



**HALSTEAD**

PREPARATORY SCHOOL FOR GIRLS

## **16a 16d Risk Assessment Policy**

**INCLUDES EYFS**

<b>Policy History</b>		
Review Date	May 2016	JL, PA
Review Date	November 2016	
Review Date	November 2017	CW, ME, PA
Date of Next Review	November 2018	

## **GUIDANCE ON RISK ASSESSMENT POLICY**

A Legal Requirement for Independent Day and Boarding schools and EYFS Providers.

An audit compliance requirement for schools that are charities and companies.

References:

A: Handbook for the Inspection of Schools - The Regulatory Requirements, Part 3  
(<http://www.isi.net/>)

B: Health & Safety Executive, Five steps to risk assessment  
([www.hse.gov.uk/risk/fivesteps.htm](http://www.hse.gov.uk/risk/fivesteps.htm))

C: Health and Safety Advice on Legal Duties and Powers for Local Authorities, Head Teachers, Staff and Governing Bodies (2013), DfE website.

D: Health and Safety at Work" Section H of the ISBA Model Staff Handbook,

E: "Health and Safety and Welfare at Work" Chapter N of the ISBA Bursar's Guide

F: "Insurance" Chapter K of the Bursar's Guide by HSBC Insurance Brokers Ltd

G: Early Years Foundation Stage: Statutory Framework April 2017  
Keeping Children Safe In Education

H: Charities and Risk Management, The Charities Commission ([www.charity-commission.gov.uk](http://www.charity-commission.gov.uk))

I: Risk Management framework: A Ten Point plan and What is Risk Management by the NCVO  
([www.ncvo-vol.org.uk](http://www.ncvo-vol.org.uk))

J: Home Office guidance on duties under the Counter Terrorism Act 2015  
([www.gov.uk/government/publications/prevent-duty-guidance](http://www.gov.uk/government/publications/prevent-duty-guidance))

## **INTRODUCTION**

Halstead Preparatory School is legally required to have risk assessments in place that cover a great many of our activities, including all the many educational visits and trips that are made by the pupils. There are additional requirements for EYFS provision, reflecting the different environments and ages of these pupils. Like all employers, Halstead Preparatory School is required by law to assess the risks to our employees and (in school parlance), to pupils, Governors, contractors and visitors who could be affected by our activities.

Additionally, the Statement of Recommended Practice (SORP) and subsequent practices/requirements firmly place the reporting of risk management on the agenda of all auditable charities by requiring their annual reports to "contain a statement as to whether the charity trustees have given consideration to the major risks to which the charity is exposed and to systems designed to manage those risks." Similarly, charities that are incorporated under company law are required to include a business review in the directors' annual reports that include a description of the principal risks facing the company.

## **CONTENTS OF THE POLICY**

This policy is a practical guide to the process of conducting generalist risk assessments in the school. Halstead Preparatory School needs to ensure that all our employees have a basic understanding of the general principles of conducting risk assessments (and health and safety) as part of their induction training. Refresher training will be required at regular intervals, particularly for staff who work with chemicals (such as Science teachers and technicians, or Cleaners).

Additional training may be required as part of an individual's professional development, for example, training a Groundsman in the safe use of pesticides. Accurate record keeping of training and safety and maintenance checks forms an important part of the process. Similarly, time and effort needs to be spent by teaching and pastoral staff in ensuring that all pupils develop a basic understanding of risk and of the need to stay safe. The objectives are:

- To ensure that major risks are identified and managed as part of an overarching policy with a view to promoting children's welfare.
- To meet the Independent School Standard Regulations (ISSR) requirement for a written risk assessment policy to be in place and to meet the requirement for leadership in and management of schools.
- To ensure that suitable and sufficient risk assessments are undertaken for activities where there is likely to be significant risk including school trips.
- That identified control measures are implemented to control risk so far as reasonably practicable.
- That those affected by school activities have received suitable information on what to do.
- That the risk management strategy and risk assessments are recorded and reviewed when appropriate.
- To identify those in the school responsible for conducting risk assessment and monitoring its implementation.

## **ROLE OF THE PROPERTY/HEALTH AND SAFETY COMMITTEE**

The Head and Governors are responsible for the overarching risk management policy of the school. The overall strategy will be formally reviewed on an annual basis.

The School's Property/Health and Safety Committee is the main forum within the school for discussing and for monitoring risk assessments, induction and training programmes. Risk assessments are a standing agenda item at those meetings, when Heads of Academic and Support Departments produce feedback via the Bursar to the Governors on the status of the risk assessments and any Health and Safety concerns in their own areas of responsibility. The Bursar is responsible for monitoring compliance and for liaising with the local police, the fire service and insurance and security advisors in pursuit of risk reduction and for reporting back to Governors and to the Senior Management Team (SMT).

## **RELATED POLICIES THAT ARE REQUIRED OF SCHOOLS**

- Educational Visits: Model consent Form for Educational Visits
- Early Years: Risk Assessment for Outings
- Fire Safety, Procedures and Risk Assessment Policy
- Security, Access Control, Workplace Safety and Lone Working

## **POLICY**

### **WHAT IS A RISK ASSESSMENT?**

A risk assessment is a tool for conducting a formal examination of the harm or hazard to people (or an organisation) that could result from a particular activity or situation.

