North East Futures UTC

Risk Assessment Policy

North East Futures UTC has been established to change the education, skills and employment paradigm in our IT and Healthcare Science sectors in the North East. It provides the opportunity for young people from all the communities in this region to benefit from its specialist provision.

Local Governors and all the North East Futures staff are committed to a policy of equality and aim to ensure that all students, employees, job applicants, other member of the school community and visitors are treated fairly and with respect.

We aim to give equal access to the high-quality educational opportunities we provide and to ensure that everyone feels that they are a valued member of the school community. We seek to create a safe and happy environment where all our students can flourish and where social and cultural diversity are celebrated.

Reviewed by:	Principal and Governing Body
Frequency of policy review:	Annual
Last Reviewed:	October 2023
By Dan Sydes	
Ratified by Local Board of Local Governors on:	6th December 2023
By Michael Whitaker	
Next Review Date:	October 2024

1. Key People

Health and Safety Coordinator – Sarah Hughes
Acting Director of Science – Dom Hall

2. Purpose

To provide clear direction and policy for personnel involved in the risk assessment process within the organisation.

3. Scope and Applicability

This procedure is applicable at all premises, sites or work areas under the control of the North East Futures UTC.

4. Abbreviations and Definitions

a. Abbreviations

HSRA Health & Safety Risk Assessment

b. Definitions

Employer: Tyne Coast Academy Trust is the employer and has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school's Principal.

Risk Assessment: A risk assessment is simply a careful examination of what operation / equipment / environment within the workplace or in an unfamiliar environment during school trips, could potentially cause harm to people. It enables an evaluation of whether adequate precautions are in place to control the risks or whether further measures are required to prevent harm.

Hazard: This is the potential for an object, activity, environment or substance to cause harm

Risk: This is the likelihood of the harm / hazard actually occurring

Severity: The extent of the harm / damage that may result

Risk Assessment Templates: Risk assessment templates are available to staff who need to undertake a risk assessment for an activity they are leading. There are 3 templates available:

- General Risk Assessment (Appendix 2)
- Science Practical Risk Assessment (Appendix 3)
- Visit Specific Risk Assessment (Appendix 4)

Risk Assessor: Any individual who is competent to undertake risk assessments, having received training in the risk assessment process and completing the UTC's risk assessment template (**Appendix 2**). To be competent the individual requires experience, knowledge and training in the area that they are assessing for risk.

5 Policy

5.1 Introduction

Risk assessments are the primary tool in risk assessment management systems with some being a statutory requirement. The UTC must comply with the below listed health & safety regulations. Other areas/activities are offered as guidance by HSE e.g., road safety and business travel where an employer/organisation could be responsible for gross negligence or corporate manslaughter should an accident/death occur. Driving and riding safely for work: The law and how it is regulated - HSE

- The Management of Health and Safety at Work Regulations 1999 and recent amendments (these include risk assessments where significant risk is presented to young people and new and expectant mothers)
- The Control of Substances Hazardous to Health Regulations 2002 and recent amendments
- The Manual Handling Regulations 1992 (amended)
- The Display Screen Regulations 1992
- The Personal Protective Equipment Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Asbestos at Work Regulations 2005 (amended)- Not required for North East Futures UTC
- The Noise at Work Regulations 2005
- The Regulation Reform (Fire Safety) Order 2005
- The First Aid at Work Regulations 1981
- The Work at Height Regulations 2005

Irrespective of any statutory obligation risk assessments must be performed wherever there is a potential risk. Should the UTC close at anytime a full risk assessment, which can include multiple risk assessments, must be performed prior to reopening with the approval of the Governing Board, e.g. following the outbreak of Covid-19. Reasonably practicable controls should be implemented in order to eliminate/ reduce/ control the risk to as low a level as possible.

The outcomes and content of risk assessments must be recorded and shared with all personnel who are associated with the task or activity and reviewed on an annual basis based on a rolling review programme as agreed between the Health & Safety Officer and relevant teaching personnel. It is good practice to develop safe systems of work in conjunction with/arising from relevant risk assessments. These safe systems of work can be developed locally but it is advisable to review existing arrangements or procedures that may well already be in place.

Risk Management relates to how all organisational risks are managed. Conducting Risk Assessments

The following section determines who will perform risk assessments at the UTC:

The Academy Trust Board

Tyne Coast Academy Trust (the Trust) recognises and accepts its responsibility as a Multi Academy Trust and as an employer, for conducting its affairs in such a way that the health and safety of its students, staff and others who may be affected will not, so far as is reasonably practicable, be put at risk.

The Trust will, as far as is reasonably practicable, take action to:
ensure the Trust and each individual academy conducts suitable and sufficient assessment of risk for all activities and review these regularly and as necessary, bringing the written results to the attention of all relevant employees, students, visitors or contractors

Principal

The Principal is responsible and accountable for the implementation and compliance with this policy and for the formulation and implementation of and compliance with an individual academy health and safety policy, ensuring that a positive health and safety culture is encouraged and developed within the academy, and that staff and students understand their responsibilities and adhere to the Trust and academy policy.

The Principal is responsible for:

ensuring that risk assessments are undertaken for any activity that has significant associated hazards, that a written record of these assessments is kept and shared with relevant staff and that they are reviewed at least annually
ensure that all contractors working on site have adequate insurance and risk assessments ensuring such assessments are in place and reviewed each September by the relevant staff. Copies of risk assessments must be verified by the Health and Safety Coordinator to confirm that they are suitable and sufficient.

Staff

When staff complete a risk assessment where it is deemed necessary due to the level of risk involved in the activity such as classroom activities, school visits/trips or business travel, they will record the hazards, risks and control measures to ensure students are not harmed during the activity.
Staff need to be compliant with their own H&S and risk assessments associated with lone working and business travel.

Health & Safety Coordinator

The Health & Safety Coordinator's role is to provide advice and support to teachers, managers, supervisors, and team leaders when they are completing any risk assessment.

Risk Assessment Templates and Examples

The UTC will keep sample risk assessments that can be amended and used for risk assessing an activity but these must be adapted to the individual activity and environment. There are 3 templates available:

- General Risk Assessment (Appendix 2)
- Science Practical Risk Assessment (Appendix 3)
- Visit Specific Risk Assessment (Appendix 4)

Further risk assessments may be required by staff if they are a lone worker or on business travel.

5.2 Risk Assessment Methodology

The risk assessor should decide who needs to be involved in completing the risk assessment (staff, students and specialist support) and make arrangements accordingly.

The risk assessor should use some (or all) of the following methods of hazard identification, as appropriate:

- Physical inspection
- Workplace observation
- Review of relevant documentation (eg manufacturer's instructions, data sheets, reference material, etc.)
- Accident / Incident reports (previous history)
- Consultation with relevant staff / personnel
- Inspections and audits

Using the ***Risk Assessment Template (Appendix 2)***, the risk assessor should complete and record the required information.

The following points will assist the assessor with the Risk Assessment process:

- Identify the activity, process or operation where there is potential for injury or damage.
- Identify the hazards, including chemicals, within the activity
- Determine the risks involved and what type of incident is anticipated, considering who and how people might be affected.
- Describe control measures already in place (e.g., cables tied up or wet floor signs used)
- Evaluate the level of risk by assessing the likelihood of the risk occurring and deciding upon the potential resultant severity.

  - **LOW -** Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
  - **MEDIUM -** Risk reduction measures should be implemented within a defined

period of time

- **HIGH** - Give priority to removing or reducing the risk: urgent action should be taken
- **Stop – Work Activity should not continue or be started until the risk has been removed or at least reduced**

- All assessments should be recorded using the Risk Assessment Template
- All assessments must state name of the assessor and be signed by them. They must be dated, recorded and given a review date.
- Whenever new legislation is introduced, the risk assessment must be revisited
- Risk Assessments should be reviewed annually, or when the risk assessment stipulates other wise
- All relevant personnel should be consulted during and following the risk assessment process.
- Employees responsible for undertaking risk assessment must receive suitable training.

5.3 Specific Risk Assessments

A number of organisational tasks/activities/environments are required to have specific risk assessments carried out by suitably competent and experienced Personnel within the UTC or via the Academy Trust. Such assessments include;

Equipment Based Risk Assessment

- Under the Provision and Use of Work Equipment Regulations, all work equipment must be assessed before being used. The assessment must consider use, maintenance, adjustment and cleaning, and provide appropriate control measures. This will apply to all work equipment used on site, for example, washing machines, heating equipment, ovens, workshop machinery, lawn mowers, lathes, drills etc.

Risk Assessment for New and Expectant Mothers

- Under the Management of Health and Safety at Work Regulations it is a legal requirement for employers to conduct a risk assessment when notified of an employee pregnancy. This assessment must be carried out as soon as the employee informs her supervisor of her condition. The person's supervisor, or other nominated competent person, must carry out the assessment. This is not a "one off" assessment and must be monitored throughout the time the expectant mother attends work.

Risk Assessment for Returning to Work Following Employee long term absence

- When an employee returns to work following long term absence, the academy trust will carry out a risk assessment on their ability to effectively carry out their role and review at frequent intervals. Use the ***Risk Assessment Procedure (Appendix 1)***

If an employee or students condition limits their mobility on return to work a Personal Emergency Evacuation Plan (PEEP) must also be completed. This is to ensure their safe evacuation from the building. See the Fire Management and Evacuation Policy for the PEEP questionnaires and templates (Appendix 11).

Risk Assessment for Radon Gas

Following the UTC's radiation source assessment the Radiation Protection Officer (RPO) advised we have a statement in the policy as a declaration that we have understood the risk of Radon Gas. A risk assessment should be in place if the workplace premises are located in an 'affected area' or if the building has a basement. The HSA have advised as the UTC have no occupied basement areas and the building is situated in a less than 1% risk area we would not be required to monitor.

Display Screen Equipment (DSE) Self Risk Assessment

- The Health & Safety Display Screen Equipment (DSE) Regulations 1992 and miscellaneous amendments 2002 Regulations require employers to conduct risk assessments for office work and other environments where display screen equipment may be used.

- **All computer and laptop users** need to complete a self-assessment DSE risk assessment form**.** See **appendix 5** for a sample form.

First Aid Risk Assessment

- The Health & Safety (First Aid) Regulations 1981 require the employers to assess the requirements and needs for providing adequate facilities, equipment and trained personnel in the workplace.
- See the First Aid Policy for more information

Manual Handling Risk Assessment

- The Manual Handling Operations Regulations 1992 require the employer to assess the risk to employees for any transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying or moving of a load).
- See the Health and Safety Executive or more information on Manual Handling

Off-site UTC Activities or Trips Risk Assessment

- All off-site business activities including courses/conference, field trips, excursions, holidays etc. must be risk assessed, approved and signed by the Principal.

- See the UTC Educational Visits and Placements Policy for more information

Hazard Substances (COSHH Risk Assessment)

- A COSHH assessment should be conducted before any hazardous substances are used. The UTC will follow CLEAPSS guidance for creating COSHH risk assessment. Template in Appendix 6.
- The Acting Director of Science has responsibility for ensuring all COSHH assessments are up to date for all hazardous substances used at the UTC.

Fire Risk Assessment

- All sites must have a suitable fire risk assessment completed.
- Please see the Fire Safety Management Plan for more information.

Other Specific Risk Assessments

- The above information is related to specific operational activities and operations that require specific risk assessments to be completed.

  However, wherever there is a significant risk to employees and students a generic risk assessment must be conducted. This assessment may identify certain hazards that may warrant further specific assessment (e.g. security of building and grounds, transportation, asbestos, Legionella, cross infection risks, stress, violence/aggression, pressure systems, working at height etc.

- The health and safety coordinator should be consulted to confirm if further assessment is required.

6 Linked Policies

TCAT Health & Safety Policy
North East Futures UTC – Health & Safety Policy
North East Futures UTC – Fire and Evacuation Policy
North East Futures UTC – Risk Assessment Policy
North East Futures UTC – First Aid Policy
North East Futures UTC – Educational Visits & Placements Policy
North East Futures UTC – Supporting Students with Medical Conditions Policy
TBC - TCAT – Occupational H&S Policy for Staff

CLEAPSS reference documents –
RA assessment sheets used with Haz cards to write the Risk Assessments.
Recipe cards for the making of all solutions and disposal.
L93 RPs

APPENDIX 1

Risk Assessment procedure

What is a hazard? - A hazard is something that has the potential to cause harm.

What is meant by risk? – Risk is the likely hood of someone being harmed by that hazard.

There are simple steps to risk assessment: Simply follow the steps below. The line manager is responsible for ensuring that the risk assessments are completed. It is the responsibility of the person who initiates the task e.g., a teacher who carries out the risk assessment under their duty of care.

Step 1: look for the Hazards.

1. Walk around the workspace; look for significant hazards that could result in serious harm to employees or others who may use your premises.
2. Consult with employees/ safety reps., they may identify less obvious hazards.
3. Manufacturers' instructions and data sheets will provide specific relevant information and help to put hazards and risks into perspective.
4. Check accident and incident records.

Step 2: decide who might be harmed and how.

1. It is not only employees in general that must be considered, specific additional controls may be required for young people; trainees; new and expectant mothers etc.
2. Particular attention must be addressed to lone workers; inexperienced staff; staff with disabilities.
3. Who else may be on site? Cleaners; contractors; students; visitors; members of the public; children etc.

Step 3: evaluate the risks.

1. Decide whether the existing precautions are adequate or whether more should be done to reduce the risks.
2. Do other pieces of legislation apply? i.e., Manual Handling Regulations; COSHH; PPE Regulations etc. Have measures been put in place that reflects requirements?
3. If further controls are needed, draw up an action list and prioritise and deal with those risks identified as "HIGH" and/or those that may affect most people.
4. Apply the hierarchy of controls. When deciding on the most appropriate control measures the hierarchy of controls illustrated below should be applied:
    a) Is it possible to avoid the risk altogether i.e. by not carrying out the activity or by not using particular equipment etc.?
    b) Can the equipment/ substances used or the activity itself be substituted by a less hazardous alternative?
    c) Combating the risks at source e.g. repairing defective floors and treating slippery surfaces rather than posting warning notices or removing contaminants from the working environment rather than providing protective clothing etc.
    d) Reducing the frequency of exposure to the hazard.
    e) Adapting the work to suit the individual.
    f) Taking advantage of technological and technical progress to improve systems and methods of work and in turn make them safer.
    g) Giving priority to measures that protect the whole workplace and all those who work there over individual measures.
    h) Having written procedures that are known and understood by all who are exposed to the hazard and ensuring there is sufficient information and instruction provided to all persons at risk regarding the hazard/s.
    i) Ensuring adequate supervision is provided.
    j) Ensuring that staff have received sufficient and adequate training to enable them to perform their tasks safely.
    k) Providing personal protective equipment as a final resort.

Step 4: record your findings.

In general, the UTC Risk Assessment template should be used for this purpose. Where risk assessments have been completed in a different format, upon review they will need to be systematically translated into the appropriate UTC risk assessment template.

Generic risk assessments can be used for a range of activities, or can be cited as part of a specific risk assessment, as long as the key risks are included.

1. Record the significant findings of the assessment
2. Record the assessment of the risk with current control measures i.e. high; medium; low
3. Record any further control measures that have been identified

Step 5: implement the action plan.

1. Record plan of action with realistic timescales for action and implementation
2. If a specific risk assessment is required/previously completed with regards to other H&S compliance areas e.g., COSHH; use of equipment etc.; then cross-reference in a general R.A. to this document is to be made.
3. Keep a copy of the assessment for reference and review

Step 6: communicate.

1. The findings and control measures must be communicated with staff and students in an effective way in order that individuals undertaking specific tasks understand the risks and controls put in place to reduce those risks to the lowest acceptable level.
2. Employees must also understand that they too have a responsibility in law to communicate with their relevant line managers any risk they feel is not sufficiently controlled or if they have identified safer systems/methods of doing a task.

Step 7: monitor and review.

1. When control measures are in place, monitor to ensure the effectiveness of the controls, modifying as necessary. A risk assessment is a living document
2. The assessment must be reviewed following changes in equipment; procedures; location; substances; etc.

3. A risk assessment must be reviewed following an accident/incident and any further identified control implemented immediately.

HAZARD IDENTIFICATION CHECKLIST

In order to identify any factor that may cause harm, loss or damage, you should walk through the workplace, observe the activity and be able to answer the following questions: -

a) How is the activity carried out, do staff deviate from written or standard procedures, and why?

b) Does the working environment contribute to the hazard e.g., temperature, lighting, ventilation?

c) Does the state of the building contribute to the level of risk, i.e., poorly maintained floors, stairs, doors etc.?

d) Are there any other factors that cause people to slip, trip or fall, e.g. spillages or uneven floor surfaces?

e) Does the activity involve the use of plant or machinery, if so, have staff been trained to use it safely, and are there any limitations on the use of this equipment? i.e., internal use only, load restrictions etc. are such restrictions being followed?

f) Is there a danger of being injured, trapped or struck by moving objects or parts?

g) Are all necessary controls, such as guards, in place?

h) Does the activity involve the use of portable electrical appliances?

i) Does the activity involve the use of hand tools?

j) Does the activity involve exposure to chemicals, dust, fumes, noise or vibration?

k) Does the task require the use of access equipment or working at heights?

l) Does the work result in persons having to adopt poor posture or cramped or awkward working positions?

m) Is there a risk of violence to staff?

n) Are staff ever required to work alone

o) Does the activity involve manual handling i.e., the moving or lifting of loads or persons?

p) Is there a risk of fire, explosion, flooding, chemical spillage or gas leak? What precautions are taken to prevent such occurrences, what contingency arrangements are there in place to deal with these types of emergencies?

q) Does the work involve vehicular movements?

Appendix 2 General Risk Assessment Template

Risk rating: Likelihood (outcome)

	Minor Injury	Significant Injury	Major Injury
Unlikely	Minor Risk	Low Risk	Medium Risk
Possible	Low Risk	Medium Risk	High Risk
Probable	Medium Risk	High Risk	STOP

Risk Level	**Action and Timescales**
Low	Consider if the risk can be reduced further. Monitoring is required to ensure that the controls are maintained
Medium	Risk reduction measures should be implemented with a defined period
High	Give priority to removing or reducing the risk urgent action should be taken
STOP	**Work activity should not be started or continued until the risk has been removed or at least reduced**

Completed by		**Approved by**	
Role		**Role**	
Signature		**Signature**	
Date		**Date**	

Potential Hazard	Who might be harmed	What are you doing already?	Current Risk Level	Any further action by whom and when	Review Date	New Risk Level

Data Protection: *The Trust will process this information fairly and lawfully to assess, control and minimise risk. The data will be stored securely and not be subject to unauthorised use, in accordance with the Data Protection Act 1998*

Appendix 3 Science Practical Risk Assessment Template

ACTIVITY TITLE:

CLASS: _____ **NO. OF STUDENTS** _____ **DATE** _____

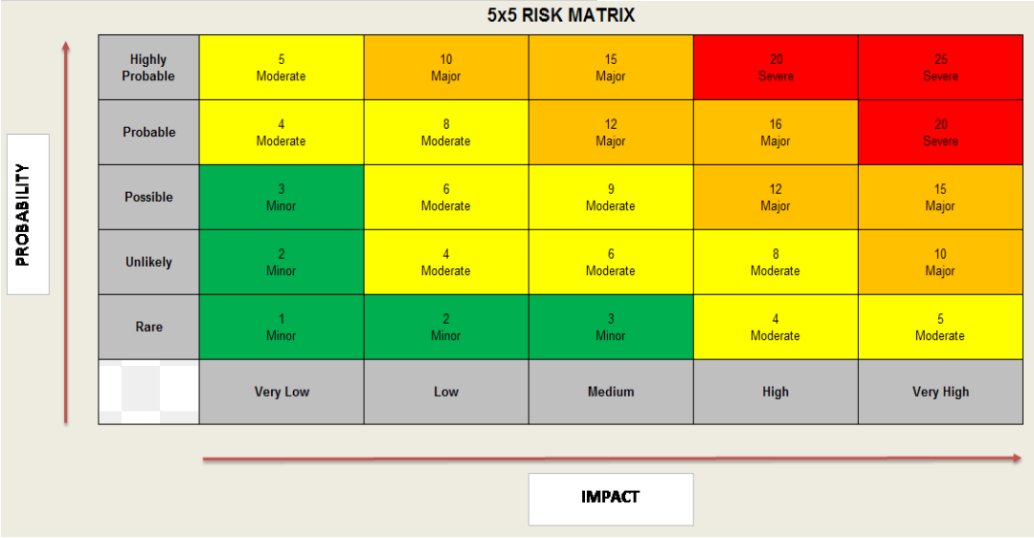
Reviewed by: Review Date:

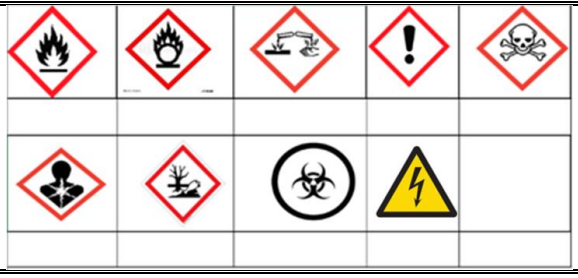
INDICATIVE APPARATUS AND CHEMICALS

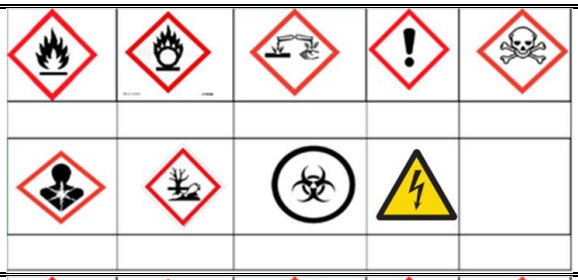
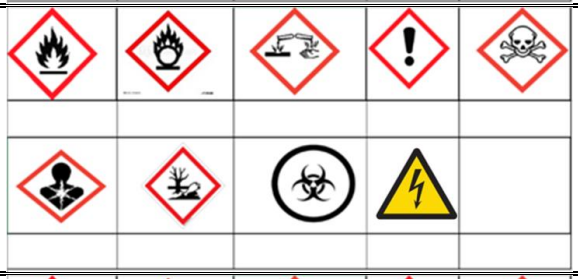
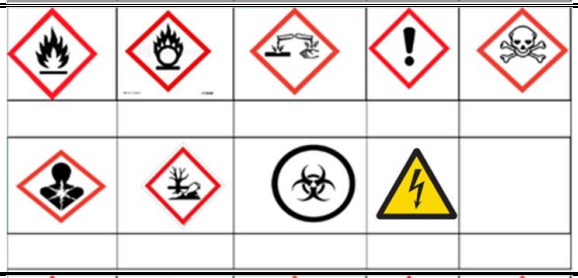
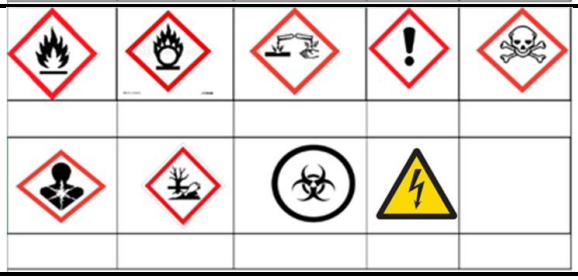
ASSOCIATED HAZARDS AND CONTROL MEASURES

Chemicals Concentration & Quantity	Apparatus

PLEASE USE THIS MATRIX TO SCORE /CLASSIFY THE RISK



Substance, source & or equipment	Hazard (Including pictogram)	Risk- Assessment Score and Category	Typical Control Measures/Additional Comments
			

Additional Control Measures/ Things to consider (Listed here)

Emergency Action /Remedial Measures

In the eye	
Ingested/Swallowed	
Spill on clothing and or on Skin	
Spill on bench/floor	
Inhaled/Dust breathed in	

Appendix 4

VISIT SPECIFIC RISK ASSESSMENT

Reminder: Before attaching this form:
Change any writing in red to information specific to this visit
Delete any of the listed control measures that ARE NOT relevant to this visit and add notes where appropriate

Location: XXX Establishment/School: North East Futures UTC

Activity: XxXX Assessor: XXX Signed:

Date of Assessment: XXX Review Date: XXX

VISIT LEADER and STAFF EXPERIENCE:

RATIOS: 1 member of staff to 10 students, 6th form N/A
(note: appropriate ratios are determined during the risk assessment process taking into account the experience of the staff, the risk associated with the activity, the needs of the group, environment and the distance from base.

FIRST AID ARRANGEMENTS: First aider to walk with students to theatre, theatre have their own first aid arrangements.
A person qualified in Paediatric First Aid, MUST accompany every trip that includes Early Years (EYFS) children (aged 3-5 years) For other visits appropriate first aid arrangements are determined during the risk assessment process.

Hazard	Risks	Individuals at Risk	Initial Risk Assessment	Control Measures	Residual Risk Assessment
Staffing and supervision related hazards	Ineffective supervision	Young people and staff	Low	• Appropriate ratios of supervising adults to participants • Spare staff capacity • On call staff at base • Direct, indirect and remote supervision arrangements • Safeguarding issues identified and addressed • Regular head counts • Clear physical and time parameters • Clear briefing • Agreed Code of Conduct • Effective communications • Emergency contact cards	low
Activity related hazards	Injury or incidents related to the activity	Young people and staff	Low	• Clear aims and objectives • Appropriate age related activities • Quality assurance of provider (Adventure Activities Licence, LOtC Quality Badge or Provider Questionnaire) • Effective pastoral care by visiting staff • Appropriate differentiation and progression • Challenge by choice • Personal target setting • Young people involved in the decision making process	Low

