Instructions

For each activity to be considered:

Identify

1. What could go wrong Consider possibilities of what MIGHT happen

2. What harm could it cause What is the worst case that could happen as a result – damage to property, personal injury, disablement, death?

3. Who is at risk Who is likely to be directly affected – children, vulnerable adults, anyone in the vicinity?

4. What is the risk level Based on possible harm, assign a value (1 to 5) of the potential risk

5. Probability of happening How likely might be the occurrence? Assign a value (1 to 5) of the probability of it happening

6. Severity Multiply the values of columns 4 and 5

7. How can the probability of happening be reduced

Can action be taken to reduce or remove totally the possibility of it happening. State what this will be

8. Revised probability of happening

What is the reduced likelihood of it happening?

9. Revised severity Multiply columns 4 and 8

In assigning values, 1 is least, 5 is greatest.

Severity. All levels of severity of 6 and above MUST be examined for reduction, ALL levels other than 1 should be considered for reduction where possible.

If a severity remains above 10 after considering reduction of the risk of happening, measures must be taken to reduce or remove the potential hazard before proceeding.

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| **General**  Slips  Trips  falls | Personal injury  Damage to property | All | 3 | 2 | 6 | Ensure spills mopped up, supervise use of toys, remove/clear up other dropped items | 1 | 3 |
| Cooker  Kettle | Burns  Scalds | All, especially children and vulnerable adults | 4 | 3 | 12 | Training. Supervision to the appropriate level. | 1 | 4 |
| Cooker | Fire risk | All | 5 | 2 | 10 | Training. Supervision to appropriate level.  No flammable materials to be placed on the cooker.  Hot oil and fats must not be left unattended  Fire blanket and CO2 fire extinguisher available | 1 | 5 |
| Knives | Cuts | All | 4 | 3 | 12 | Training. Supervision to the appropriate level. | 1 | 4 |
| Hygiene | Food poisoning | All | 5 | 3 | 15 | Training. Supervision to the appropriate level. | 1 | 5 |
| Allergies | Poisoning, allergic reactions | People with allergies | 5 | 2 | 10 | Ensure all are aware of food content, encourage questioning by those with known allergies | 1 | 5 |
| **Storage of hazardous materials**  All cleaning materials, polishes, paint, varnish | Poisoning  Allergic reactions | All  Children  Vulnerable adults | 5 | 4 | 20 | All materials to be stored in a locked cupboard in kitchen.  The cupboard will be kept locked except when removing or replacing materials.  No access to be given to children and vulnerable adults.  Susceptible users to wear gloves when handling. | 1 | 5 |