

**RISK ASSESSMENT FINDINGS**

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| --- | --- |
| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Caretaking duties**

**DATE:**

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| --- | --- | --- | --- | --- |
| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young PersonsP = Public C = ContractorsV = VisitorsEM = Expectant Mothers | 1. Very Low (rare/very unlikely)2. Low (unlikely)3. Medium (could occur/possible)4. High (likely to occur/probable)5. Very High (near certain to occur)  | 1. Insignificant (nuisance/discomfort)2. Minor (no lost time)3. Moderate (time loss)4. Significant (serious/incapacity to work)5. Major (Death) |  Likelihood x Severity=Rating | **1- 6** **LOW RISK** Monitor * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible

**14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People****At Risk** | **3.Controls in Place** | **4.Risk Rating** | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Lifting and carrying – back injuries, strains, sprains. | E | * Specific Manual Handling Risk Assessment to be

carried out for all tasks involving lifting, carrying etc. of loads with identified safe systems of work implemented* Appropriate Manual Handling training provided
* Manual Handling equipment provided eg. trolley
 |  |  |  |  |  |  |
| Cleaning using equipment – back injuries, strains, sprains | E | * Manual Handling Risk Assessment carried out for use of floor buffers, moving buckets etc.
* Appropriate training provided
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| Cleaning using chemicals – health effects | E | * Less hazardous chemicals used wherever possible
* Safety data sheets for all substances obtained from supplier and guidance followed
* COSHH Risk Assessments for all hazardous substances in use
* Appropriate Personal Protective Equipment provided and worn where identified in an assessment
* Appropriate safe storage of substances
* Cleaning activities undertaken outside of school
* hours where possible
* Immediate cleaning up of any spillages
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| Working at Height – falls, falling objects |  | * Specific Risk Assessment carried out for the task

and identified control measures implemented* Appropriate selection of equipment to access heights e.g. ladders, mobile scaffold, elevating work platform etc.
* Consideration of weather conditions with outdoor work
* Staff appropriately trained for work at height
* Use of barriers to cordon off work at height
* Use of appropriate tools and equipment
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| Lone working – accidents, delayed assistance in an emergency |  | * Lone working Risk Assessment carried out and identified control measures implemented
* Means of communication available
* Logging procedures for whereabouts
* Lone working procedures including – out of hours

e.g. opening up / locking up* Procedures in place – key holders, call out, emergency contacts etc.
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