

FAIRFIELD HIGH SCHOOL RISK ASSESSMENT



Dept:
Review dates:
Date:

Date of Assessment: Assessed by:

Section 1

What is the Task/Activity or Environment you are assessing?	What Hazards are present or may be generated?	Who is affected or exposed to hazards?	What degree of injury can reasonably be expected (<i>Risk Rating Matrix Table 1</i>)?	What Precautions are already in place to either eliminate or reduce the risk of an accident happening (existing controls)?	What likelihood/probability is there of an accident / stated hazard occurring? (<i>Risk Rating Matrix Table 1</i>)?	What is the risk rating (see note below & <i>Risk Rating Matrix Table 2</i>)?
Safety in the building.			Medium - High		Possible	High
Safety after school			Medium - High		Possible	High
Arrival at school			Low - High		Likely – Possible	Low - High
Movement around the building.					Likely - Possible	Low - Medium
At break time.			Low - High		Likely - Possible	Low - Medium

NOTE: If the risk rating is either Unacceptable, High or Medium proceed to section 2. If the risk rating is Low no further action is required.

Structure of the day:

Section 2 - ACTION PLAN

What is the Hazard you need to control ?	What Additional Precautions do you need to eliminate or reduce the risk to an acceptable level?	Who is Responsible for implementing these controls?	When are these controls to be implemented (date)?	When were the controls implemented (date)?

This list is not exhaustive, and only serves to illustrate the types of factors to be considered in drawing up individual action plans tailored to local circumstances.

RISK RATING MATRIX
(Notes to Aid Completion of the Risk Assessment Format)

Table 1

Potential Severity of Harm	Meaning	Likelihood of Harm	Meaning
Fatal/Major Injury	Death, major injuries or ill health causing long-term disability/absence from work.	High (Frequent)	Occurs repeatedly / event only to be expected
Serious Injury	Injuries or ill health causing short-term disability/absence from work (over three days absence)	Medium (Possible)	Moderate chance/could occur sometimes
Minor Injury	Injuries or ill health causing no significant long-term effects and no significant absence from work	Low (Unlikely)	Not likely to occur.

Table 2

Risk Rating - Degree of Injury by Likelihood/Probability			
	High (Likely)	Medium (Possible)	Low (Improbable)
Fatal/Major Injury	Very High Risk	High Risk	Medium Risk
Serious Injury	High Risk	Medium Risk	Low Risk
Minor Injury	Medium Risk	Low Risk	No Significant Risk

Table 3

Action Required : Key To Ranking	
High or Very High Risk	STOP ACTIVITY! Action MUST be taken as soon as possible to reduce the risks and before activity is allowed to continue.
Medium Risk	Proceed with Caution! Implement all additional precautions that are not unreasonably costly or troublesome.
Low Risk	Proceed with Caution! Implement any additional precautions that are not unreasonably costly or troublesome.
No Significant Risk	No further action required. The risk is no more than is to be encountered in normal everyday life and is, therefore, regarded as being acceptable.