Individual and group needs related hazards	Incidents related to individual and group needs	Young people and staff	Low	• Individual and group needs identified • Appropriate ratios • Appropriate staff competence, experience and expertise • Age and ability appropriate transport, accommodation, itinerary and programme • Parents consulted • Dietary needs catered for • Medical, behavioural and learning needs considered	Low
Environmental hazards	Incidents related to location including weather, clean drinking water, food, altitude, language barriers, culture differences, diseases, transport and emergency services	Young people and staff	Low	• Effective planning • Knowledge of the destination (Prior visit where possible) • Appropriate equipment, clothing and footwear • Training prior to departure • Vaccinations • Personal medication • First aid • Effective communications (Mobile phone, sat phone, radios)	Low
Distance from base related hazards	Risks associated with the distance from base including; remoteness, communications, transport and evacuation		Low	• Testing effective communications • Transport and evacuation arrangements • Spare staff accompanying the group • Base staff on call • Parents briefed on repatriation arrangements and youngsters needing to return home early • Arrangements in place for staff needing to return home early • Route pre- planned for walking students to the venue	Low

Appendix 5 – Display Screen Equipment Self-Assessment – self assessment to be completed by all staff who use DSE regularly

COMPUTER and LAPTOP Screens	Are the characters readable?	YES / NO
	Is the image stable?	YES / NO
	Are the brightness and contrast appropriately adjusted?	YES / NO
	Is the screen height, swivel and tilt adjustable?	YES / NO
	Is the screen free of glare and reflections?	YES / NO
COMPUTER and LAPTOP Keyboards	Can a comfortable keying position be found?	YES / NO
	Can the hands be rested in front of the keyboard?	YES / NO
	Is the keyboard clean and glare free?	YES / NO
	Can the characters on the keys be read easily?	YES / NO
COMPUTER Mouse and LAPTOP touchpad and/or Mouse	Is the mouse/touchpad positioned close to the keyboard?	YES / NO
	Is the wrist kept horizontal and straight while moving the curser?	YES / NO
FURNITURE	Is the work surface large enough?	YES / NO
	Is the surface free of glare and reflections?	YES / NO
	Is the chair stable and adjustable?	YES / NO
	Do the mechanisms work?	YES / NO
	Are you comfortable?	YES / NO
ENVIRONMENT	Is there enough room to change position and move?	YES / NO
	Are the levels of heat, light and noise comfortable?	YES / NO

	Is there a source of fresh air?	YES / NO
HEALTH Whilst using a computer at work, in the past year, has you suffered from:		
	Eyestrain	YES / NO
	Pain in the: back	YES / NO
	elbows	YES / NO
	fingers	YES / NO
	neck	YES / NO
	shoulders	YES / NO
	wrists	YES / NO

If YES to any **HEALTH** issues above, has this been reported to a manager or health professional? YES / NO
If YES, please give details (continue on a separate sheet if necessary):

DECLARATION by user When signed, please return to info@nef.tynecoast.academy

To the best of my knowledge, this is an accurate assessment of the current state of my workstation environment. If necessary, I have made minor spatial and physical improvements in line with the guidance referred to above.

As a result of this assessment, there are areas of concern that I would like to discuss further

YES / NO

PRINT NAME: SIGN: DATE:

Appendix 6

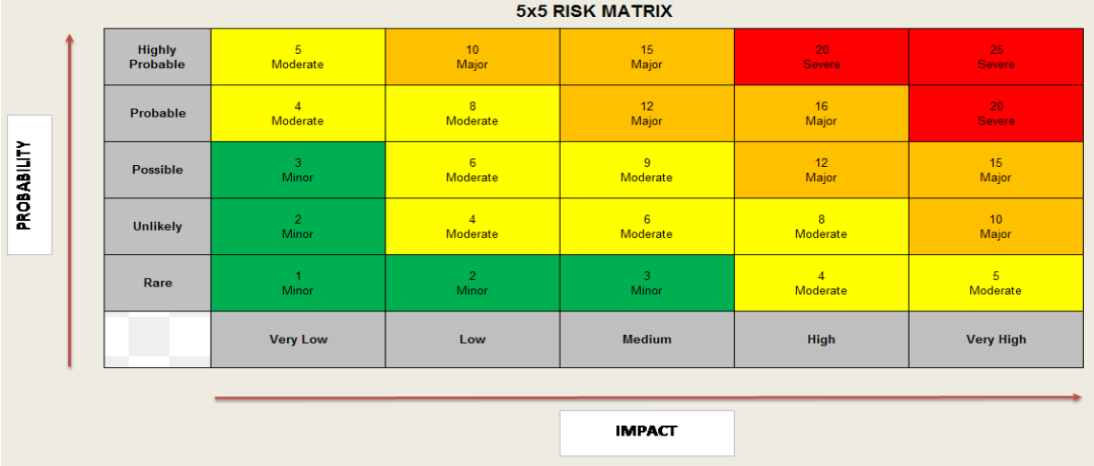
North East Futures UTC - COSHH RISK ASSESSMENT TEMPLATE

