

Risk Assessment Form

(1) Work task (or activity/process): Using tools: saw, bill hook, knife, potato peeler			(2) Location: Pinfold Primary Forest School area and behind the school	
(3) Assessment Conducted by: Claire Tjaveondja	(4) Assessment Date: May 2019	(5) Proposed Review Date: As and when new activities and tools or water is added to the site	(6) Directorate: Children Young Persons	(7) Group/Section: Primary and Nursery school

(8) Before undertaking a risk assessment for the above task, please consider the hierarchy of controls by using the drop down menus to answer the questions below. **Can the task or hazard be:**

a. Eliminated? (If a hazard has been eliminated you should detail what and how on the form below)	No elimination possible	d. Otherwise controlled? (e.g. safe systems of work, signage, warnings, procedures, training, supervision, specific qualifications, etc. Please detail below)	Yes, other controls in place
b. Substituted with a safer alternative? (e.g. mains electrical tools substituted with battery operated. Please detail below)	Substitution not practical	e. Reduced effectively by using Personal Protective Equipment? (Please detail any used below)	Yes, items of PPE used
c. Made safer through using engineering controls? (e.g. guarding. Please detail below)	Isolation not practical		

Use the Risk Rating Guidance below when completing the risk assessment table:

Persons at Risk	Likelihood (L)	X	Severity (S)		Risk Level Matrix:		= Risk Rating (RR)					
E – Employees A or C – Agency, Casual or Contractors V – Visitors P – Public ES – Emergency Services VP – Vulnerable Persons (e.g. the aged, children under 16, young persons 16-18, lone workers)	1		1	1	5	5	10	15	20	25	1-2	Insignificant
	2	Improbable (freak combination of factors required)	2	Minor Injury/Illness	4	4	8	12	16	20	3-5	Low
	3	Unlikely (rare combination of factors required)	3	3+ Days Lost Time Injury/Illness	3	3	6	9	12	15	6-10	Moderate
	4	Even Chance (if additional factors are present it may occur)	4	Major Injury/Severe Incapacity	2	2	4	6	8	10	12-16	High
	5	Likely (not certain, but with an additional factor it may occur)	5	Death(s)	1	1	2	3	4	5	20-25	Intolerable
		Almost Certain (almost inevitable)			L i k e l i h o o d							
						1	2	3	4	5		
						Severity						

(9) What is the hazard/harm that could arise from the task?	(10) Persons at Risk	(11) Initial Risk Rating		(12) Control Measures in place (Including Health Surveillance)	(13) Interim Risk Rating		(14) *Additional Controls Required? (Record at No 15 below)	
		L	S		RR	L		S
cutting fingers	E, child	1	2	Low (3-5)	Children will wear a protective glove on the opposite hand that he or she is sawing with			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
chopping fingers off	E,	2	2	Low (3-5)	Children will not swing the bill hook only hit the top of it with a mallet			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
scraping fingers/skin	E, child	1	1	Insignificant (1-2)	Children will be on their knees, they will scrape away from their bodies			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
puncturing another person	E, child	1	5	Low (3-5)	Children will not use a tool with another person in front of them, always sit alongside the child			Yes <input type="checkbox"/> No <input type="checkbox"/>
cutting their leg	E, child	1	5	Low (3-5)	When using the saw, children will always make sure their legs are behind the wooden stump they are used to lean the branch on. So when they are sawing there is no risk they can slip the saw back onto their own thigh			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
								Yes <input type="checkbox"/> No <input type="checkbox"/>
								Yes <input type="checkbox"/> No <input type="checkbox"/>

(15) * Additional Controls – Implementation & Effectiveness

Where additional controls have been identified as part of the above risk assessment, it's important to verify their full implementation and to evidence how effective they are at reducing the Risk Rating (RR). Where the RR remains High or Intolerable after implementing additional controls it is recommended that a copy of the risk assessment is sent to the [Health and Safety Team](#) for further advice.

(15) Hazard	(15) Additional Controls:	(15) Residual Risk Rating		(16) To be Actioned by:	(17) By When (Date)	(18) Implementation Verified by (Who & When)	(19) Effectiveness Verified by (Who, When & How)
		L	S				
cutting fingers	The tools will be kept in a separate 'classroom' an area cordoned off with rope and the children only access it with an adult.	1	5		Adult	Each time tools are used	CTJ all staff each time
sawing body parts	the children will always be on their knees, they will not use the saw unless their bodies and legs are out of the way	1	5	Low (3-5)	A and child	each time they are about to use a tool	CT and all staff, children each time

(20) **Additional Comments:**