The Health and Safety at Work Act 2015 specifies that everyone has a duty to eliminate risks to health and safety, so far as is reasonably practicable; and if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

Use the template below to identify risks within the school. The risk assessment matrix and general risk information on pages 49 to 51 will help you to establish the risk level and the likelihood of the risk occurring.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Assessment | Location | Hazard | Risk level | Likelihood | Eliminate or minimise | Control |
| 22.1.17 | whole school | poor lifting technique leading to a back injury | moderate | occasional | Minimise | * Develop and review policy regularly * Training needs analysis including lifting/manual handling * Identify tasks that require lifting * Seek assistance for heavy lifts * Provide a trolley * Refer to WorkSafe publication, Code of Practice for Manual Handling |
| 22.1.17 | Science lab | chemicals e.g.  solvents  paints  fire  fumes  inhalation | high | low | minimise | * Develop and review policy regularly * Replace toxic chemicals with non-toxic substitutes if possible * Store hazardous chemicals in locked cupboard * Use with good ventilation * Comply with The Hazardous Substances and New Organisms (HSNO) Act 1996 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |