

RISK ASSESSMENT FORM



Part A

DEPARTMENT/ SERVICE		Oxenhope C of E Primary School																			
Assessor/ Person(s) assisting with the assessment		Alice Jones		DATE	3.12.25																
TASK / ACTIVITY (Include duration and frequency of task activity)		Den Building																			
Likelihood of Occurrence 1 Very Unlikely 2 Unlikely 3 Possible 4 Probable 5 Very Likely	Severity of Outcome 1 Negligible 2 Slight 3 Moderate 4 Severe 5 Very Severe																				
	LOW (1)	LOW (2)	LOW (3)	LOW (4)	LOW (5)																
	LOW (2)	LOW (4)	LOW (6)	MEDIUM (8)	MEDIUM (10)																
	LOW (3)	LOW (6)	MEDIUM (9)	HIGH (12)	HIGH (15)																
	LOW (4)	MEDIUM (8)	HIGH (12)	HIGH (16)	HIGH (20)																
	LOW (5)	MEDIUM (10)	HIGH (15)	HIGH (20)	HIGH (25)																
Persons / groups at risk <table border="1"> <tr> <td>A</td> <td>Employees</td> <td>E</td> <td>General Public / Pupils</td> </tr> <tr> <td>B</td> <td>New Employees</td> <td>F</td> <td>Visitors</td> </tr> <tr> <td>C</td> <td>Contractors / Sub-Contractors</td> <td>G</td> <td>Volunteers</td> </tr> <tr> <td>D</td> <td>Young person / Work experience</td> <td>H</td> <td>Clients / Service users</td> </tr> </table>						A	Employees	E	General Public / Pupils	B	New Employees	F	Visitors	C	Contractors / Sub-Contractors	G	Volunteers	D	Young person / Work experience	H	Clients / Service users
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Likelihood of occurrence X Severity of outcome = Risk Rating Example: Likelihood (possible 3) X Severity (Moderate 3) = Risk Rating (Medium 9)																					

Part B


What are the hazards and What could happen	Affected persons groups	What are the existing control measures	Risk rating (refer to chart)	Further action required to eliminate or reduce the risk (include who by and Date)	Residual risk rating (refer to chart)
Slips, Trips and Falls	All involved in the activity	<ul style="list-style-type: none"> Leaders to ensure everyone is always wearing adequate footwear. Only to be completed in adequate daylight. No running around/between the build area. Ensure young people are reminded of this at the start 	Low		

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		<p>of/during the activity. Access the activity area for natural hazards.</p> <ul style="list-style-type: none"> Consider moving activity to another area if needed. Access the weather before and during the activity. Ensure the activity area is tidy whilst doing the activity to prevent trips. Ensure young people watch out for any holes, tree branches, tree stumps, logs, rope, pegs and tarpaulin. 			
Handling equipment causing body parts, especially hands and feet becoming trapped between/underneath poles. Cuts, bruises, puncture wounds, eye damage.	All involved	<ul style="list-style-type: none"> Plan the activity beforehand and follow this risk assessment. Check plan and equipment being used is appropriate Check all equipment before use. Do not use any damaged or faulty equipment. Report any damaged or faulty equipment. Ensure the leader is competent. Give all participants a safety briefing beforehand (e.g. do not put fingers between poles, role, when moving poles, check your surroundings first, do not put rope around necks, do not cover someone's face/head with tarpaulin). Ensure there are enough adult leaders to safely always supervise the young people. Ask young people to be aware of surroundings when lifting tree branches. Anyone using equipment unsafely will be asked to stop the activity. Always consider participants' personal needs and make 	Low		

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		reasonable adjustments where needed.			
Lifting heavy items causing muscle strain Splinters from wooden poles, tree branches or rope burn	All involved	<ul style="list-style-type: none"> • Ensure everyone carrying and lifting equipment is trained in how to carry it correctly and safely. • Assess equipment before lifting and carrying. Is it too heavy for one person? Is it too bulky for one person? • Ensure the path is clear before lifting and carrying equipment. • Check equipment for splinters before using. • Provide appropriate PPE when necessary. • Thick gloves may be needed when handling the poles or rope. 	Low		
Fall from height causing lacerations, fractures, head injuries, bruises.	All involved	<ul style="list-style-type: none"> • Leader to ensure all knots and lashings are correctly tied before young people can go on the structure. • Fully brief all participants who will be above one metre off the ground. • Young people to be fully always supervised. • Have designated leaders to supervise those on structures and those off structures. • Check weather to ensure safety e.g. if wet, could be slippery and unsafe. Undo the main supports last when dismantling the structure. • Ensure there is sensible behaviour when on structures. • Ask the young person to leave the structure if they are not sensible. 	Low		

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Structures collapsing causing crush injuries, lacerations, fractures	All involved	<ul style="list-style-type: none"> • Close supervision whilst being constructed and dismantled. • Check how weather affects structures, for example, wet ropes causing stretching or tightening. • Ensure young people are using the correct knots or lashings. • Limit the load on the structure. When dismantling the structure, undo the main supports last. • Ensure dismantling is done in a controlled manner. 	Low		

Part C

Name and Sign When the assessment is complete it should be signed to say that is the case and all identified actions have been implemented			Date
			3.12.25
Review - Before work starts, it is important to consider the content on this risk assessment to ensure it still valid. For example, are there any significant changes, additions or omissions at the site not identified on the assessment? Are there any additional hazards or risks? Please record any changes required and or action taken, then date and sign			
Reviewer Name & Date		Notes	
Reviewer Name & Date		Notes	