATING

| SEVERITY  | LIKELIHOOD   | RISK RATING (S X L )                                       |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

### RISK ASSESSMENT FOR: PHYSICAL RESTRAINT

| LIST HAZARDS HERE   | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING                                       |
|---|---|---|--|--|
| Child could hurt themselves<br>Child could hurt someone else through their actions<br>Staff could be hurt | Children, staff   | The school has adopted the LEA guidelines on “positive handling, physical restraint.”<br>A pupil incident form should be completed if physical restraint is used. | Staff should not touch a student unless one of the three hazards is enacted        | 3 X 3 = 9 MEDIUM<br>3 X 3 = 9 MEDIUM<br>3 X 3 = 9 MEDIUM |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS  
RISK RATING**

| <b>SEVERITY</b>   | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

**RISK ASSESSMENT FOR: PLAYGROUND SAFETY**

| <b>LIST HAZARDS HERE</b>      | <b>LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS</b> | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT</b>  | <b>NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE</b> | <b>ACTUAL RISK RATING</b>               |
|-------------------------------|--|---|---|---|
| Falls, trips, slips<br>Fights | Children, staff  | <p>An Staff Member is on duty for twenty minutes when the school gates are open from 8.30 until 8.50am.</p> <p>Two members of staff are on duty at break times and cover the playgrounds and school building.<br/>Two members of staff are on duty during lunch time.</p> <p>Teaching Assts/SMAS are trained by the Deputy Head and Inclusion Manager on issues such as behaviour management. They are given annual training on Child Protection by the CP officer, Mrs Lynthia Grant.<br/>Teachings Assts/SMAS are made aware of any LEA courses they may like to attend.<br/>The Deputy Head meets with the SMSAs on a regular basis. (once each half term)</p> <p>All play fighting activities are prohibited. Children are reminded regularly about this.</p> <p>The site manager conducts a daily check of the</p> |   | 3 X 2 =6 MEDIUM<br><br>3 X 2 = 6 MEDIUM |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

|  |  |  |  |  |
|--|--|--|--|--|
|  |  | playgrounds and apparatus within it before school begins.<br>The Head should be informed immediately of any potential hazards and the area will be made out of bounds until the area can be made safe. |  |  |
|--|--|--|--|--|

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: PLAYGROUND SAFETY (continued)**

**RISK RATING**

| <b>SEVERITY</b>   | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|---|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

**RISK ASSESSMENT FOR: SCHOOL SECURITY**

| <b>LIST HAZARDS HERE</b>                          | <b>LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS</b> | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT</b>   | <b>NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE</b> | <b>ACTUAL RISK RATING</b>                |
|---|--|--|---|--|
| Intruders on site<br>Equipment taken off the site | Children, all staff  | <ul style="list-style-type: none"> <li>○ All visitors should report to the school office on arrival.</li> <li>○ All visitors must sign in the visitor’s book and wear a visitor label</li> <li>○ Exterior doors should be kept closed</li> <li>○ The main doors in the Junior playground are closed at 08.50</li> <li>○ The outside gates are re-</li> </ul> |   | 3 X 3 = 9 MEDIUM<br><br>3 X 3 = 9 MEDIUM |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

|  |  |   |  |  |
|--|--|---|--|--|
|  |  | <p>opened at 15.00 by the site manager</p> <ul style="list-style-type: none"><li>○ The Nursery gates are closed at all times after parents have left or entered the school grounds.</li></ul> |  |  |
|--|--|---|--|--|

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: SCHOOL SECURITY (continued)

#### RISK RATING

| <b>SEVERITY</b>  | <b>LIKELIHOOD</b>  | <b>RISK RATING (S X L )</b>                                |
|--|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3=minor injury/illness – up to 3 days away</b><br><b>4= 3(+)</b> days injury/illness<br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: VIOLENCE TO STAFF BY ADULTS

