Classroom - No.3 Portable Electrical Appliances (List additional hazards, risks and controls particular to your school using blank template No.55)

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|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Defective portable electrical equipment  Exposed wiring/live parts  Failure in earth |  | Electrocution  Fire  Burns from hot surfaces | H | Defective electrical equipment shall be clearly identified, labelled as out of use, and stored separately to prevent accidental use |  |  |  |  |
| H H | Visual checks carried out as follows:  Tools/appliance   * 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   * 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   * Securely anchored, no sign of cracked casing, overheating, loose or bent pins |
|  |  | H | Socket outlet   * No cracks or damage or sign of overheating |
|  |  |  | Report defects to person in control of the workplace to ensure all items are repaired or replaced. |
| Electrical equipment |  | Electrocution | H | Portable electrical equipment is tested periodically by a competent person and |  |  |  |  |
| subject to heavy |  |  | records of the test kept |
| wear and |  |  |  |
| tear |  |  |  |

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Classroom - No. 3 Portable Electrical Appliances cont’d. (List additional hazards, risks and controls particular to your school using the blank template no.55)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Electrical equipment |  | Electrocution | H | Where power tools are used off the mains supply the source of supply must be fitted |  |  |  |  |
| becoming live |  | 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: / / © All Rights Reserved