

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Caretaking duties**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Lifting and carrying – back injuries, strains, sprains. | E | * Specific Manual Handling Risk Assessment to be   carried out for all tasks involving lifting, carrying  etc. of loads with identified safe systems of work  implemented   * Appropriate Manual Handling training provided * Manual Handling equipment provided eg. trolley |  |  |  |  |  |  |
| Cleaning using equipment – back injuries, strains, sprains | E | * Manual Handling Risk Assessment carried out for use of floor buffers, moving buckets etc. * Appropriate training provided |  |  |  |  |  |  |
| Cleaning using chemicals – health effects | E | * Less hazardous chemicals used wherever possible * Safety data sheets for all substances obtained from supplier and guidance followed * COSHH Risk Assessments for all hazardous substances in use * Appropriate Personal Protective Equipment provided and worn where identified in an assessment * Appropriate safe storage of substances * Cleaning activities undertaken outside of school * hours where possible * Immediate cleaning up of any spillages |  |  |  |  |  |  |
| Working at Height – falls, falling objects |  | * Specific Risk Assessment carried out for the task   and identified control measures implemented   * Appropriate selection of equipment to access heights e.g. ladders, mobile scaffold, elevating work platform etc. * Consideration of weather conditions with outdoor work * Staff appropriately trained for work at height * Use of barriers to cordon off work at height * Use of appropriate tools and equipment |  |  |  |  |  |  |
| Lone working – accidents, delayed assistance in an emergency |  | * Lone working Risk Assessment carried out and identified control measures implemented * Means of communication available * Logging procedures for whereabouts * Lone working procedures including – out of hours   e.g. opening up / locking up   * Procedures in place – key holders, call out, emergency contacts etc. |  |  |  |  |  |  |
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