| LIST HAZARDS HERE                             | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING |
|---|---|--|--|--------------------|
| Violent or aggressive behaviour toward staff. | staff   | <p>The school has adopted the guidelines in the LBE Personal Safety Booklet. To ensure the safety of staff from violence the following procedures are followed:<br/>All staff arriving early or leaving the premises late are aware that these are particularly vulnerable times in respect of personal attack; staff therefore, should avoid arriving or leaving alone.</p> <p>All staff are made aware that parents sometimes may react angrily during a meeting and in extreme cases this may result in a violent attack against them. To deter this from happening and to protect the member of staff in this event all scheduled meetings are arranged to take place while colleagues are present on the school site, in a room which while ensuring confidentiality of matters being discussed, allow for the situation to be monitored by colleagues.</p> <p><b>If parents do become angry,</b></p> <ul style="list-style-type: none"> <li>○ <b>Staff should remain calm and maintain eye contact although not continuous eye contact.</b></li> <li>○ <b>Diffuse the situation by arranging to meet on another day or suggesting following the meeting up with the Head teacher</b></li> <li>○ <b>Staff should always sit nearest the door so that they can make an exit should they need to.</b></li> <li>○ <b>If a member of staff is concerned for the safety of a colleague:</b></li> <li>○ <b>The concerned member of staff can go into the classroom and ask the person at risk if they can have a word with them, "I'll just wait outside until you're finished"</b></li> <li>○ <b>Send for a member of the SIT to help diffuse the situation.</b></li> </ul> <p>In the case of an emergency the head can order any person off the school site. If they fail to go immediately the Police will be called and the person may then be removed.</p> <p>In the case of assault taking place, (or even where assault appeared imminent) The Eden School are aware of the traumatic effect it can have on the victim;<br/>In such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the</p> |  | 3 X 3 = 9 MEDIUM   |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

|  |  |                       |  |  |
|--|--|-----------------------|--|--|
|  |  | member of staff home. |  |  |
|--|--|-----------------------|--|--|

**RISK ASSESSMENT FOR: VIOLENCE TO STAFF BY ADULTS (continued)**

**RISK RATING**

| <b>SEVERITY</b>                            | <b>LIKELIHOOD</b> | <b>RISK RATING (S X L )</b> |
|--|-------------------|-----------------------------|
| 1 = no injury or illness                   | 1 = very remote   | <b>High 14+</b>             |
| 2 = first aid injury/illness               | 2 = improbable    | <b>Medium 5 – 13</b>        |
| 3=minor injury/illness – up to 3 days away | 3 = possible      | <b>Low 1- 4</b>             |
| 4= 3(+) days injury/illness                | 4 = probable      |                             |
| 5 = major injury / illness                 | 5 = likely        |                             |
| 6 = fatal or disabling injury/illness      | 6 = certainty     |                             |



# THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

## RISK ASSESSMENT FOR: VIOLENCE TO STAFF BY CHILDREN JANUARY 2014

ASSESSMENT UNDERTAKEN BY: MR ERIC NGUESSAN REVIEW DATE:

| LIST HAZARDS HERE                             | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT  | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING |
|---|---|--|--|--------------------|
| Violent or aggressive behaviour toward staff. | Staff   | <p>The school has adopted the guidelines in the LBE Personal Safety Booklet. To ensure the safety of staff form violence the following procedures are followed:</p> <p>In the case of assault taking place, (or even where assault appeared imminent) The Eden School IS aware of the traumatic effect it can have on the victim;<br/>In such circumstances a trusted colleague will be released to support and look after the victim, either remaining on site, going to the hospital or police station or taking the member of staff home.</p> <p>Should a member of staff incur violence from a pupil then the staff member must inform the HT or other member of the SLT as soon as possible.<br/>Summon assistance from a colleague, raising the alarm through child messenger.<br/>Ensure the safety of other children in the vicinity is not compromised by moving them away from the incident.<br/>The member of staff injured must seek care and attention from a qualified first aider on the staff. These are listed in the welfare room wall.<br/>All appropriate forms should be completed. The HT must see these when complete.<br/>Should physical restraint be required the member of staff is to follow the guidelines adopted from the LBE policy.</p> <p>The parents of the child will be informed of their behaviour and the school will take appropriate action seeking advice from the LBE as necessary.</p> |  | 3 X 3 = 9 MEDIUM   |

