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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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Stacked chairs tipping | Personal injury | all | 3 | 4 | 12 | Stacking no more than 4 high | 1 | 3 |
| Stacked chairs  Children climbing and falling | Personal injury | Children  All | 5 | 4 | 20 | Stack with back to the open area  Adult supervision of children | 1 | 5 |
| Hot drinks - spillages | Scald injury  Creating a slip hazard on floor | all | 4 | 3 | 12 | Warning sign at kitchen hatch to carry with care, request mop-up if spilled on floor | 1 | 4 |
| Extension cables – trip hazard | Personal injury | all | 4 | 3 | 12 | Avoid use of extension cables across main hall during general use.  Where use is necessary use cable covers, or limit cables to the edge of the floor | 1 | 4 |
| Fire hazard – candles and other naked flames | Personal injury | all | 5 | 3 | 15 | Limit use. Adult supervision when children involved. | 1 | 5 |