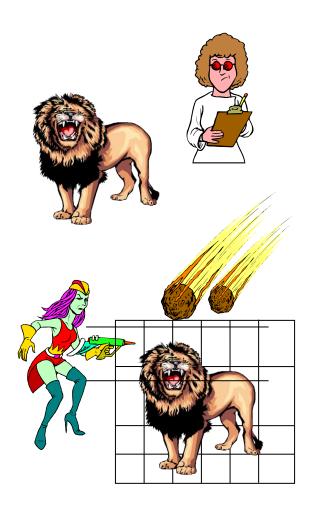


#### Pdnet Top Tips - Risk Assessments

- Have the relevant staff attended M & H training?
- 2. Who is the school's Health and Safety Officer?
- 3. Contact either named Physio/OT or Lead Physio/OT for advice
- 4. Locate your Local Authority/Learning Trust proforma
- 5. If necessary contact County H & S officer for advice
- Access HSE website documents available online www.hse.gov.uk/risk
- PEEP (Personal Emergency Evacuation Plan) needs to be in place for all pupils with disability. KCC link to blank school form <a href="http://kelsi.org.uk/school\_management/day-to-day\_administration/health\_safety/fire.aspx">http://kelsi.org.uk/school\_management/day-to-day\_administration/health\_safety/fire.aspx</a>
- 8. Identify any pupils needing individual Risk Assessments for specific activities in plenty of time
- Access visits are very important for off site visits. (See separate Top Tips sheet)
- 10. Pupil to be involved with parent/carer
- 11. The Risk Assessment should be a working document not in a file
- 12. When planning steps. Consider: ELITE Environment, Load (pupil), Individual capacity, Task, Equipment
- May require parent/carer to support Early Years pupils in nursery/setting whilst waiting for a Risk Assessment to be carried out.
- 14. Do you need to do this activity at all? Can you avoid the activity?







### **Risk Assessment**

# **Identify the Hazard:**

- What could cause harm?
- Ignore the trivial (day to day) concentrate on the significant
  Assess the Risk:
  - What is the chance that a person, or persons, will be harmed?
  - What would be the severity of that harm?

## Minimise the risk "so far as is reasonably practicable".

What are you going to do about it to prevent it?

- Eliminate it?
- Find a substitute?
- Contain it?
- Protect yourself?

### Foreseeable:

• If a risk is foreseeable then something <u>must</u> be done about it.

### Accident forms:

- Accident forms support Risk Assessment
- What is the likelihood of recurrence of the accident?

Implement control measures. Monitor & Review.

