



RISK ASSESSMENT

Activity Assessed: Animal Contact

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Collard Lizards	Anyone handling. Could bite.	First aid kit easily accessible. All full time staff should be first aid trained. Only trained staff to remove from enclosure, handling only to occur with participants after a full safety briefing is given.	1	1	1	Very Low				
2	Meerkats	Could bite or scratch anyone in close contact.	First aid kit easily accessible. All full time staff should be first aid trained. Careful instructions, recall and desense training for meerkats. Clear signage next to enclosure warning about bites 15/12/2020.	2	3	6	Low				
3	Sugar Gliders	Anyone in close proximity - could bite or scratch	First aid kit easily accessible. All full time staff should be first aid trained. Safety briefing given before entering enclosure.	2	1	2	Very Low				
4	Rabbits	Anyone in close proximity - could bite	First aid kit easily accessible. All full time staff should be first aid trained. Visitors warned of potential risk before hand feeding.	1	1	1	Very Low				
5	Guinea pigs	Anyone in close proximity - could bite	First aid kit easily accessible. All full time staff should be first aid trained. Visitors warned of potential risk before hand feeding.	1	1	1	Very Low				
6	African Pygmy Goats	Could butt anyone in close proximity	First aid kit easily accessible. For free contact classes, participants are to stand behind logs so they cannot be knocked over the logs. Visitors are warned prior to entering free roaming area. Goats are to be moved to other areas to facilitate reducing risk wherever possible.	3	2	6	Low				
7	Parrots	Anyone in close proximity	No contact allowed between visitors and parrots. Parrot external bark doors are to be shut during open day events. All students are to be warned of risk and reminded not to put their fingers through the mesh.	2	3	6	Low				

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		proximity - could bite	First aid kit easily accessible, staff to be trained on how to relationship bond, as well as correctly restrain. Bite gloves to be worn for restraints.								
8	Dwarf Sungazer Lizards	Anyone in close proximity - could bite	First aid kit easily accessible. All full time staff should be first aid trained. Visitors warned of potential risk before hand feeding.	1	1	1	Very Low				
9	Common Marmosets	Anyone in close proximity - bite/ scratch	First aid kit easily accessible. All full time staff should be first aid trained. Visitors warned of potential risk before coming into close contact. Protective clothing (gloves) will be issued when handling food.	2	3	6	Low				
10	Striped Skunk	Anyone in close proximity - bite/ scratch/ spray	First aid kit and eye wash station easily accessible. All full time staff should be first aid trained. Clear signage next to enclosure warning about bites 15/12/2020. Visitors warned of potential risk before coming into close contact. PPE (eye mask) to be worn when restraining. Only trained members of staff to restrain.	2	4	8	Low				
11	Capybara	Anyone in close proximity - bite	First aid kit on site. All full time staff should be first aid trained. Visitors warned of potential risk before hand feeding. Staff to explain safest way to feed.	1	4	4	Low				
12	Corsac Foxes	Anyone in close proximity - bite/scratch	First aid kit on site. All full time staff should be first aid trained. No one to hand feed or try to pet. Safety briefing to occur before entering enclosure.	1	4	4	Low				
13	Ducks	Anyone in close proximity - Scratch	First aid kit on site. All full time staff should be first aid trained.	1	1	1	Very Low				
	Corn	Anyone	First aid kit easily accessible. All full time staff should be first aid trained.								

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14	Corn Snake	feeding could be bitten.	Visitors warned of potential risk before feeding. Only to be fed with tongs.	1	1	1	Very Low				
15	Porcupine	Anyone in close proximity- bite/quilled	First aid kit easily accessible. All full time staff should be first aid trained.	2	4	8	Low				
			Visitors warned of potential risk before coming into close contact. Staff to carry protective equipment during free handling sessions.	2	4	8	Low				
			Staff to be trained in how to use and to carry protective equipment whilst in close proximity.	2	4	8	Low				



