

**RISK ASSESSMENT FINDINGS**

|  |  |
| --- | --- |
| **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: Oxygen therapy and suction equipment in school**

**DATE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Manual handling injury lifting / carrying equipment. |  | * Ensure staff are adequately trained in manual handling. * Ensure appropriate equipment is provided and used. |  |  |  |  |  |  |
| Incorrect use of equipment causing harm or injury |  | * Ensure responsible appointed staff are appropriately trained, supervised, instructed and provided with adequate information to enable them to conduct oxygen supervision procedures competently. * Ensure care plan is drafted and regularly reviewed |  |  |  |  | Training provided by:  Date of training:  Date of review / re training etc.: |  |
| Safe storage, use, handling and transport on site. |  | * Ensure spare cylinders etc. are stored appropriately and secure e.g. locked container / adequate ventilation etc. * Ensure staff are adequately trained in first aid etc. * Ensure Building manager is informed (fire safety). * Ensure the positioning of equipment does not cause a trip hazard e.g. in classroom etc. |  |  |  |  |  |  |
| Staff anxiety using equipment. |  | Ensure training and competence is kept up to date. |  |  |  |  |  |  |
| Transport of pupil from home – school – home. |  | Transport plan should be completed to ensure safe transport of pupil and equipment. |  |  |  |  |  |  |
| Evacuation of pupil in an emergency |  | Ensure that a Personal Emergency Evacuation Plan (PEEP) is completed and kept up to date for the pupil. |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |