



<b>Risk assessment form</b>	<b>Ref Number</b>
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To be valid this risk assessment must be made site / person / task / equipment specific as appropriate.

<b>Establishment: St Mary's CE (A) Primary School</b>	<b>Assessment by: Mrs S Slater</b>	<b>Date: 31.8.17</b>
<b>Task / Process Being Assessed: Slips, Trips, Falls</b>	<b>Approved by: Mrs S M Hall</b>	<b>Date: 1.9.17</b>

What are the hazards? (eg heavy box)	Who might be harmed and how? (eg staff, visitors, etc)	Likelihood (1 - 5)	Severity (1 - 5)	Risk Rating (L x S)	What is already in place?	Is there any further action required?	Action by who?	Action by when?	Date completed
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Floor – e.g. spillage of wet and dry substances	Staff, Pupils Visitors, Contractors	1	2	L	Clean spills up immediately. If a liquid is greasy ensure a suitable cleaning agent is used. Use appropriate signs to tell people the floor is still wet and arrange alternative bypass routes				
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Trailing Cables	Staff, Pupils Visitors, Contractors	1	1	L	Position equipment to avoid cables crossing pedestrian routes, use cable covers to securely fix to surfaces, restrict access to prevent contact
Miscellaneous rubbish/obstacles	Staff, Pupils Visitors, Contractors	1	1	L	Keep areas clear, remove rubbish and do not allow to build up.
Slippery surfaces	Staff, Pupils Visitors, Contractors	1	1	L	Assess the cause and treat accordingly, for example treat chemically, appropriate cleaning method etc
Rugs/mats	Staff, Pupils Visitors, Contractors	1	1	L	Ensure mats are securely fixed and do not have curling edges

Stairs/Steps	Staff, Pupils Visitors, Contractors	1	2	L	Guardrails/banisters in place Stairs/steps checked to ensure they are in good condition, (also any carpet on stairs/steps checked regularly)			
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External Stairs/Steps	Staff, Pupils Visitors, Contractors	1	1	L	Guardrails/banisters in place Stairs/steps checked to ensure they are in good condition.  Procedure in place for removing snow and ice from external steps and paths			
Poor Lighting	Staff, Pupils Visitors, Contractors	1	1	L	Improve lighting levels and placement of light fittings to ensure more even lighting of all floor areas.			

**REVIEWS:**

<b>DATE OF REVIEW:</b>	<b>REVIEWED BY:</b>	<b>COMMENTS:</b>
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	SEVERITY				
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	1	2	3	4	5
Unlikely	2	4	6	8	10
Possible	3	6	9	12	15
Likely	4	8	12	16	20
Almost Certain	5	10	15	20	25