| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Damaged flooring  Wet floors and spillages  Trailing cables |  | Slips, trips, falls | H | [**See Slips, Trips, and Falls – Template No. 12**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/slips-trips-and-falls-_general_-no-12.docx) |  |  |  |  |
| Toppling  items |  | Toppling  items, striking  individuals,  trips and falls | M | Items stored appropriately on shelves and in  cupboards to prevent toppling and unsafe access |  |  |  |  |
| Accessing high windows |  | Falls from height | M | Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level |  |  |  |  |
| Defective portable electrical equipment |  | Electrocution Burns  Cuts | L | Portable electrical appliances visually inspected before use |  |  |  |  |
| H | Defective electrical equipment shall be clearly identified, labelled as ‘out of use’ and stored separately to prevent accidental use |
| Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced |
| [**See Portable Electrical Appliances – Template No. 22**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/portable-electrical-appliances-no-22.docx) |
| Fire |  | Smoke inhalation, burns | M | [**See Fire (General Classrooms and Offices) – Template No. 19**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/fire-_general-classrooms-and-offices_-no-19.docx) |  |  |  |  |

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: / /

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