| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electrical faults |  | Electrocution Shock  Fire | H | Electrical sockets not overloaded |  |  |  |  |
| Equipment checked prior to use for faults |
| All electrical faults are reported to designated person |
| Defective electrical equipment is 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 |  | Burns | H | Fire extinguishers are in place and accessible |  |  |  |  |
| Use of candles or other naked flames strictly controlled |
| Improper storage of solvents and flammable materials |  | Fire causing death or injury  Asphyxiation, Explosion | H | Solvents or other highly flammable materials stored in metal cabinets |  |  |  |  |
| Safety Data Sheets (SDS) are readily available for all chemicals  Users of chemicals are aware of the hazards and precautions that must be taken when using chemical products  All users and relevant personnel have access to the SDS |
| Combustible materials must be stored in appropriate conditions as per manufacturer’s storage guidelines |
| Chemical products are labelled and stored safety in accordance with Safety Data Sheets (SDS) requirements |
| Fire |  | Fire causing death or injury |  | Fire extinguisher(s) in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher) |  |  |  |  |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Restricted access/ egress |  | Delays in exiting  building in event of fire  Smoke inhalation  Burns | H | Exit routes kept free from obstruction |  |  |  |  |
| M | External lighting on exit routes operational and switched on during event |
| H | Fire assembly point(s) marked clearly |
| Emergency lighting operational |
| Final fire exit doors checked to ensure they open freely before event |
| Emergency evacuation plan explained to audience before each performance/event |
| Person designated to raise the alarm and contact the emergency services |
| Persons assisting at event briefed on their role in fire evacuation |
| Fire alarm tested at regular intervals |
| Restricted access/ egress |  | Delays in exiting building  safely in the event of a fire | H | Fire exit doors (including those located in classroom or office) are checked weekly to ensure they open properly  A school emergency evacuation plan has been developed which covers all areas, processes and identifies those people who may be at special risk,  e.g. visually impaired persons or those working in noisy environments. This plan is brought to the attention of school users on a regular basis |  |  |  |  |
| Fire - Access/ Egress |  | Death or injury | H | All fire doors are marked with ‘Fire door, keep closed’ safety sign |  |  |  |  |
| H | All fire doors should be fitted with an automatic self-closing device (See Building Regulations 2006, Technical Guidance Document B, Fire Safety, including Appendix B of the Guidance document) |

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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