

EAST RENFREWSHIRE COUNCIL EDUCATION DEPARTMENT
ACTIVITY RISK ASSESSMENT FORM

Appendix 12

Visit to		Date of Visit	
Brief Description of travel arrangements and planned activities:			
Party Leader		Date of Assessment	
Persons considered in the Assessment (E.g. Who might be harmed)			

OTHER DOCUMENTS REQUIRED TO SUPPORT THIS RISK ASSESSMENT

- Standard circular 48 must be adhered to at all times. This will indicate what documentation is required for each type of trip.

DEFINITIONS

- **Hazard**

A hazard is anything that may cause harm,
(such as chemicals, electricity, equipment, work practices, working from ladders, an open drawer etc)

- **Risk**

The risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

- **Risk Assessment**

Risk assessment is the process of evaluating risks to employees' safety and health from workplace hazards. It is a systematic examination of all aspects of work that considers,

- what could cause injury or harm
- whether the hazards could be eliminated and if not what preventive or protective measures are, or should be, in place to control the risks.

- **Risk Controls**

Are the measures taken to eliminate, reduce or control health and safety hazards.

THE 5 STEPS TO RISK ASSESSMENT *(Must be followed in order to complete this assessment)*

Step 1 – Identify the hazards.

Step 2 – Decide who might be harmed, and how.

Step 3 – Evaluate the risks and decide on precautions.

Step 4 – Record the findings and implement them.

Step 5 – Review the risk assessment and update if necessary.

RISK MATRIX

		MOST LIKELY SEVERITY OF HARM		
		MINOR ⁽¹⁾	MODERATE ⁽²⁾	MAJOR ⁽³⁾
LIKELIHOOD OF HARM OCCURRING	UNLIKELY	LOW	LOW	MEDIUM
	POSSIBLE	LOW	MEDIUM	HIGH
	PROBABLE	MEDIUM	HIGH	HIGH

(1) MINOR – Injury requiring first aid or minor medical treatment not resulting in more than 3 days absent from work

(2) MODERATE – More serious injury eg fracture of major bone, injury resulting in more than 3 days absence from work etc.

(3) MAJOR – Loss of eye/limb, permanent disability, fatality etc or moderate severity to a large number of persons in single incident

NB. Risks should be rated with existing controls in place

RISK ASSESSMENT TABLE

Specific Activity	Hazard (List the hazards of the activity)	Risk Rating (This is the risk without control measures. See Risk Rating Evaluation Table.)			Control Measures Required (This column should explain all the control measures required to be implemented to minimise the hazard.)	Risk Rating (This is the risk with controls measures in place. See Risk Rating Evaluation Table.)			Additional Control Measures Required (This column should identify and record any additional controls that are required to reduce the risk further)
		H	M	L		H	M	L	

Assessors Name:		Assessors Signature:		Date:	
SMT Name:		SMT Signature:		Date:	
				Review Date:	