

Risk Assessment Form – Managing Health and Safety

Ref. No:

Directorate and Team:	Completed by: J. Grindey and S. Barnish	Manager: JLevingstone
Activity and workplace: Focus Room Updated Nov 24 – JL Next update Nov 25	Written March 22 nd 2024	<i>JLevingstone</i>

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	Do ne
			No.	L/M/H				
Plugs and cables/ interactive whiteboard- trips/ electric shocks	Children and staff	Ensure these are plugged in at all times so no drooping wires Sockets turned off at night.	4	2				
Resources in room are on the floor - could be trip and slip hazard		Equipment stored in locked cupboards with keys inaccessible to children and weekly resources in lidded boxes at the side of the room.	1	3				
Fingers trapped on inside of door		Finger safe guard on one side of door	2	2				
Room gets hot with lights		Blinds used and window opened. Lights to be turned off when not needed.	1	2				
Lots of chairs		No more than 4 stacked	2	2				
Window opens low		Only use this window when staff are present in the room. Equipment put in front of them.	3	2				

Injury Severity

- | |
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| <ol style="list-style-type: none"> 1. Minor injury (first aid only) 2. Serious injury (medical attention, time off work) 3. Major injury (broken bones etc) 4. Death |
|--|

X Likelihood

- | |
|---|
| <ol style="list-style-type: none"> 1. Rare 2. Unlikely 3. Likely 4. Very likely |
|---|

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Risk rating

- | |
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| <p>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</p> |
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Review annually, or after an incident, or if there are changes to the task, environment, equipment or the people affected.				
Review	Review	Review	Next Review April 25	Review
Date & Initial June 21- JL	Date & Initial June 22- JL	Date & Initial April 24- JG	Date & Initial	Date & Initial



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