

# Risk Assessment Record

<b>Assessment date:</b> January 2010		<b>Activity Assessed:</b> Assemblies			<b>Assessed by:</b> B Coleman	
<b>Next assessment due:</b> January 2011		<b>Activity Location:</b> Schools			<b>Approved by:</b>	
<b>Hazard: (Potential for harm)</b>	<b>Severity of harm</b>	<b>Likelihood of harm</b>	<b>Risk Level</b>	<b>Precautions to reduce risk level</b>	<b>Who will do?</b>	<b>Inform (Before/During session)</b>
Tripping over cables from laptop, projector or extension lead.	SI	P	M	Where possible use ceiling-mounted projector with hidden cables. Alternatively tape cables to floor or use cable cover. Ensure that students are aware of hazard and where possible ensure that they do not walk over the cables.	SWAP Officer.	During.
<b>Personal protective Equipment needed:</b> Cable Cover First Aid Kit		<b>Summary of risk:</b> Medium			<b>Level of First Aid Needed?</b> First Aid in the workplace	
<b>Nearest Phone:</b>		<b>Who will provide Personal Protective Equipment:</b> SWAP Officer to provide cable cover for own laptop/projector cables. SWAP officer to provide first aid kit for personal use. School to provide first aid kit for staff/ student use.			<b>First Aiders:</b>	
					<b>Nearest Hospital:</b>	

Please note: Risk Rating table should be printed on the reverse of this sheet.

## Risk Rating Table

		<b>Likelihood of Harm</b>		
		<b><u>High Likelihood</u></b> (Occurs repeatedly, event to be expected)	<b><u>Possible</u></b> (Moderate chance, could occur sometimes)	<b><u>Improbable</u></b> (Very unlikely, probability close to zero)
<b>Severity of harm</b>	<b><u>Fatal / Major Injury</u></b> (death, major injuries or ill-health causing long-term disability / absence from work)	<b>HIGH</b>	<b>HIGH</b>	<b>MEDIUM</b>
	<b><u>Serious Injury</u></b> (Injuries or ill-health causing short-term absence from work)	<b>HIGH</b>	<b>MEDIUM</b>	<b>LOW</b>
	<b><u>Minor Injury</u></b> (e.g. knock, scrape, splinter plant or insect sting)	<b>MEDIUM</b>	<b>LOW</b>	<b>LOW</b>