Classroom - No. 2 Hot Drinks (List additional hazards, risks and controls particular to your school using this template and blank template No.55)

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| Hazards | Is the hazard present? Y/N | Whatis the risk? | Riskrating  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 |
| Liquid spills, burns |  | Slips, Trips, Falls, Injury, Burns | M | All staff members utilise covered travel mugs/ flasks  Students remain seated and are requested to exercise due caution when having hot drinks for lunch  Lunch times are supervised by teachers |  |  | All staff members |  |
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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: / /

24

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