

Template

0 – 25 Specialist Teaching And Support Service

How to write a risk assessment.

Why?

- This is a template to support the assessment of hazards in order to reduce the risks for children with SEND.

You will need:

- To read the help sheet 'Writing an Individual Risk Assessment'.

Reference / Evidence base – informed by:

Health and Safety Executive

Template



0 – 25 Specialist Teaching And Support Service

Individual risk assessment for:	Date of birth:
Staff completing the risk assessment:	Class:
Parent / Guardian contributing to the risk assessment:	Date of risk assessment:

What are the hazards? Observe and note things that may cause harm.	Who might be harmed and how? What harm could happen? How likely is it to happen? How severe is the risk?	What are you doing already? What is already in place to prevent harm?	What else can be done? What else can be put in place to prevent harm?	How will you put the risk assessment into action? Who needs to take action? When is the action needed by?

Template



0 – 25 Specialist Teaching And Support Service

Are there any hazards which could have a high risk of harm or severity? Ask for support from a senior leader to further assess the risk.

Template

0 – 25 Specialist Teaching And Support Service

When will you review the risk assessment?

Add notes as things change and develop. Have a formal review if there are any significant changes for the child e.g. moving year group.