- A hazard is something with the potential to cause harm
- A risk is an evaluation of the probability (or likelihood) of the hazard occurring
- A risk assessment is the resulting assessment of the severity of the outcome (e.g. loss of life, destruction of property)
- Risk control measures are the measures and procedures that are put in place in order to minimise the consequences of unfettered risk (e.g. staff training, clear work procedures, preliminary visits, warning signs, barriers and insurance).

Risk assessments can be used to identify the potential hazards to people (slipping, falling), property (fire), strategic (reputation, loss of pupils, impact on development), financial (falling pupil rolls), compliance (child protection issues) and environmental (asbestos, legionella).

### **WHY HAVE RISK ASSESSMENTS?**

By focussing on prevention - as opposed to reacting when things go wrong - it is possible to prevent accidents and injuries that could ruin lives, damage reputations and cost money. Preventative measures can often be surprisingly simple and cost-effective, such as the application of hazard warning tape to a trip hazard, or ensuring that chemicals are properly stored in locked containers.

### **WHAT AREAS REQUIRE RISK ASSESSMENTS?**

There are numerous activities carried out in Halstead Preparatory School, each of which requires its own separate risk assessment. The most important of these cover:

- Pupil supervision (including safeguarding and welfare requirements). This will include implementation of the School designated safeguarding lead ("DSL") but will also cover a range of responsibilities outside safeguarding
- Fire safety, procedures and risk assessments
- Educational visits and trips
- EYFS settings

Policies must cover each of the areas mentioned above. However, risk assessments are also needed for many other areas, including:

- Management of visitors on school premises
- Traffic and pedestrian interaction on site
- Management of hazardous substances
- Use of hazardous equipment e.g. In DT, art etc.
- The suitability of staff to undertake designated roles and checks to ensure that they are suitable including staff not employed by the school who work with pupils on another site
- Risk areas which are not directly related to health and safety, including but not limited to:
  - Financial
  - Recruitment procedures including governing body oversight

- Reputational
  - Terrorism, including the prevention of fundamentalism and extremism
  - Pupil self-harming
  - Security, specifically in EYFS areas, as appropriate
- Educational
    - Science experiments
    - Design and Technology
    - Food Technology
    - Sport and PE activities
    - Art
    - Music (including minimising the risk of hearing loss to staff)
    - Drama and Dance (including the theatre back stage, stage, props room and lighting box)

At Halstead Preparatory School we make use of model or generic risk assessments, for our educational activities and visits. We subscribe to the CLEAPSS Advisory Service that provides model risk assessments for our lessons in Science and DT. We provide professional training courses for teachers who work in Science and D&T. We subscribe to the professional health & safety advisors of EllisWhittam, who audit and assess the school's health & safety policies, procedures and actions.

All teaching staff receive regular induction and refresher training in risk assessments. The Deputy Head is the focus for academic risk assessments and the Bursar for the other non-academic assessments.

### **Pastoral**

The focus of our pastoral policy is to ensure that every pupil leaves as a confident, articulate young person capable of keeping herself safe on the streets, in the home and in all situations. Our PSHEE programmes and Assemblies are directed towards promoting an increasing understanding as the pupil develops, of the risks that exist in both the real and the electronic worlds, and on sensible precautions that should be taken. Our Science lessons encourage students to conduct their own safety-related research into the potential hazards of chemicals, gas, electricity and flammable materials.

### **Medical and First Aid**

The Medical area has risk assessments for first aid and all other treatments and procedures. The accident forms are maintained in the Medical Area and the schools First Aider is responsible for ensuring that accident reports are passed to the Bursar. The School's separate medical policy explains the procedures that we would follow in the event of a medical emergency.

### **Safeguarding**

Our Safeguarding policy and training for all staff form the core of our child protection risk management. Safer recruitment policies and procedures ensure that the school is not exposed to the risk of employing staff who are barred from working with children, and are not allowed to work in the UK. By extending this regime to Governors, peripatetic music teachers and external club managers and by ensuring that everyone in our community receives regular training, we manage this risk to an acceptable level.

### **Support Areas**

- **Catering:** risk assessments and training are required for every item of catering and cleaning equipment, as well as for manual handling, slips and trips and the control of

substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. The school outsources the catering provision to Chartwells Independent (part of the Compass Group). Chartwells carry out all training and risk assessments for the kitchen environment. All documentation is available on request.

- **Caretaking and Security:** risk assessments cover classrooms, laboratories, and other areas in the entire school as appropriate, including the Nursery. Particular emphasis in training is given to minimising the risk of both fire and to security by adhering to good practice. Risk assessments also cover manual handling, working at heights, and asbestos. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Maintenance:** risk assessments and training is required for every tool and item of equipment as appropriate, as well as for manual handling, slips and trips, working at height, lone working, asbestos, control of contractors on site, electricity, gas, water and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, safe working practices, communication and health and safety notices and protective equipment.
- **Grounds:** risk assessments and training is required for every tool and piece of machinery, as well as for manual handling, slips and trips, working at height, lone working, use of pesticides, storage of flammables and COSHH. Induction and refresher training covers risk assessments, protective equipment and safety notices.
- **Office staff:** risk assessments are required for the display screen equipment and cables used by those staff (primarily office-based) who spend the majority of their working day in front of a screen.
- **Cleaning:** risk assessments and training are required for every item of cleaning equipment, as well as for manual handling, slips and trips and the control of substances hazardous to health (COSHH). Induction and refresher training covers risk assessments, protective equipment and safety notices. The school outsources the cleaning provision to Vervia Cleaning. Vervia carry out all training and risk assessments for the cleaning environment. All documentation is available on request.

