General School - No. 19 Staff Room (List additional hazards, risks and controls particular to your school using the blank template no.55)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | What is the risk? | Risk rating  H = High  M = Medium L = Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Damaged flooring  Wet floors and spillages |  | Injury from slips, trips, falls | H | See‘Classroom - No. 1 Slips, Trips and Falls’ |  |  |  |  |
| Accessing high windows |  | Injury from falls from height | M | Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level |  |  |  |  |
| Defective portable electrical equipment |  | Electrocution Burns  Cuts | L | Portable electrical appliances visually inspected before use |  |  |  |  |
| H | Defective electrical equipment shall be clearly identified, labelled as out of use and stored separately to prevent accidental use |
|  |  |  | Report defects to person in control of the workplace to ensure all items are repaired or replaced. See‘General School Risk Assessments - No. 3 Portable Electrical Appliances’ |
| Fire |  | Smoke inhalation, burns | M | See‘General School, Fire - Classroom, No 12 |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

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Risk Assessment carried out by: Date: / /

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