RISK ASSESSMENT

Activity Assessed: General Risks

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Trip hazards	Anyone at the centre	First aid kit on site. All full time staff should be first aid trained.	2	2	4	Very Low				
			Visitors are alerted to any areas of uneven floor and to free roaming animals that may get under peoples feet. Staff to identify any trip hazards daily and remove trip hazard wherever possible, or update Directors on BrightSafe and cordon hazard until it can be fixed.								
2	Slip	Anyone at the centre	First aid kit on site. All full time staff should be first aid trained.	2	2	4	Very Low				
			Matting has been laid out on areas of poor drainage. The matting should be cleared of mud regularly by staff, particularly before high foot fall occurs (ie open day).								
3	Fall	Anyone at the centre	First aid kit on site. All full time staff should be first aid trained.	2	2	4	Very Low				
			Visitors are alerted to any areas of uneven floor and to free roaming animals that may get under peoples feet.								
4	Doors	Fingers of anyone could get trapped in doors	First aid kit on site. All staff are to be first aid trained.	1	1	1	Very Low				
5	Electrical fault	Anyone coming into contact with faulty electrical appliance	First aid kit on site. All staff are to be first aid trained.	2	5	10	Low				
			Electrical Appliances to be PAT tested.								



RISK ASSESSMENT

Activity Assessed: Enclosures

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Ref No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Capybara pool	Anyone in the enclosure near the pool may fall or slip in	Lifeaid ring located on the capybara house. Visitors are alerted to the dangers of the pool and that they are not allowed on the grass bank to keep them away from close proximity to the pool. Staff are to stand in between the pool and visitors wherever possible. Visitors are not to be left unattended in the enclosure at all.	2	5	10	Low				
2	Holes in enclosures of digging animals	Anyone in the enclosure may trip over the holes.	First aid kit on site Staff are to regularly look for holes and fill these in on sight.	2	2	4	Very Low				
3	Mesh	Anyone in the centre could cut themselves on a sharp bit of mesh.	First aid kit on site Staff are to ensure mesh is put up safely with all sharp bits removed or taped. Any sharp pieces identified are to be immediately removed or taped.	2	2	4	Very Low				
4	Glass	Anyone near the glass if it were to break	All enclosure glass is to be laminated glass to reduce risk of anyone cutting themselves if it breaks. Broken glass to be removed and replaced as soon as possible, with appropriate hazard warnings.	1	5	5	Very Low				
5	Heat Lamps	Anyone coming into contact with a heat lamp could burn themselves.	Burn first aid kit available on site. Visitors to be made aware as to where the heat lamps are. Heat lamps to be moved where necessary ahead of visitors being in close proximity during classes, and to be blocked off during open days to restrict contact. All heat lamps must have shields on them.	2	4	8	Low				

Ref No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
6	Dust	Anyone in the desert could be at risk of dust inhalation	Dust extractor fan to be cleaned daily to help limit the amount of dust in the desert.	3	2	6	Low	Strip out the substrate and replace with different substrate when possible.	LW and IG	01/09/23	
			Surfaces to be wiped weekly to reduce dust								
7	Doors	Fingers of anyone could get trapped in doors	First aid kit on site	1	1	1	Very Low				
8	Enclosure Water heaters	Anyone coming into contact with a heat lamp could burn themselves.	Burn first aid kit available on site.	2	4	8	Low				
			Anyone working on the tanks to be made aware of the heaters and where they are. Heaters are to be placed far away to minimise potential risk.	2	3	6	Low				



RISK ASSESSMENT

Activity Assessed: Classes

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Long handled hand tools	Anyone using in close proximity could bump each other accidentally.	First aid kit on site	1	2	2	Very Low				
			Students and staff are reminded of danger when working closely together.								
2	Scissors	Anyone using scissors could accidentally cut their fingers or stab themselves.	First aid kit on site	2	1	2	Very Low				
			Staff are to oversee use of scissors and assist anyone if they are finding it difficult.								
3	Needles	Vet classes using needles supervised.	First aid kit on site	2	3	6	Low				
			Staff are to strictly supervise any participate using needles. Full safety brief to be given prior to use and students are to be talked through each step of using a needles safely.								
4	Animal Medication	Vet classes using medication supervised could get medication on themselves.	First aid kit on site	2	3	6	Low				
			Staff are to check allergies before using medication that is more likely to cause a reaction (ie penicillin based). Hands are to be washed after drawing medication and all students and staff are to be trained on how to draw medication safely.								
5	Water testing chemicals	Anyone coming into contact with water testing chemicals could have a reaction.	First aid kit available on site.	2	3	6	Low				
			Students and staff to wear gloves whilst testing water using chemicals. Hands to be washed after testing also to reduce risk of reaction.								
6	Bedding (eg. Sawdust,	Anyone coming into contact who is allergic could have a reaction	Medical forms to be completed by all participants and staff. Anyone with an allergy who has made us aware prior to the activity will be restricted in their involvement in order to protect them best. Gloves can be given based on prior agreement with parents/guardians.	2	5	10	Low				

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
	hay, straw)	could have a reaction.	All staff are trained on how to use an epi-pen for any visitors that carry one.								
7	Animal feed	Anyone coming into contact who is allergic could have a reaction.	<p>Medical forms to be completed by all participants and staff. Anyone with an allergy who has made us aware prior to the activity will be restricted in their involvement in order to protect them best. Gloves can be given based on prior agreement with parents/guardians.</p> <p>All staff are trained on how to use an epi-pen for any visitors that carry one.</p>	2	5	10	Low				
8	Food Preparation - using a sharp knife	Anyone using a sharp knife might hurt themselves or someone working closely.	Only students aged 11+ are allowed to use a sharp knife. Students are to be trained on how to use a knife prior to use- even if they say they know how to. A member of staff must stay in close proximity whilst food preparation is occurring.	2	4	8	Low				
9	Loppers and secateurs	Anyone using might cut themselves whilst using tools.	Students are to be supervised closely whilst using loppers and secateurs. Students are to be taught how to use prior to use. Minimal number of tools to be being used at the same time to ensure safety.	2	4	8	Low				
10	Lone Working	Senior Rangers (11+)	Senior Rangers must carry their radios at all time to be able to be contacted whilst working by themselves or in small groups. Security cameras are in place for staff to be able to check Senior Rangers are safe if they cannot be contacted, and can also be physically checked on. Senior Rangers should work in groups or in the same area as staff wherever possible, and should never work in an area by themselves until they have passed their training. Senior Rangers should be checked on via radio every 15 minutes (maximum amount of time to have passed) and should be checked on in person maximum every 30 minutes.	3	5	15	Medium				

Activity Assessed: Staff and volunteers

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Lone Working	Staff - any injury whilst working on site completely alone.	Staff must complete lone worker CPD before their shift. They must also carry the office phone and their radios at all times to be able to call for help. Staff are not to work on the capybara pool whilst lone working on site by themselves. If an emergency with the pool occurs, call either director for help. Security cameras are in place for Directors to be able to check staff are safe if staff cannot be contacted.	3	5	15	Medium				
		Staff - any injury whilst working on site by themselves, with other people on site.	Staff must carry their radios at all time to be able to be contacted whilst working by themselves. Security cameras are in place for Directors to be able to check staff are safe if staff cannot be contacted, and can also be physically checked on.	3	3	9	Low				
		Students or volunteers - any injury whilst working by themselves, with other people on site.	Students and volunteers must carry their radios at all time to be able to be contacted whilst working by themselves. Security cameras are in place for staff to be able to check volunteers are safe if they cannot be contacted, and can also be physically checked on. Volunteers should work in the same area as staff wherever possible, and should never work in an area by themselves until they have passed their training. Volunteers working by themselves should be checked on frequently by radio (every 15 minutes is the maximum amount of time to have passed) and should be checked on in person maximum every 30 minutes.	3	3	9	Low				
2	Working at heights	Staff	Staff are to have completed CPD training before working at heights. They must also make other staff aware that they will be working at height prior to starting.	2	4	8	Low				
		Volunteers	No volunteers are allowed to work at heights.	1	1	1	Very Low				