### **Access by Pupils**

Risk assessments of all areas of the school reinforce the policy of ensuring that our pupils do not have unsupervised access to potentially dangerous areas such as the science laboratories. Doors to this area are kept locked when not in use. The CDT/Art dangerous items are locked away in store cupboards. Pupils are only allowed access when accompanied by a member of staff. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking working areas in the school.

### **CONDUCTING A RISK ASSESSMENT**

There are several possible techniques. The School uses a traffic light approach that looks at the risk rating of a potential risk. This is achieved by multiplying the probability of a dangerous occurrence with the severity of the action. If the overall score is in the amber or red scores, additional risk reducing actions need to be taken.

### **CHOICE OF VISIT/VENUE**

Factors guiding the choice of venue for a visit may include:

- The aim of the visit
- Safety – stairs/fire arrangements
- Security of site

- Arrangements for eating packed lunch
- Hygiene arrangements
- Qualifications and number of staff
- Supervision arrangements
- On site transport arrangements
- Insurance
- Medical arrangements
- Equipment – guarantee of standards/quantity/safety/maintenance and written accident and emergency procedure

## **PRELIMINARY VISITS**

A preliminary visit should always take place where possible for a new visit in order for a valid risk assessment to take place. Such a visit also provides the opportunity for good links to be established. Most reputable companies will include a free staff inspection visit but where necessary, finance for such visits need to be costed in to the overall budget. Preliminary visits should also be used to evaluate the area and further details of the programme.

## **RISK ASSESSMENTS**

Everything we do has an element of risk. The Risk Assessment is an examination of what could cause harm to people and subsequent planning to remove the problem and minimise the risk to an acceptable level given the age and experience of the party and the nature of the activity. It is necessary to make a judgement about the extent of the risk and whether a hazard is significant – and whether it is covered by satisfactory precautions so that the risk is small. Definitions: Hazard – anything that can cause harm e.g. traffic at crossing points; Risk – is the chance, high or low, that somebody will be harmed by the hazard?

### **Risk assessments for Educational Visits– factors to consider**

Always obtain a copy of the company/venues risk assessment for school trips. This will help identify potential hazards.

#### **Look for hazards:**

- In the preliminary planning visit or contact, find out about the potential hazards in the context of the group and the experience and knowledge of the staff.
- Concentrate on reasonable issues related to the developmental stage of the group.
- Get information from others who may have had experience of this visit.
- Ask relevant questions – if you are not shown something on your checklist, ask to see it.
- Check that the situation will be the same when you visit.

#### **Decide who is at risk:**

- Risk assessment should include all members of the party – adults and pupils. Some people in the group may be at greater risk than others and special provision may be necessary.
- Staff who do not know pupils so well may pose a hazard or be at risk. This can be improved by having photos of the girls for identification purposes.
- Others around your party and your party may be a risk if your code of conduct is not well observed and discipline is.
- Poor organisation and inadequate rest for staff on duty can pose a hazard and put all at risk. Try and build in enough rest.

### **Evaluate the risk:**

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. You have to assess on the level of the risk for each hazard and minimise it by various strategies such as increasing the use of safety equipment, changing time schedules to reduce fatigue or increasing staff supervision.

Risk Assessments must be recorded on the school Risk Assessment form (see Appendices 1-5).

Appendix 1 External School Activities

Appendix 2 External School Activities EYFS

Appendix 3 Internal Event (including EYFS)

Appendix 4 External Event Residential

Appendix 5 Generic Risk Assessment (not trips or events)

The Risk Assessment should include the following as relevant:

- Departure journey
- During the visit
- Other instructors
- Equipment
- Catering – particularly packed meals
- Additional activities/trip visits, particularly when secondary transport is involved

Party leaders need to be able to show that:

- A proper check was made
- Significant hazards were dealt with
- Proper account was taken of individual needs
- Precautions taken are reasonable and the risks are minimised
- Accurate records have been kept nothing remains constant and circumstances may necessitate change. Risk assessments should be revised regularly (certainly during a visit) and you must never be afraid to change them.

Most common reasons for change are:

- Illness
- Change of staff
- Weather
- Transport problems
- Equipment
- Increasing fatigue of party
- Political change e.g. Terrorist attack

### **Risk Factor**

**1- 2: Low Risk** – The School's objective is to introduce controls to reduce the risk for most activities to low risk.

**3 - 5: Medium Risk** - Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible. Trips with a high proportion of amber risks will not be approved.



**6 - 9: High Risk** - Where risk remains high after existing controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

The risk rating indicator key can be found at the end of each risk assessment form.

Strategies to reduce or control the risk could involve

- Changing to a lower risk option
- Restrict area of risk through code of conduct
- Restrict access to risk
- Plan to avoid risk – e.g. Outward bound activity groups relative to ability
- Increase use of safety equipment
- Changing time schedules to reduce fatigue

If unsure please ask the Deputy Head to assist.

Completed risk assessment documents should be provided to the Deputy Head at least two weeks ahead of the event.

Our policy at Halstead is never to carry out any activity which has a red rating (6 or above) after the risk reduction measures have been put into effect. Activities involving our youngest pupils (EYFS children and Year 1) will only be carried out, if they can be awarded a residual (green) score of 6 or below.

Green activities can be: A hazard that is highly likely but is of low residual rating:

**FOR EXAMPLE:**

The likelihood of a coach in a city being stuck in traffic would be rated as 3.

The severity of leaving teachers, teaching assistants and children waiting outside in hot sun/wet weather for an unknown period of time would be rated as 1.

The High Risk score could be reduced by the following;

- Teacher in Charge and Driver are in mobile phone contact
- Teacher contacts school advises on delay
- Staffing ratio is consistent with minimum requirements
- Teacher in Charge has made a reconnaissance visit, and discovered where the party can wait out of the rain/sun
- Bottled water is carried
- All staff carries visit packs, and can phone the school to advise that there will be a delayed return.
- All parents' emergency contact details are available to the School Office, who phones them and explains that the coach has been stuck in traffic; but there is nothing to worry about.
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand.

**EXAMPLE 2:**

A hazard may be fairly likely and have a low residual rating. For example:

The likelihood of a child falling over and grazing a knee on a walk in the countryside would be rated as 3.

The initial severity would be 1.

The initial risk rating would be 3.

But putting the following measures into place reduces the severity to 1, leaving a residual risk rating of 3 (amber but acceptable amber as the risk has been reduced as much as possible):

- Teacher in Charge has First Aid kit
- One member of staff is qualified in Paediatric First Aid
- Teacher in Charge has mobile phone
- All members of staff had held a meeting to discuss the outing and the risk assessment beforehand.

### **EXAMPLE 3:**

A hazard may be very unlikely; but have a high severity rating.

The likelihood of a child going missing on an organised school outing headed by a qualified Teacher, who has been trained in leading visits, and was appropriately staffed would initially be rated as 2.

The severity would be 3.

The initial risk rating would be 6 (Amber).

But putting the following measures into place reduces the likelihood to 1, leaving a residual risk rating of 3 (Green):

- All children have been briefed about the purpose of the visit and the expectations of behaviour.
- All children understand where they should go if they accidentally become separated from the rest of the group.
- Teacher in Charge and other staff and volunteers carry mobile phones.
- Staffing ratio is 1: 4 (instead of the normal 1: 6) and supplemented further by Assistants.
- Teacher in Charge has made a reconnaissance visit, and planned the route inside the location (e.g. museum) in advance.
- Children are divided into groups of 4 each supervised by one member of staff, assisted by a volunteer.
- All members of staff had held a meeting to discuss the outing and the risk assessment and the Missing Child Policy beforehand.
- All members of staff know what to do in an emergency.
- All volunteers have been briefed thoroughly on their respective roles.
- All children are wearing school uniform and are readily identifiable.
- Head counts are taken on leaving the classroom, on sitting in the coach, on leaving the activity and on returning to the coach. The coach does not leave until everyone is accounted for.

The three examples quoted above are intended to illustrate that everyday risk assessments for school outings are no more than practical tools that are designed to assist teachers who are in charge of an outing.

- . What if the coach is delayed?
- . What if a child falls over and injures him/herself?
- . What if a child goes missing?

These issues can arise, and need to be anticipated in advance. However, conducting risk assessments on EYFS outings does not require specialist knowledge.

Support staff may carry out medium rated activities if they have been properly trained and work in pairs. All members of staff and pupils are expected to wear personal protective equipment (PPE) for tasks that have been assessed as requiring its usage.

### **Specialist Risk Assessments and High Risk Activities**

We will always employ specialists to carry out high risk tasks at the school. The Bursar arranges for specialists to carry out the following risk assessments:

- Fire safety
- Asbestos
- Legionella
- Gas safety
- Electrical safety of buildings
- Work at high levels
- Work with lead

### **REVIEW OF RISK ASSESSMENTS**

All risk assessments should be regularly reviewed; but the EYFS Statutory Framework requires schools which provide for this group to review and update their risk assessments annually. It also specifically requires providers to have risk assessments in place covering their indoor and outdoor spaces, furniture, equipment and toys and to keep records of these checks.

Risk assessments should also be reviewed (and recorded), when major structural work is planned, or in the event of an accident or near miss. They should also be reviewed as follows:

- when there are changes to the activity
- when there are changes to the type of people involved in the activity
- when there are changes in good practice
- when there are legislative changes
- annually if for no other reason

The school's arrangements for the management of health and safety describe the arrangements for regular health and safety audits of the fabric of the school, its plant, machinery and equipment, together with its arrangements for auditing the catering and cleaning functions and for water sampling.

At Halstead Preparatory School, we maintain a "library" of risk assessments on our staff intranet for staff to refer to and adapt for their own use.

### **RESPONSIBILITIES OF ALL STAFF**

All members of staff are given a thorough induction into the school's arrangements for risk assessments and health and safety. Specialist training is given to those whose work requires

it. However, staff are responsible for taking reasonable care of their own safety, together with that of pupils and visitors. They are responsible for cooperating with the Head, the Bursar and other members of the SMT in order to enable the Governors to comply with their health and safety duties. Finally, all members of staff are responsible for reporting any risks or defects to the Bursar.

## **ACCIDENT REPORTING**

The Bursar is responsible for reporting and recording any notifiable accident that occurs on school premises to a pupil, member of staff, parent, visitor or contractor to the HSE in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR). All notifiable accidents and near misses are reviewed by the school's Health and Safety Committee with a view to assessing whether any measures need to be taken to prevent recurrence.

## **AUDIT COMPLIANCE STATEMENTS**

The School's Governance level Risk Register is presented by the Bursar to the Governors annually at each Full Board Meeting in the Spring Term. All the Governor Sub-Committee's discuss and review the risk register throughout the term, making any recommendations or observations to be incorporated into the register in time for the annual review. This report analyses:

- The financial procedures and controls
- The major risks to the school, including:
  - Strategic risk
  - Loss of fee income
  - Damage to reputation
  - Failure to teach the correct syllabus
  - Risk of a child protection issue
  - Gaps in Governor skills
  - Conflicts of interest
  - Employment disputes
  - Major health and safety issues
  - Possible data loss
  - Risk of fire, flood and land slip
  - Poor cash flow management
  - Fraud
  - Loss through inappropriate investments
  - Areas of potential risk
- The measures taken to protect the school against such risks, including:
  - Safer recruitment of staff, Governors and volunteers
  - Measures to ensure the selection, training and appraisal of appropriately qualified staff and Governors
  - Insurance
  - Strong financial controls that are regularly reviewed
  - Financial reserves policy
  - Use of professional advice from lawyers, accountants, architects, etc as needed
  - Formal review of compliance with the school's charitable objectives

Governors are invited to approve the compliance risk assessment annually and to endorse the insertion of a statement along the following lines (or a more detailed version thereof) in the school's annual accounts:

"The Trustees have assessed the major risks to which the charity is exposed, in particular those related to the operations and finances of the Trust, and are satisfied that systems are in place to manage our exposure to the major risks".

A handwritten signature in blue ink that reads "Richard Roberts". The signature is written in a cursive style with a horizontal line underneath the name.

Ratified by  
On behalf of the Governing Body

Date Thursday 30<sup>th</sup> November 2017

APPENDIX 1 – External School Activities



**HALSTEAD PREP SCHOOL – External School Activities Risk Analysis**

<b>Trip Name:</b>		<b>Date of Activity:</b>	
<b>Trip Leader:</b>		<b>Risk Assessment Completed By (Name &amp; Date):</b>	
<b>First Aider:</b>		<b>Risk Assessment checked by:</b>	<b>Date:</b>
<b>Are Volunteers being used?</b>	<b>No</b>		
<b>If so, Have the School Staff been consulted on their participation?</b>	<b>N/A</b>	<b>If yes: Date of Meeting they were consulted at:</b>	<b>N/A</b>

**Assessment of risk rating**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by **multiplying** the PROBABILITY by the SEVERITY of the risk.

**Text in italics to help with completion of risk assessment – to be read and questions answered, then deleted if not appropriate**

**Other text to be considered and added to as appropriate**

**Once the trip has been completed, please evaluate the risk assessment, sign it and give a paper copy to the Deputy Head**

**Please check risk rating indicator at the end of the document**

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSON AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	<p><i>Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.</i></p>					
Physical hazard – ie steps, uneven ground, water, roads to cross	Injury, death	Pupils and staff	<p><i>Children walk and warning given prior Close supervision First Aid kit carried Roads to cross from coach, cross at designated crossing with pedestrian lights</i></p>					
Pupil lost or separated from group, inadequate supervision		Pupils.	<ul style="list-style-type: none"> <li>• <i>Ensure supervising staff competent and understand their roles.</i></li> <li>• <i>Ratios in line with School policy.</i></li> <li>• <i>Plan and use suitable group control measures (Discuss itinerary and arrangements with pupils and staff.</i></li> <li>• <i>Briefing to all on what to do if separated from group- Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</i></li> </ul>					

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• <i>At least one leader with each group first aid trained. Leaders know how to call emergency services.</i></li> <li>• <i>Pupils and parents are reminded to bring individual medication and this is securely kept.</i></li> <li>• <i>First aid and travel sickness equipment carried.</i></li> <li>• <i>Mobile phones must be carried.</i></li> <li>• <i>Emergency contacts with school/Headteacher and parents arranged.</i></li> </ul>					
Car Journey Road traffic accident or breakdown	injury	Pupils , staff, coach driver	<ul style="list-style-type: none"> <li>• <i>At least one leader with each group first aid trained. Leaders know how to call emergency services.</i></li> <li>• <i>Advice to be sought from coach driver and between staff as to whether it is safer to evacuate the coach or stay in it.</i></li> <li>• <i>If emergency seek advice from emergency services as to what to do</i></li> <li>• <i>All children to stay seated at all times and to wear seatbelts at all times.</i></li> <li>• <i>School to be phoned as soon as possible</i></li> </ul>					
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• <i>Obtain information from parents</i></li> <li>• <i>Take advice from SENCO if appropriate</i></li> <li>• <i>Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</i></li> </ul>					



HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• <i>Check location as suitable for this mode of supervision.</i></li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• <i>Clear guidelines and emergency procedures set and understood.</i></li> <li>• <i>Pupils remain in pairs or groups (buddy system – each responsible for named other).</i></li> <li>• <i>Rendezvous points and times set-reception area at 2:45.</i></li> <li>• <i>Pupils know how to contact staff.</i></li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>					

OTHER CONSIDERATIONS

**EVALUATION**

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Date checked:

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Signed:

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## RISK RATING INDICATOR KEY

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

### Probability x Severity = Risk Factor

<u>PROBABILITY (P)</u>	<u>SEVERITY (S)</u>	<u>RISK FACTOR (R)</u>	<u>COMMENTS</u>
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = greater than a 3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

RISK RATING PRIORITY INDICATOR MATRIX				
PROBABILITY (LIKELIHOOD)	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		SEVERITY (CONSEQUENCE)		

## APPENDIX 2 – External School Activities EYFS



### HALSTEAD PREP SCHOOL – External School Activities EYFS Risk Analysis

Trip Name:		Date of Activity:	
Trip Leader:		Risk Assessment Completed By (Name & Date):	
First Aider:		Risk Assessment checked by:	Date:
Are ratios appropriate? Include details			
Are Volunteers being used?			
If so, Have the School Staff been consulted on their participation?		If yes: Date of Meeting they were consulted at:	

#### Assessment of risk rating

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by **multiplying** the PROBABILITY by the SEVERITY of the risk.

**Text in italics to help with completion of risk assessment – to be read and questions answered, then deleted if not appropriate**

**Other text to be considered and added to as appropriate**

**Once the trip has been completed, please evaluate the risk assessment, sign it and give a paper copy to the Deputy Head**

**Please check risk rating indicator at the end of the document**

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSON AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	<i>Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.</i>					
Physical hazard – ie steps, uneven ground, water, roads to cross		Pupils and staff	Children walk and warning given prior Close supervision First Aid kit carried Roads to cross from coach, cross at designated crossing with pedestrian lights					
Pupil lost or separated from group, inadequate supervision	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>• <i>Ensure supervising staff competent and understand their roles.</i></li> <li>• <i>Ratios in line with School policy.</i></li> <li>• <i>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</i></li> <li>• <i>Discuss itinerary and arrangements with pupils and helpers.</i></li> <li>• <i>Briefing to all on what to do if separated from group.</i></li> <li>• <i>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</i></li> </ul>					

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>At least one leader with each group first aid trained. Leaders know how to call emergency services.</li> <li>Pupils and parents are reminded to bring individual medication and this is securely kept.</li> <li>First aid and travel sickness equipment carried.</li> <li>Mobile phones must be carried.</li> <li>Emergency contacts with school/Headteacher and parents arranged.</li> </ul>					
Special needs of specific pupils – medical, behavioural, educational	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>Obtain information from parents</li> <li><i>Take advice from SENCO if appropriate</i></li> <li><i>Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</i></li> </ul>					

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• <i>Check location as suitable for this mode of supervision.</i></li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• <i>Clear guidelines and emergency procedures set and understood.</i></li> <li>• <i>Pupils remain in pairs or groups (buddy system – each responsible for named other).</i></li> <li>• <i>Rendezvous points and times set.</i></li> <li>• <i>Pupils know how to contact staff.</i></li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>					
Car Journey Road traffic accident or breakdown	injury	Pupils , staff, coach driver	<ul style="list-style-type: none"> <li>• At least one leader with each group first aid trained. Leaders know how to call emergency services.</li> <li>• Advice to be sought from coach driver and between staff as to whether it is safer to evacuate the coach or stay in it.</li> <li>• If emergency seek advice from emergency services as to what to do</li> <li>• All children to stay seated at all times and to wear seatbelts at all times.</li> <li>• School to be phoned as soon as possible</li> </ul>					

**Other Considerations**

**Evaluation**

**Any comments:**

Date completed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date checked: \_\_\_\_\_

Signed: \_\_\_\_\_



## RISK RATING INDICATOR KEY

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

### Probability x Severity = Risk Factor

<u>PROBABILITY (P)</u>	<u>SEVERITY (S)</u>	<u>RISK FACTOR (R)</u>	<u>COMMENTS</u>
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School's objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = greater than a 3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

RISK RATING PRIORITY INDICATOR MATRIX				
PROBABILITY (LIKELIHOOD)	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		SEVERITY (CONSEQUENCE)		

**APPENDIX 3 – INTERNAL EVENT (Including EYFS)**



**HALSTEAD PREP SCHOOL – Internal Event Risk Analysis  
(This form also includes the EYFS)**

<b>Event:</b>		<b>Date of Activity:</b>	
<b>Event Leader:</b>		<b>Risk Assessment Completed By (Name &amp; Date):</b>	
<b>First Aider:</b>		<b>Risk Assessment checked by:</b>	<b>Date:</b>
<b>Are Volunteers being used?</b>			
<b>If so, Have the School Staff been consulted on their participation?</b>		<b>If yes: Date of Meeting they were consulted at:</b>	

**Assessment of risk rating**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by **multiplying** the PROBABILITY by the SEVERITY of the risk.

