| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Fumes from paints and glues |  | Respiratory irritation and problems | H | Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staff |  |  |  |  |
| H | When choosing chemical cleaners for use in the art room the least hazardous product is purchased |
| H | Personal Protective Equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS) requirements |
| H | Chemical products/materials are labelled and stored safely in accordance with Safety Data Sheet (SDS) requirements |
| H | Unauthorised access to chemical products/materials is prohibited/ prevented/controlled |
| Damaged electrical fittings and equipment  Defective portable electrical appliances |  | Electrocution Fire  Burns  Electric shock | 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 person in control of the workplace to ensure all items are repaired or replaced |
| [**See Fire (Specialist Rooms) – Template No. 18**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/fire-_specialist-rooms_-no-18.docx) |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Accessing high windows |  | Falls | M | A window pole or step ladder is used to open windows at height that do not have an opening mechanism at ground level |  |  |  |  |
| Solvents and flammable materials |  | Asphyxiation, Explosion, Fire | H | Solvents and flammable materials are stored in metal cabinets.  [**See Fire (Specialist Rooms) – Template No. 18**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/fire-_specialist-rooms_-no-18.docx) |  |  |  |  |
| Incorrect disposal of hazardous chemicals |  | Environmental contamination  Chemicals being used outside the manufacturer’s specifications | H M | Correct disposal procedures are in place for chemical waste  Checks are undertaken at regular intervals, for the purposes of disposal of out-of-date chemicals  Chemicals are disposed of in accordance with the SDS and the Local Authority |  |  |  |  |
| Disposal of waste materials |  |  | H | Waste materials are cleared away after each class  Incompatible material is segregated, stored safely, and waste is disposed of appropriately  All waste must be disposed of by an appropriate waste disposal company, and in accordance with Local Authority requirements |  |  |  |  |
| Unsafe storage of items |  | Toppling goods  Slips, trips or falls | H | All items are stored appropriately in designated areas, e.g. in shelves and in cupboards |  |  |  |  |

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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: / /