

General School Risk Assessments - No.24 Staff Room (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
Damaged flooring Wet floors and spillages		Slips, trips, falls	H	See 'General School Risk Assessments - No. 12 Slips, Trips, and Falls'				
Accessing high windows		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	L	Portable electrical appliances visually inspected before use.				
		Burns Cuts	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. 20 Portable Electrical Appliances'				
Fire		Smoke inhalation, burns	M	See 'General School Risk Assessments - No.17 Fire (General Classrooms and Offices)'				

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: / /