

## Risk assessment checklist

<b>Date of risk assessment:</b>	<b>Class/Tutor/Child(ren):</b>
<b>Review date:</b>	<b>Area of need:</b>
Overview of the activity	
<b>Hazard(s)</b>	<b>Priority rating</b>
List all significant hazards (travel, groups or individual children, ratios, venue/site, equipment, personal care, trigger points)	Low, medium, high
<b>Who might be harmed?</b> List all the groups of children and staff who are at risk	
<b>How is the risk to be managed?</b> List all existing procedures/strategies to be used	
<b>What further action is needed to manage the risk?</b> List any risks which are not adequately managed and state the proposed action to be taken	
<b>Risk Assessment Review:</b>	
<b>Headteacher Approval/Signature:</b>	<b>Date:</b>

Table 10.5 reproduced from Martin-Denham, S. and Watts, S. (2019) *The SENCO Handbook*. London: Sage.