



Document 6.1: Risk Assessment Templates

Indoor Areas

Complete a separate form for each area:

Location:		Completed by:		Date:	
List activities in this area and who will be using it			List associated risks		
Hazard and potential effect	Risk rating		Current control measures	Further measures	
	Severity	Likelihood			

Common Hazards to look out for in indoor areas:

- Inadequate lighting
- Uneven or slippery flooring
- Uncovered hot radiators
- Liquid spillages
- Stacked chairs
- General untidiness
- Lights do not have protective covers
- Finger trap hazard – door closers not fitted
- Tripping hazards near playing area
- Low level glass (not reinforced)
- Food boxes stored in warm area
- Balcony (access must be restricted)

Checklist

- Emergency lighting available
- Alarm activation points noted
- Fire extinguishers available
- Food hygiene measures taken
- Fire doors in good working order and accessible
- Fire evacuation procedures and exit signs in place
- Bins are available
- Hazardous substances labelled



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Outdoor Areas

Complete a separate form for each area:

Location:		Completed by:		Date:	
List activities in this area and who will be using it			List associated risks		
Hazard and potential effect	Risk rating		Current control measures	Further measures	
	Severity	Likelihood			

Common hazards to look out for in indoor areas:

- Broken equipment
- Ponds and water hazards
- Harmful or poisonous plants
- Debris, needles, animal faeces
- Liquid spillages
- Inadequate supervision
- Subcontracted provision of equipment/services
- Security of money and valuables
- Tripping hazards
- Age restricted activities and equipment
- Moving vehicles on roads/car parks
- Protrusions from fences and equipment



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Risk rating

Risk assessment involves reviewing each hazard and rating it according to the severity of it occurring, combined with the likelihood of it occurring. The decision about what action to take will be influenced by the rating (e.g. a high-risk rating of $5 \times 5 = 25$ would require immediate and careful action).

Assessing the likelihood of a hazard and the severity of outcome is based on the following severity scale for physical injuries and a likelihood scale for a hazard occurrence:

Severity Scale	1	2	3	4	5
Likely injury	Minor non-immobilizing injury or trauma, not requiring hospital treatment	Non-immobilizing injury or trauma, requiring hospital treatment	Immobilizing injury or trauma, requiring hospital treatment	Severe injury or trauma, requiring urgent hospital treatment	Very severe or life-threatening event

Likelihood scale	1	2	3	4	5
Hazard occurrence	Highly unlikely	Unlikely	Possible	Likely	Very likely

Current control measures

What is already in place to minimise the risk?

Further measures

What can you do that is reasonably practicable to minimize the risk? Think of training, protective clothing or equipment, isolating an area, etc.