

NNATPIP Top Tips – Risk Assessments

1. Have the relevant staff attended M & H training?
2. Who is the school's Health and Safety Officer?
3. Contact either named Physio/OT or Lead Physio/OT for advice
4. Locate your Local Authority/Learning Trust proforma
5. If necessary contact County H & S officer for advice
6. Access HSE website – documents available online
www.hse.gov.uk/risk
7. PEEP (Personal Emergency Evacuation Plan) – needs to be in place for all pupils with disability. KCC link to blank school form
http://kelsi.org.uk/school_management/day-to-day_administration/health_safety/fire.aspx
8. Identify any pupils needing individual Risk Assessments for specific activities in plenty of time
9. Access visits are very important for off site visits. (See separate Top Tips sheet)
10. Pupil to be involved with parent/carer
11. The Risk Assessment should be a working document not in a file
12. When planning steps. Consider: ELITE Environment, Load (pupil), Individual capacity, Task, Equipment
13. May require parent/carer to support Early Years pupils in nursery/setting whilst waiting for a Risk Assessment to be carried out.
14. Do you need to do this activity at all? Can you avoid the activity?

Risk Assessment

Identify the Hazard:

- What could cause harm?
 - Ignore the trivial (day to day) concentrate on the significant

Assess the Risk:

- What is the chance that a person, or persons, will be harmed?
- What would be the severity of that harm?

Minimise the risk “so far as is reasonably practicable”.

What are you going to do about it to prevent it?

- Eliminate it?
- Find a substitute?
- Contain it?
- Protect yourself?

Foreseeable:

- If a risk is foreseeable then something must be done about it.

Accident forms:

- Accident forms support Risk Assessment
- What is the likelihood of recurrence of the accident?

Implement control measures.
Monitor & Review.



