Risk Assessment

NB: For further information and guidance please refer to the Risk Assessment Toolkit on the intranet.

A. Outline of activity or task to be assessed: STEM ACTIVITIES- TO BE EDITED AS REQUIRED

Form Number

Directorate: .....

Workplace/Team: .....

Date of Assessment: .....

Manager/Line Manager/Headteacher (PRINT): .....

Name of Assessor (PRINT): .....

Signature: .....

Signature: .....

Date for Re-assessment: .....

Hazard is something with the **potential** to cause **harm**. **Risk (R)** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

B. RISK MATRIX - This section is used for guidance to complete Section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity					
5	5 **LOW**	10 **MED**	15 **MED**	20 **HIGH**	25 **HIGH**
4	4 **VERY LOW**	8 **LOW**	12 **MED**	16 **MED**	20 **HIGH**
3	3 **VERY LOW**	6 **LOW**	9 **LOW**	12 **MED**	15 **MED**
2	2 **VERY LOW**	4 **VERY LOW**	6 **LOW**	8 **LOW**	10 **MED**
1	1 **VERY LOW**	2 **VERY LOW**	3 **VERY LOW**	4 **VERY LOW**	5 **LOW**
	1	2	3	4	5

Increasing likelihood or probability →

level of risk = likelihood x severity

PRIORITY OF ACTION

HIGH	**17 - 25**	**Unacceptable - Stop work or activity until immediate improvements can be made.**
MEDIUM	**10 - 16**	**Tolerable but need to improve within a reasonable timescale e.g. 1-3 months depending on the situation.**
LOW	**5 - 9**	**Adequate but look to improve by next review.**
VERY LOW	**1 - 4**	**Residual risk acceptable and no further action will be required all the time the controls measures are maintained.**

Score	Likelihood/Probability	Description
5	Very likely/Almost Certain	The event is expected to occur in most circumstances
4	Likely	The event will probably occur in most circumstances
3	Fairly likely/Possible	The event could occur at some time
2	Unlikely	The event is not likely to occur in normal circumstances
1	Very Unlikely	The event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic/Severe/Fatality	Death or permanent disability to one or more persons
4	Major injury/ill health	Hospital admission required e.g. broken arm or leg
3	Moderate (over 3 day injury/ill health)	Medical treatment required, over three day injury
2	Minor injury/ill health	First Aid is required
1	Insignificant/no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

What are the Hazards?		Who might be harmed and how the hazard could cause harm	What are you already doing (Existing Controls)	Risk Level Low/Med/ High	What further actions are necessary	Residual Risk Level Low/Med/ High	Action	
							Who	When
1	Burns	Children and adults using the glue gun and soldering iron. Children and adults from using the oven and hob.	Children using the appropriate equipment. Clear demonstration of how to use the equipment. Supervision at all times when using the equipment.	Medium	Specific zone for use of the soldering iron and or glue gun. Section off the area around the oven. Clear signage in place for hot surfaces.	**Low**	Adult in charge	When using the equipment.
2	Inhaling fumes	Children and adults inhaling fumes from soldering wire	Soldering time limits	low	Open external doors and window closest to the soldering iron.	**low**		When soldering iron is in use
3	Cuts/nicks	Children when using wire trimmers/strippers. Children when using coping saws or knives.	Clear demonstration of how to use them. Use of sawing block at all times.	low	One set for the whole group so they are supervised during use.	**low**		When in use.
5	Slips/trips	Children/adults slip or trip on wires or wet surfaces.	Wet floor signs. Cables are tied.	low	Any extension leads and all electrical equipment PAT tested prior to use. Wires kept clear of floors.	**low**		All times

6	Electric Shock	Children and adults when using electrical equipment.	All PAT tested. Equipment spot checked regularly to ensure it is in good working order.		Electrical safety taught as part of the science and PSHE curriculum- managing risk. All electrical equipment to be kept away from water.	**Low**		All times

E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE