

Access/Egress (General) - Risk Assessment Template No.14 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present?	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place?	If no, what actions are required to implement the control?	Person responsible	Date action completed
	Y/N				Y/N			
Unsafe access/ egress			H	Access/egress points are checked regularly including condition of tiles, steps, handrails, doors, and handles Actions are in place to deal with hazardous weather conditions which could affect access/ egress				
Poor lighting on access/ egress routes (inside and outside)		Delayed escape in the event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and outside) Fire exits are clearly marked				
Obstructed doors		Delayed escape in the event of a fire or other emergency	H	Doors regularly checked and kept clear from obstruction				
Slip, trip and fall hazards including mats, broken tiles, holes in floor, trailing cables		Slips, trips and falls	H	No trip hazards on entrance/exit routes or on walk ways				
			H	Stairs and steps identified and particular precautions in place to prevent slips, trips and falls including operational controls, environmental controls, hazardous steps and handrails				
Doors with broken handles or glass		Hand injuries	H	Doors are checked and repaired when necessary				
			H	Broken glass is removed and disposed of safely				
Security		Unauthorised access	H	A secure system is in place to prevent unauthorised access into the school buildings during school hours				
Doors which require excessive force to open or close		Person being hit by the door Hand injuries	H	Operation of fire doors checked – See Fire (General Classrooms and Offices) – Template No. 19				
			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.

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Risk Assessment carried out by: _____

Date: / /