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
3	Using power tools	Staff - injury whilst using power tool.	Staff are to be trained on how to use power tools safely by a Director prior to use. Only once they are signed off will they be allowed to use them.	2	3	6	Low				
		Volunteers - hurt body part on drill or impact driver.	No volunteers are allowed to use any power tool other than a drill or impact driver. They are only allowed to use a drill or impact driver after they have received training, and must be supervised during use.	2	3	6	Very Low				
4	Physically aggressive visitors towards staff, animals or other visitors.	Staff, other visitors, or animals could get hurt.	Any visitors who staff deem to be a risk on arrival will not be allowed entry and will be escorted off the site. If an incident occurs within a session, they will also be asked to leave the site. If these visitors are a minor and are unaccompanied, parents/guardians will be called immediately. Managers will step in to deal with this situation and will escort the visitor to the science classroom or another space away from animals and other visitors. If these visitors are accompanied by a guardian, the guardian will be expected to step in to help ensure everyone's safety. See behavioural policy for more details. Physically aggressive visitors will not be allowed to ever return to The ARC.	3	3	9	Low				

Activity Assessed: Zoonotic Risks

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Exposure to animals and premises that might carry zoonoses and carries the risk of infection and illness	Staff - might become infected and ill	Staff follow best practice hygiene standards and will also avoid unnecessary exposure to animals that may be a source of zoonoses or biohazard. All staff are given advice on and encouraged to have inoculations where suitable and relevant. Staff are professionally trained to understand, recognise and avoid exposure to potential sources of zoonoses. Staff meetings and CPD sessions ensure knowledge is up to date. Personal protective equipment is used as appropriate. Faecal screening of any animals displaying symptoms to occur, as well as routine worming treatment.	3	4	12	Medium				
		Visitors and Students - might become infected and ill	Staff to remind visitors wash their hands thoroughly when leaving the centre and as appropriate after completing tasks. Staff are to remind students not to put their hands around their faces whilst at the centre.	3	4	12	Medium				
2	Exposure to animals and premises that have been confirmed as carrying zoonoses and carries the risk of infection and illness	Staff - might become infected and ill	Staff are to follow quarantine procedures for any animal in quarantine.	2	4	8	Low				
		Visitors and Students- might become infected and ill	No students or visitors are allowed to come into close proximity with animals or the enclosures with confirmed zoonoses.	1	4	4	Very Low				

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
3	Exposure to animals that are new to the collection and that might have zoonoses and carries the risk of infection and illness	Staff - might become infected and ill	New animals are to be quarantined on arrival and will have completed pre transfer tests and faecal screening as documented in our disease surveillance protocol. Staff are to follow quarantine procedures for any new animal. Any species that are likely to carry notifiable diseases or more serious zoonoses will undergo screening prior to arrival.	2	5	10	Low				
		Visitors and Students - might become infected and ill	No students or visitors are allowed to come into close proximity with new arrivals until they are clear of their quarantine.	1	3	3	Very Low				



RISK ASSESSMENT

Activity Assessed: Covid -19 Risks

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Contact with potentially contaminated Personal Protective Equipment may transmit the virus.	Staff - might become infected and ill	Employees are instructed not to use another colleague's COVID PPE. It must remain for the personal use of the person it was issued to. PPE against COVID is provided for employees to use whilst at work Employees are instructed that if it is thought that their PPE may have become contaminated then it must be bagged and the notified to management.	2	5	10	Low				
		Visitors and Students - might become infected and ill	ARC Staff shall ensure visitors follow current government guidelines with regards to wearing their own PPE and maintaining social distance.	1	5	5	Very Low				
2	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contamination and surfaces.	Staff - might become infected and ill	Employees are instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action. Employees are instructed that a disposable tissue, should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed. Employees are instructed not to touch their eyes, nose or mouth, if their hands are not clean. Employees are instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser has been provided.	2	5	10	Low				
		Visitors and Students- might become infected and ill	Visitors and students are instructed not to touch their eyes, nose or mouth, if their hands are not clean. Visitors and students are instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds.	2	5	10	Low				

