| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Poor lighting  Poorly identified steps and stairways |  | Slips, trips, falls | H | External lighting is adequate and is switched on when evening events are planned such as concerts, parent/teacher meetings, adult education classes, hall used by clubs or societies  Steps and stairways are adequately lit and clearly marked/highlighted |  |  |  |  |
| Holes/ damaged surfaces |  | Slips, trips, falls | H | Car park surface and other external areas are checked on a weekly basis for broken glass, hazardous conditions and pot holes |  |  |  |  |
| Contact with broken glass |  | Cuts | M | Broken glass is removed  Replacement glass is installed in buildings at the earliest opportunity |  |  |  |  |
| Slippery walkways due to adverse weather conditions,  e.g. ice |  | Slips, trips, falls | M | Emergency weather plan is in place addressing   * what requires to be done, e.g. grit or salt available for walkways which are prone to ice * who is going to do it, e.g. caretaker applies salt or grit in icy weather * signage * monitoring |  |  |  |  |
| Person being struck by vehicle |  | Injury due to person being struck by vehicle | H | A traffic management system is in place  Controls are in place around appropriate times for visiting vehicles deliveries and collections |  |  |  |  |
| H | Pedestrian routes/parking areas are clearly marked and appropriate signs in place |
| M | Assembly points for emergency evacuations are clearly marked and are not located in an area likely to be required by the emergency services |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Lack of handrails on steps |  | Slips, trips, falls | H | All steps have handrail on one side where necessary  See Building Regulations, Technical Guidance Document K  [**See Access/Egress (General) - Template No. 14**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/access-egress-_general_-no-14.docx) |  |  |  |  |
| Unguarded edges |  | Falls | Where necessary all drops or platforms have fencing/guarding to prevent falls |  |  |  |  |
| Unfenced ditches or streams |  | Drowning | Access to rivers, streams or ditches running on or adjacent to school property are adequately fenced off |  |  |  |  |

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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