

Risk Assessment

NB: For further information and guidance please refer to the Risk Assessment Toolkit on the intranet.

A. Outline of activity or task to be assessed: _____ School Transportation for: _____

Directorate: _____ Facilities Management _____

Workplace/Team: _____

Date of Assessment: _____ Manager/Line Manager/Headteacher (PRINT): _____

Name of ASSESSOR (PRINT): _____ Signature: _____

Signature: _____ Date for Re-assessment: _____ 12 Months or if there has been any changes _____

Form Number

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

level of risk = likelihood x severity

PRIORITY OF ACTION

- HIGH** 17 - 25 **Unacceptable - Stop work or activity until immediate improvements can be made.**
- MEDIUM** 10 - 16 **Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**
- LOW** 5 - 9 **Adequate but look to improve by next review.**
- VERY LOW** 1 - 4 **Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

5 x 5 RISK ASSESSMENT MATRIX						
↑ Increasing consequence or severity	5	5 LOW	10 MED	15 MED	20 HIGH	25 HIGH
	4	4 VERY LOW	8 LOW	12 MED	16 MED	20 HIGH
	3	3 VERY LOW	6 LOW	9 LOW	12 MED	15 MED
	2	2 VERY LOW	4 VERY LOW	6 LOW	8 LOW	10 MED
	1	1 VERY LOW	2 VERY LOW	3 VERY LOW	4 VERY LOW	5 LOW
		1	2	3	4	5
		→ Increasing likelihood or probability				

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

5. Vehicle to Home

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls) (Check Box if not applicable)	Risk Level Low/Med/ High	What further actions are necessary	Risk Level Low/Med/ High	Action	
						Who	When

6. Drivers

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls) (Check Box if not applicable)	Risk Level Low/Med/ High	What further actions are necessary	Risk Level Low/Med/ High	Action	
						Who	When

7. Passenger Assistants

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls) (Check Box if not applicable)	Risk Level Low/Med/ High	What further actions are necessary	Risk Level Low/Med/ High	Action	
						Who	When

8. Passengers

What are the Hazards?	Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls) (Check Box if not applicable)	Risk Level Low/Med/ High	What further actions are necessary	Risk Level Low/Med/ High	Action	
						Who	When