### RISK RATING

| SEVERITY                                   | LIKELIHOOD      | RISK RATING (S X L ) |
|--|-----------------|----------------------|
| 1 = no injury or illness                   | 1 = very remote | High 14+             |
| 2 = first aid injury/illness               | 2 = improbable  | Medium 5 – 13        |
| 3=minor injury/illness – up to 3 days away | 3 = possible    | Low 1- 4             |
| 4= 3(+) days injury/illness                | 4 = probable    |                      |
| 5 = major injury / illness                 | 5 = likely      |                      |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

|                                       |               |  |
|---------------------------------------|---------------|--|
| 6 = fatal or disabling injury/illness | 6 = certainty |  |
|---------------------------------------|---------------|--|

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**

**RISK ASSESSMENT FOR: WORK RELATED STRESS**

| LIST HAZARDS HERE  | LIST GROUPS OF PEOPLE WHO ARE ESPECIALLY AT RISK FROM THE HAZARDS | LIST EXISTING CONTROLS HERE OR NOTE WHERE THE INFORMATION IS KEPT   | NOTE ANY ACTION YOU WILL TAKE TO CONTROL ADDITIONAL RISKS, WHERE IT IS PRACTICABLE | ACTUAL RISK RATING                             |
|--|---|---|--|--|
| Staff react negatively to situations<br>Frequent Staff absence | Staff   | <p><b><i>Stress is defined as “a process that can occur when there is an unresolved mismatch between the perceived pressures of the work situation and the individual’s ability to cope.”</i></b></p> <p>Staff who are showing signs of work related stress – high blood pressure, heart disease, anxiety, depression, ulcers and thyroid disorders, short term memory loss, stomach disorders, low personal esteem etc. – will be referred to the OHS for support and professional advice.</p> <p>At school level, support for stressed employees include:</p> <ul style="list-style-type: none"> <li>○ Re-examination of the workload with a view to making beneficial changes</li> <li>○ Recommend a period of paid absence from school</li> <li>○ Suggesting support from an appropriate counselor</li> <li>○ Recommending consultations with their GP</li> <li>○ Directing the employee to the OH Physician</li> </ul> |  | <p>3 X 2 = 6 MEDIUM</p> <p>3 X 2 =6 MEDIUM</p> |

Assessment undertaken by Mr Akwasi Agyemang,  
Ms Brenda Baptiste & Mr Lyndon Woods

## THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

### RISK ASSESSMENT FOR: WORK RELATED STRESS (continued)

#### RISK RATING

| SEVERITY   | LIKELIHOOD   | RISK RATING (S X L )                                       |
|--|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3= minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |

**THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS**  
**RISK ASSESSMENT FOR:**

| <b>LIST HAZARDS<br/>HERE</b> | <b>LIST<br/>GROUPS OF<br/>PEOPLE WHO<br/>ARE<br/>ESPECIALLY<br/>AT RISK<br/>FROM THE<br/>HAZARDS</b> | <b>LIST EXISTING CONTROLS HERE OR NOTE WHERE<br/>THE INFORMATION IS KEPT</b> | <b>NOTE ANY<br/>ACTION YOU<br/>WILL TAKE TO<br/>CONTROL<br/>ADDITIONAL<br/>RISKS, WHERE<br/>IT IS<br/>PRACTICABLE</b> | <b>ACTUAL RISK<br/>RATING<br/>(calculate by<br/>using formula<br/>given in Risk<br/>Rating Table<br/>following)</b> |
|------------------------------|--|--|---|---|
|                              |  |  |   |   |

Assessment undertaken by Mr Akwasi Agyemang,  
 Ms Brenda Baptiste & Mr Lyndon Woods

# THE EDEN SDA SCHOOL KEY RISK ASSESSMENTS

## RISK ASSESSMENT FOR:

### RISK RATING

| SEVERITY   | LIKELIHOOD   | RISK RATING (S X L )                                       |
|--|--|--|
| <b>1 = no injury or illness</b><br><b>2 = first aid injury/illness</b><br><b>3= minor injury/illness – up to 3 days away</b><br><b>4= 3(+ ) days injury/illness</b><br><b>5 = major injury / illness</b><br><b>6 = fatal or disabling injury/illness</b> | 1 = very remote<br>2 = improbable<br>3 = possible<br>4 = probable<br>5 = likely<br>6 = certainty | <b>High 14+</b><br><b>Medium 5 – 13</b><br><b>Low 1- 4</b> |