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
3	Failure to follow Government policies could lead to the spread of coronavirus infection among our employees and anyone they come into contact with.	Staff, visitors and students - might become infected and ill	<p>The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. Procedures have been developed and arrangements to work within those rules and guidance. The arrangements and procedures are reviewed daily in the light of additional Govt. guidance as published at gov.uk/Coronavirus.</p> <p>Where any of our employees are classed as vulnerable they will be working at home if that is possible. If it not they will be furloughed. Employees with family members in 'at risk categories' or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough are made in accordance with Govt. policy are taken on a case by case basis.</p>	2	5	10	Low				
4	Risk of infection being passed from contacts or with contaminated premises, equipment & animals.	Staff - might become infected and ill	<p>Employees are instructed not to touch their eyes, nose or mouth, if their hands are not clean.</p> <p>Employees are instructed to clean their hands frequently, using the alcohol-based hand sanitiser that is provided and contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</p> <p>Employees are instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever, loss of, or change in, their normal sense of smell or taste.</p> <p>Facemasks are to be worn as per government guidance, but always around the premises until further notice.</p>	2	5	10	Low				
		Visitors and Students - might become infected and ill	Visitors and students are asked to follow current government guidelines to ensure safety.	2	5	10	Low				

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
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5	Potential for cross-infection	Staff, visitors and students - might become infected and ill	<p>Employees are instructed to maintain and to remind visitors and students social distancing in accordance with current govt. guidance and avoid shaking hands, hugs and other personal contacts.</p> <p>Employees are instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands. Sanitisers are provides across the site.</p>	2	5	10	Low				



RISK ASSESSMENT

Activity Assessed: First Aid

Date Written: 17/08/17

Last assessed: 11/09/2024

Name of Assessor: Louise Wilkinson-Jaffé

Review Date: 11/09/2025

Ref. No.	Hazard	Persons at Risk and How They Might be Harmed	Controls Currently in Place	Current Risk Level				Further Controls Recommended	Action by Whom	Action by Date	Completed Date
				L	S	R	Risk Rating				
1	Inadequate emergency response	Employees, Agency or Casual Staff, Visitors, Contractors, Pupils	The ARC Centre is situated on the outskirts of Croydon town centre and the estimated time for an ambulance to arrive on site within the London Ambulance target of 14 minutes.	3	3	9	Low				
2	Inadequate provision of first aid	Employees, Agency or Casual Staff, Visitors, Contractors, Pupils	All members of staff are first aid trained, and have successfully completed a 2 day requalification course (or three days for newly trained First Aiders) to ensure certificates and knowledge are kept up-to-date.	1	3	3	Very Low				
3	Unaware of how to summon first aid provision or an ambulance	Employees, Agency or Casual Staff, Visitors, Contractors, Pupils	<ul style="list-style-type: none"> Directors are responsible for ensuring any new staff are made aware of first aid arrangements by performing an induction which includes this. Adequate information must also be provided to contractors and visitors for whom managers are responsible. Directors are responsible for a list of first aiders to be prominently displayed in the office. Employees' Responsibilities: <ul style="list-style-type: none"> In the event of someone being injured, if it is considered serious and that an ambulance is required, you must ring for an ambulance using the procedure laid out below. Radio for assistance from other members of staff if required. Start performing first aid. Keep the casualty warm, comfortable and above all as still as possible. 	1	3	3	Very Low				

