



**Government of the Republic of Trinidad and Tobago**  
**Ministry of Education**

Effective Date: 1 <sup>st</sup> June 2018	
Form No	Version
HSEform04	<b>01</b>
<b>Approved by: PS</b>	

# RISK ASSESSMENT

January 17

# 2019

---

This Risk Assessment was done for the

## Table of Contents

Introduction .....	3
<b>Scope and Objectives</b> .....	3
<b>Method</b> .....	3
Risk Assessment Matrix .....	3
<b>Risk assessment forms</b> .....	5
<b>Action Plan</b> .....	13
<b>Summary</b> .....	17

## Introduction

The Ministry of Education is committed to ensuring the safety and health of their employees. By conducting risk assessments, it allows for timely mitigation and accident prevention.

Please let it be noted that risk assessments are not expected to replace monthly inspections and audits in any way, since these may vary in type and specialty.

## Scope and Objective

The Risk Assessment is limited to the Nursing School Building and does not include any tasks that may be carried in the course of duties at this establishment. The risk assessment is based on physical conditions only.

The objective of the risk assessment, is to determine whether building is OSH compliant; and identify and mitigate any hazards that can affect the safety and health of employees and/or anyone who should occupy, use or visit the facility as far as it is reasonably practicable.

## Method

The following guidelines were used of the process of the risk assessment: -

1. Identify the hazards
2. Decide who and how persons may be harmed
3. Evaluate the risks
4. Identify what controls are in place and the adequacy. Then consider if the controls are best industry practices. If none, consider the controls necessary.
5. Review and revise as necessary.

## Risk Rating Matrix

***Likelihood x Severity = Outcome/Required Action***

### Severity

1. Low: - All injuries that may be minor with first aid treatment with no permanent harm, minor cuts and bruises
2. Medium: - Injuries or work related illnesses that affect attendance of normal work; semi-permanent harm or injury.
3. High: - major injury or work related illness, permanent harm or disability, death.

### Likelihood

1. Low: - low expectation of occurrence where harm is unlikely to occur under normal circumstances.
2. Medium: - hazardous event or hazard exists intermittently
3. High: - exposure is permanent or occurs frequently or there is previous evidence of severe harm

SEVERITY	3	6	9
	2	4	6
	1	2	3
LIKELIHOOD			

Low 1-2	Medium (3-4)	High (6-9)
No significant action required unless the outcome can be reduced to zero. Hazard should be monitored ensure that the existing condition does not change.	Control measures need to be implanted with adequate timescales in proportion to the potential consequences.	Immediate action required.

<b>Building Inspected</b>		<b>People at risk</b>	
<b>Location</b>		<b>Date of Assessment:</b>	
<b>Assessor's Name</b>		<b>Review Date:</b>	

<b>Item No</b>	<b>Hazard (Include type)</b>	<b>Risk Rating</b>	<b>Existing Control Measures</b>	<b>Risk Rating with Control Measures</b>

## **Action Plan**

### **FURTHER ACTION REQUIRED TO REDUCE RISKS TO ACCEPTABLE LEVEL**

<b>Item No</b>	<b>Further action needed to control risk</b>	<b>To be actioned by</b>	<b>Estimated time of completion</b>	<b>Date completed</b>	<b>Current Risk Rating</b>	<b>Residual risk</b>
<b>Assessors Signature:</b>		<b>Ultimate residual risk</b>		1		
				<b>Manager's Signature:</b>		
		<b>Other relevant risk assessments required:</b>				

SUMMARY