

Maintenance - No.44 General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)

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
Unsafe system of work		Cuts/lacerations Eye injuries Slips, trips, falls Amputation, fatalities'	M	Caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures				
Inadequate personal protective equipment (PPE)		Exposure to hazardous substances Cuts/lacerations Eye injury	M	Caretaker has been provided with appropriate personal protective equipment (PPE) and clothing where necessary and has been instructed on how to use PPE correctly				
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	H	Caretakers/contractors liaise with the Principal or designated person when arriving at the school prior to carrying out maintenance work				

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Fire		Burns Asphyxiation Explosion	L	The caretaker is trained in the use of fire extinguishers				
			H	The caretaker is aware of all external gas, water and electricity cut off points				
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury				
Working with electricity		Electrocution	H	Caretaker does not carry out repairs on electrical circuits unless competent to do so				

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Contact with chemical product, (e.g. pesticides, herbicides, biocides, cleaning products)		Skin Irritation	H	Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees				
		Allergies						
		Splashes (eyes)	H	When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased				
		Burns	H	Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS)				
			H	Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together				
			H	Spraying of herbicides is carried out in calm weather conditions when employees or students are not in the spray area				
			H	Safety Data Sheets (SDS) readily available for all hazardous chemicals				
			H	All hazardous chemicals labelled correctly - labels understood, intact and legible?				
			H	New Classification and labelling regime (CLP) understood by teachers and students				
	H	Information on hazard label corresponds to information on Safety Data Sheets (SDS)						

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Direct contact with Biological Agent		Needle stick injury	H	All biological fluids are treated as potentially infectious and gloves are worn during clean up of any biological agents encountered by cleaners/caretakers/contractors				
		Infectious disease						
		Exposure to infectious diseases	H	To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen				
			H	Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company				
			H	If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room - access controlled				

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: / /