

**General School Risk Assessments - No.14 General Access/Egress (List additional hazards, risks and controls particular to your school using the blank template no.69)**

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 completed
Poor lighting on access/ egress routes (inside and outside)		Delayed escape in event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and out)				
			H	Fire exits clearly marked				
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Trips, slips and falls	H	No trip hazards on entrance/exit routes or on walk ways				
Doors with broken handles or glass		Hand injuries	H	Doors checked and repaired when necessary				
			H	Broken glass removed and disposed of safely				
Doors which require excessive force to open or close		Person being hit by the door  Hand injuries	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 17 Fire (general classrooms and offices)'				
			M	Automatic closure mechanisms set so as not to cause hands to be trapped				
			M	Excessive force not required to open doors taking into account mobility impaired users				

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: / /