



Risk Assessment Form – Managing Health and Safety

Ref. No:

Hygiene	SR/JL/KG	Regular hand washing/ cleaning of office equipment, especially telephones/ printer etc. Use own equipment wherever possible. Use antibacterial spray/wipes.		M	Own separate supplies in office. Recommended that own food to be brought into school and taken home at night Reminder-Catch it , bin it, kill it reminder- own bin with lid			
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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 1	Review 2	Review 3	Review 4	Review 5
Date & Initial	Date & Initial	Date & Initial	Date & Initial	Date & Initial