| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electrical faults |  | Electrocution  Electric shock  Fire | H | Electrical sockets are not overloaded |  |  |  |  |
| Equipment is checked prior to use for faults |
| All electrical faults are reported to designated person |
| Defective electrical equipment is 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) |
| Fire |  | Fire causing death or injury | H | All teachers know how to raise the alarm and contact the emergency services |  |  |  |  |
| There is an accessible fire extinguisher in classroom or hallway close to classroom |
| All fire doors are marked with ‘Fire door, keep closed’ safety sign |
| All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety, including Appendix B of the Guidance Document) |
| Restricted access/ egress |  | Delays in exiting building  safely in the event of a fire  Smoke inhalation  Burns | H | Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open and close properly |  |  |  |  |
| Exit routes are kept free from obstruction |
| A school emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk  e.g. visually impaired persons or those working in noisy environments.  This plan is brought to the attention of school users on a regular basis |

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: / /

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