

General School Risk Assessments - No.20 Portable Electrical Appliances (List additional hazards, risks and controls particular to your school using the blank template no.69)

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 completed
Defective portable electrical equipment		Electrocution	H	Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use				
Exposed wiring/live parts		Fire	H	Visual checks carried out as follows:				
Failure in earth		Burns from hot surfaces	H	Tools/appliance <ul style="list-style-type: none"> On/off switch is working correctly No signs of damage to casing No loose parts or missing screws Live parts are properly guarded so as not to be inadvertently accessible 				
			H	Cables <ul style="list-style-type: none"> Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible 				
			H	Plug <ul style="list-style-type: none"> Securely anchored, no sign of cracked casing, overheating, loose or bent pins 				
			H	Socket outlet <ul style="list-style-type: none"> No cracks or damage or sign of overheating <p>Report defects to person in control of the workplace to ensure all items are repaired or replaced.</p>				
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment is tested periodically by a competent person and records of the test kept				

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Electrical equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (residual current device)				
			H	Tools and other portable equipment are only plugged into a circuit protected by an RCD				
			H	The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

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.

Risk Assessment carried out by: _____

Date: / /