Risk Assessment

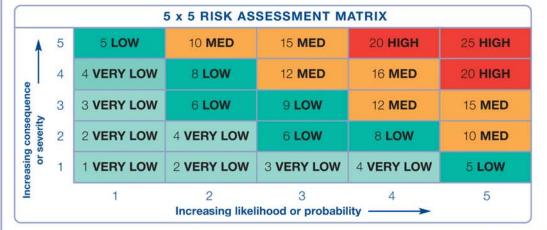


NB: For further information and guidance please refer to the Risk Assessment Toolkit on the intranet.

A. Outline of activity or task to be assessed: School Transporta	ation 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

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	5-0	Adequate but look to improve by next review

Adequate but look to improve by next review.

Residual risk acceptable and no further action will be required all the time the controls measures are maintained.

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

Consequence/Severity
Catastrophic/Severe/Fatality
Major injury/ill health
Moderate (over 3 day injury/ill health)
Minor injury/ill health
Insignificant/no injury

VERY LOW 1-4

Description Death or permanent disability to one or more persons Hospital admission required e.g. broken arm or leg Medical treatment required, over three day injury First Aid is required Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

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

2. Vehicles 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	Act Who	ion When

		_	

3 Seating	walking aid	s and Baggage					
J. Jeaning	walking ala						
What are the	Who might be harmed and how the hazard	What are you already doing (Existing Controls)	Risk Level Low/Med/	What further actions	Risk Level Low/Med/	Act	ion
	Who might be harmed and					Act Who	ion When
What are the	Who might be harmed and how the hazard could cause	What are you already doing (Existing Controls)	Level Low/Med/	actions	Level Low/Med/		
What are the	Who might be harmed and how the hazard could cause	What are you already doing (Existing Controls)	Level Low/Med/	actions	Level Low/Med/		
What are the	Who might be harmed and how the hazard could cause	What are you already doing (Existing Controls)	Level Low/Med/	actions	Level Low/Med/		
What are the	Who might be harmed and how the hazard could cause	What are you already doing (Existing Controls)	Level Low/Med/	actions	Level Low/Med/		
What are the	Who might be harmed and how the hazard could cause	What are you already doing (Existing Controls)	Level Low/Med/	actions	Level Low/Med/		

4. Collection	on and Drop	p-off – School/Centre					
What are the Hazards?	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	Who	tion

		_	

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

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)	What are you already doing	Risk Level	What further	Risk Level	Action	
		Low/Med/ High	actions are necessary	Low/Med/ High	Who	Whe	

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

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

			·		

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:								
•								
•								
•								
•								
•								
•								
•								
•								

E. Circulation List

Please list people who have been informed of the assessment.

DATE						
SIGNATURE						
DESIGNATION						
NAME						