

Risk Assessment										
Task/Process/Equipment assessed: Coding and Cyphers							Page 1/2	Version 001		
Location				Assessor(s) Kirsty Duncan						
	Hazard		Initial Assessment			Controls	Residual Risk			
Item	Hazard Effect	Population at Risk	Hazard Severity	Likelihood of Occurrence	Risk Rating	List all controls required	Hazard Severity	Likelihood of Occurrence	Risk Rating	
Potential for crowding	Jostling and Pushing	Children/Parents	1	2	2	Stewardship available from presenters.	1	1	1	
Hands On Activities.	Jostling and pushing	Children/Parents	1	2	2	Clear instruction given before activity commences and how to go about this. As above the risk of crowding and jostling.	1	1	1	
Carrying boxes during set up and clear up	muscle injury /strain	Employees and/or presenters	3	2	6	Employ correct lifting procedures. 2 people to carry and move heavier equipment when required. Lifting/moving aids to be used where appropriate.	3	1	3	
Signed: Kirsty Duncan							Date: 1/07/21			
Signed:							Date:			

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Obstacles outside	Trips	Employees, children/parents	3	2	6	Clear all personal belongings from work area. No running allowed. Boxes and lids to be moved to one side. Close supervision at all times. Ensure gazebo is secured.	3	1	3
Water/liquid	Slips	Employees, children/parents	3	2	6	All spills to be cleared away immediately. Close supervision at all times.	3	1	3
Rubbing alcohol	Skin irritation	Employees/Children/Parents	2	3	6	Supervision and gloves will prevent spillages causing skin irritation	2	1	1
Signed: Kirsty Duncan							Date: 1/07/21		
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Risk Matrix				
	Minor (1)	Significant (2)	Serious (3)	Very Serious (4)
Remote (1)	1	2	3	4
Possible (2)	2	4	6	8
Likely (3)	3	6	9	12
Very Likely (4)	4	8	12	16

Risk Assessment Result	
Insignificant = 1-2	No further assessment required. Adhere to normal procedures and work safely
Tolerable = 3-4	The existing control measures should address the hazard. Proceed if you are confident the risks are adequately controlled.
Unacceptable 6-16	Work must not be started until the risks have been reduced. A more detailed assessment is required. Discuss with line manager.