**Text in italics to help with completion of risk assessment – to be read and questions answered, then deleted if not appropriate**

**Other text to be considered and added to as appropriate**

**Once the trip has been completed, please evaluate the risk assessment, sign it and give a paper copy to the Deputy Head**

**Please check risk rating indicator at the end of the document**

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSON AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Exposure to weather	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	<i>Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.</i>					
Physical hazard le: Stage	Injury via falling from or bumping into	Pupils and staff	<ul style="list-style-type: none"> <li>• <i>Warning tape on edges of steps</i></li> <li>• <i>Pupils practice with stage before a performance</i></li> <li>• <i>Teacher explains the risks</i></li> </ul>					
Illness or injury Hot Weather – Sun Stroke	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• <i>Is there enough shade?</i></li> <li>• <i>Do all the girls have their hats on?</i></li> <li>• <i>Is water provided?</i></li> <li>• <i>Do the girls have sun cream on and available?</i></li> </ul>					
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• <i>Obtain information from parents</i></li> <li>• <i>Take advice from SENCO if appropriate</i></li> <li>• <i>Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</i></li> </ul>					

**Other Considerations**

**Evaluation**

**Any comments:**

Date completed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date checked: \_\_\_\_\_

Signed: \_\_\_\_\_

**RISK RATING INDICATOR KEY**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

**Probability x Severity = Risk Factor**

<u>PROBABILITY (P)</u>	<u>SEVERITY (S)</u>	<u>RISK FACTOR (R)</u>	<u>COMMENTS</u>
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = greater than a 3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

RISK RATING PRIORITY INDICATOR MATRIX				
PROBABILITY (LIKELIHOOD)	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		SEVERITY (CONSEQUENCE)		

**APPENDIX 4 - EXTERNAL EVENT - RESIDENTIAL**



**HALSTEAD PREP SCHOOL: EXTERNAL SCHOOL ACTIVITIES RISK ANALYSIS  
RESIDENTIAL TRIPS**

<b>Trip Name:</b>		<b>Date of Activity:</b>	
<b>Trip Leader:</b>		<b>Risk Assessment Completed By (Name &amp; Date):</b>	
<b>First Aider:</b>		<b>Risk Assessment Checked by:</b>	<b>Date:</b>
<b>Are Volunteers being used?</b>			
<b>If so, Have the School Staff been consulted on their participation?</b>		<b>If yes: Date of Meeting they were consulted at:</b>	
	<b>Qualifications and any Health/Dietary requirements should be listed at the end of this form. DBS checks will be necessary.</b>		

**Assessment of risk rating**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by **multiplying** the PROBABILITY by the SEVERITY of the risk.

**Text in italics to help with completion of risk assessment – to be read and questions answered, then deleted if not appropriate**

**Other text to be considered and added to as appropriate**

Once the trip has been completed, please evaluate the risk assessment, sign it and give a paper copy to the Deputy Head

**Please check risk rating indicator at the end of the document**

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSON AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Exposure to weather.	Cold injury, heat injury, over-exposure to sun.	Pupils and staff.	<p><i>Consider possible weather conditions and plan appropriate programme, clothing and equipment. Plan for pupils who may not bring suitable clothing – check before departure and/or bring spares. Daily weather forecast obtained and plans adjusted accordingly.</i></p>					
Physical hazard – ie steps, uneven ground, water, roads to cross		Pupils and staff	<p>Children walk and warning given prior Close supervision First Aid kit carried Roads to cross from coach, cross at designated crossing with pedestrian lights</p>					
Pupil lost or separated from group, inadequate supervision	Injury, death.	Pupils.	<ul style="list-style-type: none"> <li>• <i>Ensure supervising staff competent and understand their roles.</i></li> <li>• <i>Ratios in line with School policy.</i></li> <li>• <i>Plan and use suitable group control measures (for example, buddy systems, large groups split in small groups each with named leaders, identification system).</i></li> <li>• <i>Discuss itinerary and arrangements with pupils and helpers.</i></li> <li>• <i>Briefing to all on what to do if separated from group.</i></li> <li>• <i>Head counts by leaders particularly at arrival/departure points, and when separating and reforming groups.</i></li> </ul>					

HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Illness or injury.	Illness, injury.	Pupils, staff.	<ul style="list-style-type: none"> <li>• At least one leader with each group first aid trained. Leaders know how to call emergency services.</li> <li>• Pupils and parents are reminded to bring individual medication and this is securely kept.</li> <li>• First aid and travel sickness equipment carried.</li> <li>• Mobile phones must be carried.</li> <li>• Emergency contacts with school/Headteacher and parents arranged.</li> </ul>					
Special needs of specific pupils – medical, behavioural, educational.	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• Obtain information from parents</li> <li>• <i>Take advice from SENCO if appropriate</i></li> <li>• <i>Make necessary arrangements for individual pupils including individual risk assessment and additional staffing as necessary.</i></li> </ul>					
Indirect/remote supervision (includes field work, souvenir shopping, theme parks, historic sites, etc)	Injury, death.	Pupils	<ul style="list-style-type: none"> <li>• <i>Check location as suitable for this mode of supervision.</i></li> <li>• Ensure pupils sufficiently briefed and competent (any individual pupils for whom indirect supervision not suitable must be directly supervised).</li> <li>• <i>Clear guidelines and emergency procedures set and understood.</i></li> <li>• <i>Pupils remain in pairs or groups (buddy system – each responsible for named other).</i></li> <li>• <i>Rendezvous points and times set.</i></li> <li>• <i>Pupils know how to contact staff.</i></li> <li>• Staff understand they are still responsible.</li> <li>• Parents informed and consent given.</li> </ul>					



