

Guidance on Completing the Risk Assessment Form (Appendix 1 to Risk Management Plan)

Activity/Behaviour

Identify the activity for which the risk assessment is being completed (e.g. *risky behaviour/lifestyle choices/use of equipment*).

People at Risk

Identify the people at risk (e.g. *child service users, employees, volunteers, contractors, visitors, pupils, members of the public*).

Location:

Where is the risk presented? (e.g. *school, home, carers, community*)

Additional Information

Cross reference to other available documentation, such as general risk assessments, data sheets, safe working procedures, operations manuals, HSE guidance, British Standards and standard texts.

Hazard Identified (be specific)

Identify each hazard involved in the activity in a separate box. Remember that a hazard is something with the potential to cause harm (e.g. *threats, self harm, substance use, aggression, violence, moving parts, weather conditions*) i.e. what is the likely outcome of hazard happening.

Risks

The risk is the potential for the harm to be realised. To help evaluate this, decide what could be the outcome of the hazard being realised (e.g. *Injury, harm to an individual*).

Risk Rating

This is the evaluation of the potential for the harm to be realised. To determine the risk rating look at the likelihood and the severity of the outcome if the hazard is realised. Assign the rating H, M or L based on the following matrix (e.g. *where the severity is a fatality and the likelihood is possible then the risk rating is H*).

	Likely	Possible	Remote
Fatality	H	H	M
Serious Harm	H	M	M
Minor Harm	M	L	L
No Harm	L	L	L

H= High
 M= Medium
 L = Low

Existing Control Measures

Give the control measures that are currently has in place in practice (e.g. *levels of supervision, contact, system alerts, own person motivation, each agency controls*).

Are the Control Measures Adequate?

If the control measures already in place reduce the risks to an acceptable level then enter 'yes'. However, if further action is deemed necessary then enter 'no'.

Additional Action Required

If 'yes' was answered to the previous question then this box can be left blank though it would be good practice to enter 'none'. If 'no' was the answer to the previous question then identify in full what additional control measures need to be put in place. It is likely that a follow up report or action plan to management will be required to implement items detailed in this section.

Make a final decision about the urgency of the additional action required by indicating either High, Medium or Low.

- **H** requires immediate action and review max 5 working days, agree timescales
- **M** requires action within and review max 4 weeks
- **L** requires action and review, determine timescales.

Signature/Title and Date

Please remember to sign and date the risk assessment. Please ensure this is legible!