

# Risk Assessment Record

|  |   |  |                   |  |                                   |  |
|--|---|--|-------------------|--|-----------------------------------|--|
| <b>Assessment date:</b><br>January 2010  |   | <b>Activity Assessed:</b><br><b>Waste free lunch Audit</b> |                   |  | <b>Assessed by:</b><br>R Farthing |  |
| <b>Next assessment due:</b><br>January 2011  |   | <b>Activity Location:</b><br>Schools                       |                   |  | <b>Approved by:</b>               |  |
| <b>Hazard:</b><br><b>(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> |
| Paper cuts from worksheets   | MI  | P  | L                 | Verbal warning   | SWAP officer                      | B + D                                  |
| Slips, trips and falls over equipment  | MI  | I  | L                 | Place objects on tables if possible, verbal warning, classroom tidiness.   | SWAP officer                      | B + D                                  |
| Food allergies   | SI  | I  | L                 | Check with teacher prior to visit, verbal warning. Provide gloves.   | SWAP officer /Teacher             | B + D                                  |
| Back / arm strain or injury when weighing rubbish.   | SI  | P  | M                 | Verbal warning, careful lifting onto spring weights, lifting as a pair.  | SWAP officer/ Children            | B + D                                  |
| Injuries from handling rubbish   | MI  | P  | L                 | Rubbish pre-sorted by children at lunchtime as part of lunch routine, ensuring minimal handling during weighing process. Provide gloves. Officer to carry out visual check of bins and remove any hazardous objects before children weigh waste. | SWAP Officer/ Children            | B + D<br><br>B + D                     |
| <b>Personal protective Equipment needed:</b><br>First Aid Kit,<br>Gloves,<br>Rubbish sacks | <b>Summary of risk:</b> Low   |  |                   | <b>Level of First Aid Needed?</b><br>FA in the workplace<br><b>First Aiders:</b>   |                                   |  |
| <b>Nearest Phone:</b><br>SWAP officer mobile<br>School Office                              | <b>Who will provide Personal Protective Equipment:</b><br>SWAP officer to provide First aid kit for personal use, gloves and rubbish sacks. |  |                   | <b>Nearest Hospital:</b>   |                                   |  |

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

## Risk Rating Table

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