

Risk Assessment Form – Managing Health and Safety

Ref. No:

	Completed by: Juliet Levingstone	
Activity and workplace: Visit to church St. Stephen's	: updated oct,15,16,17,18,19,Nov 20, <i>Levingstone</i>	Date: written Oct 14

What are the hazards? (i.e. what might cause harm)	Who is affected and how?	What are you already doing to control the hazards?	Risk		Further action required?	By whom	By when	Done
			No.	L/M/H				
Roads, Child running into the road	All children	<ul style="list-style-type: none"> High staff ratio Holding children's hands Parents to help Road safety discussion before we set off (no roads to cross) Making sure children stay on the inside of footpath 	3/4	2	Child to adult ratios 1:1 or 2 best 1:4 worst ratio			
Fire drills etc. Child not accounted for	All children	<ul style="list-style-type: none"> Adults account for small groups of children Lists to adults 	3/4	1				
Losing a child		<ul style="list-style-type: none"> Visit labels Adults to supervise children at all times Children wear high vis jackets/ staff to wear bands 	1	1				
Illness of an adult or child or toileting accident		<ul style="list-style-type: none"> Make sure all children toileted before leaving 	1	3	Take a mobile phone, plastic bags and wipes, spare clothes. Inhalers for asthmatic children			

Injury Severity

- | |
|--|
| 1. Minor injury (first aid only) |
| 2. Serious injury (medical attention, time off work) |
| 3. Major injury (broken bones etc) |
| 4. Death |

X Likelihood

- | |
|----------------|
| 1. Rare |
| 2. Unlikely |
| 3. Likely |
| 4. Very likely |

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Risk rating

- | |
|---|
| 1-3. Low : no further action needed – keep under review |
| 4-8. Medium: implement reasonable measures as per action plan |
| 9-16. High: work cannot start until risk has been reduced |

Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.

Review	Review	Next Review	Next Review
Date & Initial Nov 21- <i>JL</i>	Date & Initial Oct 22- <i>JL</i>	Date & Initial Oct 23 JL	Date & Initial Oct 24

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