| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Damaged electrical fittings and equipment |  | Electrocution Cuts | M | Defective electrical equipment and fittings are disposed of, or clearly identified, labelled as ‘out of use’, and stored separately to prevent accidental use  Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced  [**See Portable Electrical Appliances - Template No. 22**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/portable-electrical-appliances-no-22.docx) |  |  |  |  |
| Incorrect use of, unsafe use of or defective portable electrical appliances |  | Electric shock Fire  Puncture wounds  Entanglement | H | Sewing machines are checked by a competent person on a regular basis as appropriate |  |  |  |  |
| Sockets are not overloaded and cables are kept clear of sink areas |
| Service records are maintained |
| Sewing machines are visually checked before use |

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: / /

© All Rights Reserved