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			<ul style="list-style-type: none"> Ambulance Procedure: <ul style="list-style-type: none"> Dial 999, ask for ambulance service, give brief details of type of casualty and ask for the ambulance to attend main entrance. Ensure reception/office staff are aware advising them that an ambulance has been called to an incident in the school/Nursery. Arrange for someone to meet the ambulance at the main reception and escort the ambulance crew to the location of the incident. 								
4	Insufficient first aid supplies	Employees, Agency or Casual Staff, Visitors, Contractors	<ul style="list-style-type: none"> Managers are responsible for providing first aiders with an appropriately stocked kit to enable them to undertake their role. The supplies must be suitable to deal with the type of injuries likely to be received within that area. The H&S web site provides advice and guidance on this subject. First Aiders are responsible for keeping check on the stock levels and expiry dates on supplies within their own kits and for requesting any replenishment via their line manager or local ordering procedure. The First aid kits are located in the medical drawer and are to be stocked with the contents of a protection kit as standard e.g. gloves & resuscitate, to reduce the risk of transfer of contaminated bodily fluids. 	2	3	6	Low				
5	Trips, falls & Bumps to the head	Pupils	<ul style="list-style-type: none"> Children to receive First Aid treatment & Cold Compress as required. ALL children to receive an injury phone call and/or letter to take home. Any bumps to heads are recorded in the main First Aid book. Phone calls are currently made if a child presents with an injury whereby a doctor's or medical professional's opinion should be sought. For example, a large bang on the head or a cut which may require cleaning or stitching. Minor accidents to be recorded in the Minor First Aid book. Serious accidents e.g. broken bones, stitches, Director MUST be informed and then following reporting guidelines. Phone calls to parents/carers as required. If in doubt, check injuries with Director/ Duty Manager in their absence. Parents/Carers to inform school of any medical conditions. Parents/Carers to inform school of up-to-date emergency contact details. Injured children are not to be left unsupervised. 	2	5	10	Low				

RISK ASSESSMENT INFORMATION

This risk assessment is based on the 5 Steps to Risk Assessment model and uses numerical values to calculate the levels of risk.

In practice this means we simply assign a value of 1-5 for the likelihood of the hazard causing harm and a value of 1-5 for the severity of the harm should it occur (1 being the lowest value, 5 being the highest). The two figures are then multiplied to achieve a risk rating score: $L \times S = R$.

For example if a worker changes a light bulb in an indoor ceiling light using a stepladder twice a year then we can rate the likelihood as '1' due to the low frequency of the activity being performed. However as injuries as a result of falls from height can be serious (even from relatively short distances) then we can rate the severity as a '4', Using the calculation we multiply $1 \times 4 = 4$. This produces a 'Very Low' Risk Level on the Risk Rating Key.

Another example would be for a worker who regularly has to change light bulbs as a part of their job, sometimes outside and in adverse weather conditions. The likelihood would increase to '5', reflecting the regularity of the action and the potentially increased chance of falling while working outside on uneven ground and in bad weather, while the severity would remain at '4'. Again using the calculation we multiply $5 \times 4 = 20$. This returns a Risk Rating of High on the Risk Rating Key.

Definitions:

Risk Assessment	A systematic examination of workplace risks in 5 steps: 1) Identify the hazards, 2) Identify who might be harmed and how, 3) Evaluation the hazard (by examining current controls and recommending further controls), 4) Recording the assessment 5) Reviewing the assessment.
Hazard	Something with the potential to cause harm e.g. tools, machinery, work equipment, substances, workstation, unsafe system of work etc.
Harm	The damage that a hazard may cause e.g. physiological effects (physical injury, ill health) and psychological factors (e.g. stress), loss of time/efficiency and damage to the premises/equipment.
Likelihood	The chance that a hazard realises its potential to cause harm.
Severity	Extent of injury, damage etc.
Risk	The probability of a hazard actually causing harm.
Controls	Measures introduced or installed to reduce to a minimum the possibility of harm to persons, plant and property.

Likelihood and Severity Key:

Likelihood		Severity	
Rating	Guide words	Rating	Guide words
1	Extremely unlikely	1	No/Minor harm
2	Unlikely	2	Moderate harm
3	Likely	3	Serious harm
4	Extremely likely	4	Major harm
5	Almost certain	5	Catastrophic

Risk Rating Key:

Score	Risk Level	Description
1-4	Very Low	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
5-10	Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
11-15	Medium	Consideration should be given as to whether the risks can be lowered, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
15-20	High	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period and it might be necessary to consider suspending or restricting the activity, or to apply interim risk controls, until this has been completed. Considerable resources might have to be allocated to additional controls. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with extremely harmful consequences and very harmful consequences.
20+	Very High	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to an acceptable level. The work activity should be halted until risk controls are implemented that reduce the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.