

Risk Assessment Form

(1) Work task (or activity/process): a pond			(2) Location: Pinfold Primary School, Nature Garden			
(3) Assessment Conducted by: Claire Tjaveondja	(4) Assessment Date: May 2019	(5) Proposed Review Date: June 2020 or if anything occurs to react to	(6) Directorate:	(7) Group/Section: Staff will sign below that they have read and understood the risk assessment guidance and w		

(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)	No PPE required
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		Improbable (freak combination of factors required)	1	No or trivial injury/illness	L i k e l i h o o d	5	5	10	15	20	25	1-2	Insignificant
	2		Unlikely (rare combination of factors required)	2	Minor Injury/Illness		4	4	8	12	16	20	3-5	Low
	3		Even Chance (if additional factors are present it may occur)	3	3+ Days Lost Time Injury/Illness		3	3	6	9	12	15	6-10	Moderate
	4		Likely (not certain, but with an additional factor it may occur)	4	Major Injury/Severe Incapacity		2	2	4	6	8	10	12-16	High
	5		Almost Certain (almost inevitable)	5	Death(s)		1	1	2	3	4	5	20-25	Intolerable
							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 x S = RR			L x S = RR		
Drowning	E child V	1 -	5 -	Low (3-5)	Children will be shown the pond, they will discuss the dangers, the children will have 'safe pond' rules, there will be no running by the pond AT ALL, this will ensure no one trips and falls face down into the pond, children must kneel or sit by the side of the pond, the children will not be allowed by the pond without ADULT SUPERVISION at all times (within view).		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Poisoning	E child V	1 -	5 -	Low (3-5)	children will avoid touching the water, they will be taught that if they do get wet fingers not to put them in their mouth, to tell an adult and ask for a wipe/dettol gel		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Dry drowning	E child V	1 -	5 -	Low (3-5)	If a child does fall in the pond, where they may have ingested any amount of water, parents must be informed so they can tell the doctor and they will tell them the signs to look out for		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
							Yes <input type="checkbox"/> No <input type="checkbox"/>
							Yes <input 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 x S = RR					
Falling In	There is a tiny fence and logs by the pond, however it is the children's knowledge and application of the keeping themselves safe rules that will prevent them falling in • (see comments below)	1 -	5 -	Low (3-5)			

visitors	members of the public could enter the premises over a weekend, a sign will be put up by the gate, alerting people to the presence of the small pond, with our rules clearly stated	1	5	Low (3-5)	CT	May 15 th 2019		

(20) **Additional Comments:**

Always walk slowly by the pond, never run near the pond (you may trip up)

- Always kneel or sit by the edge of the pond, never stand (you may fall in, or bonk someone else in)
- Always sit up straight by the pond, never lean over, lying on your tummy is ok
- Only go near the pond if an adult is in sight
- Always wash your hands if you accidentally touch the water

Staff and volunteers signatures and date. I have read, understood and will adhere to the Pond Risk Assessment:

Staff/Volunteers