HAZARD OBSERVED	RISK BEFORE CONTROL MEASURES	PERSONS AT RISK	CONTROL MEASURES	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 9+, LIST FURTHER ACTION REQUIRED	EVALUATION
Hygiene	Illness, injury.	Pupils, staff	<ul style="list-style-type: none"> <li>• Tourist board rating/environmental health endorsement or similar</li> <li>• Visual inspection of washing facilities, lighting, heating, ventilation, catering</li> </ul>					
Night time tendencies	Illness, injury.	Pupils	<ul style="list-style-type: none"> <li>• Information gained from parents re pupils illnesses, sleepwalking etc.</li> <li>• Suitable supervision arranged to meet needs of pupils</li> </ul>					
Special Needs	Illness, injury.	Pupils, staff	<ul style="list-style-type: none"> <li>• Accommodation meets any special needs of anyone in the group</li> </ul>					
Fire	Illness, injury.	Pupils, staff	<ul style="list-style-type: none"> <li>• Check accommodation meets national standards i.e. meets fire officer's recommendations/or has fire certificate</li> <li>• Visit site visual inspection of fire escapes, alarms, equipment, meeting point and procedures</li> <li>• Establish no smoking rule</li> <li>• Check systems again on arrival</li> </ul>					
Child Protection	Illness, injury.	Pupils, staff	<ul style="list-style-type: none"> <li>• School has exclusive use of sleeping accommodation</li> <li>• Staff accommodation adjacent and same floor as pupils</li> <li>• External doors and windows secure against intrusion</li> <li>• If pupils rooms have keys, staff have access to a master key</li> <li>• Pupils can easily contact staff throughout night</li> <li>• Pupils are checked into rooms at "lights out"</li> </ul>					

**Other Considerations**

**Evaluation**

**Any comments:**

Date completed: \_\_\_\_\_

Signed: \_\_\_\_\_

Date checked: \_\_\_\_\_

Signed: \_\_\_\_\_

**RISK RATING INDICATOR KEY**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

**Probability x Severity = Risk Factor**

<u>PROBABILITY (P)</u>	<u>SEVERITY (S)</u>	<u>RISK FACTOR (R)</u>	<u>COMMENTS</u>
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = greater than a 3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

RISK RATING PRIORITY INDICATOR MATRIX				
PROBABILITY (LIKELIHOOD)	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		SEVERITY (CONSEQUENCE)		

**APPENDIX 5 – Generic Risk Assessment (not trips or events)**



**HALSTEAD PREP SCHOOL – Risk Assessment (not school trips and events)**

<b>Area being assessed:</b>				
<b>Risk assessment completed by:</b>	<b>Name</b>	<b>Role:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Risk assessment reviewed by:</b>	<b>Name:</b>	<b>Role:</b>	<b>Signature:</b>	<b>Date:</b>

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by **multiplying** the PROBABILITY by the SEVERITY of the risk.

**Once the risk assessment has been completed email to the Bursar for overview.**

**Please check risk rating indicator at the end of the document**

HAZARD OBSERVED	PERSON AT RISK	EXISTING CONTROL MEASURES (ACTIONS ALREADY TAKEN TO REDUCE THE RISK)	P	S	R	IS THE RISK ADEQUATELY CONTROLLED? IF A SCORE OF 6+, LIST FURTHER ACTION REQUIRED	DATE COMPLETED

Any additional comments:

**RISK RATING INDICATOR KEY**

The RISK FACTOR for each hazard is the residual risk AFTER existing controls have been considered. It is obtained by multiplying the PROBABILITY by the SEVERITY of the risk.

**Probability x Severity = Risk Factor**

<u>PROBABILITY (P)</u>	<u>SEVERITY (S)</u>	<u>RISK FACTOR (R)</u>	<u>COMMENTS</u>
1 = Not very likely	1 = Minor injury	1 – 2 Low risk	The School’s objective is to introduce controls to reduce the risk for most activities to low.
2 = Possible	2 = greater than a 3 day injury or property damage	3 – 4 Medium risk	Additional controls are needed and should be planned. If additional controls require long term work (> 4 weeks) then short term procedures should be modified to reduce risk in the interim period wherever possible.
3 = Likely	3 = Major injury or death	6 –9 High Risk	Where risk remains high after exiting controls are considered then the activity should not take place until additional controls have been implemented. I.e. STOP the activity.

<b>RISK RATING PRIORITY INDICATOR MATRIX</b>				
<b>PROBABILITY (LIKELIHOOD)</b>	3	3	6	9
	2	2	4	6
	1	1	2	3
		1	2	3
		<b>SEVERITY (CONSEQUENCE)</b>		