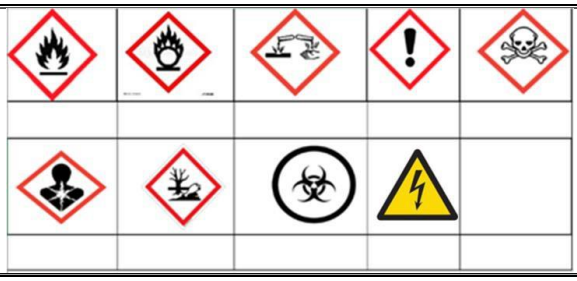
INDICATIVE APPARATUS AND CHEMICALS

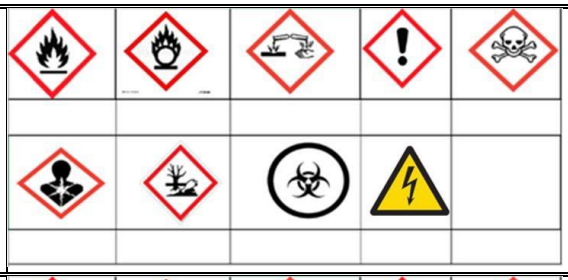
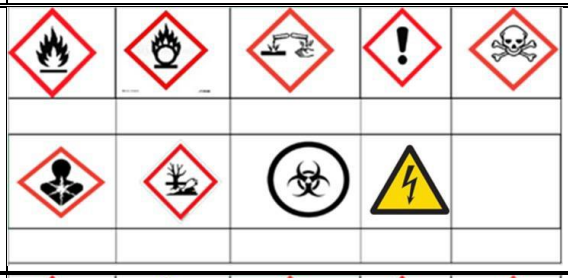
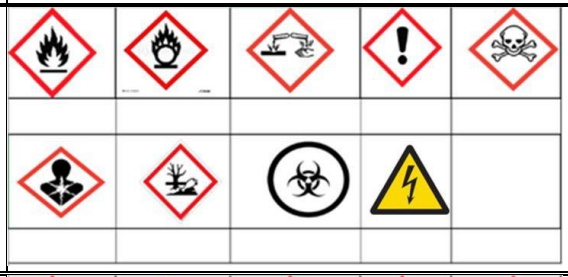
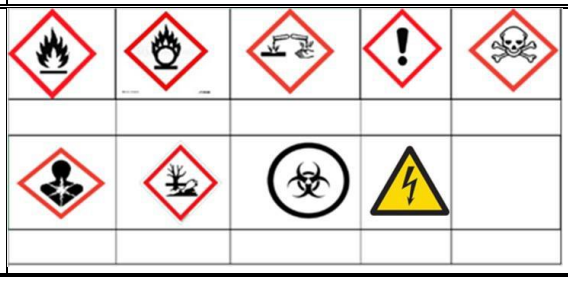
Chemicals Concentration & Quantity	**Apparatus**

ASSOCIATED HAZARDS AND CONTROL MEASURES

PLEASE USE THIS MATRIX TO SCORE /CLASSIFY THE RISK



Substance, source & or equipment	Hazard (Including pictogram)	Risk-Assessment Score and Category	Typical Control Measures/Additional Comments
			

ADDITIONAL CONTROL TO CONSIDER (LISTED

EMERGENCY ACTION /REMEDIAL MEASURES

In the eye	
Ingested/Swallowed	
Spill on clothing and or on Skin	
Spill on bench/floor	
Inhaled/Dust breathed in	

CLASS:_____ NO. OF STUDENTS__ DATE__

Reviewed by: Review Date: