

Portable Electrical Appliances – Risk Assessment Template No.22 (List additional hazards, risks and controls particular to your school using Template No.74)

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
Defective portable electrical equipment Exposed wiring/live parts Failure in earth		Electrocution Fire Burns from hot surfaces	H H	Defective electrical equipment is clearly identified, labelled as 'out of use' and stored separately to prevent accidental use Visual checks are carried out as follows: Tools/appliance <ul style="list-style-type: none"> • On/off switch is working correctly • No signs of damage to casing • No loose parts or missing screws • Live parts are properly guarded so as not to be inadvertently accessible Cables <ul style="list-style-type: none"> • Securely anchored to the plug with no signs of cuts, frays, brittleness, leads kinked or coiled, taped joints, overloading (overheating indicated by colour change or smell), cable cores not externally visible Plug <ul style="list-style-type: none"> • Securely anchored, no sign of cracked casing, overheating, loose or bent pins • Correctly rated internal fuse fitted Socket outlet <ul style="list-style-type: none"> • No cracks or damage or sign of overheating Defects are reported to the person in control of the workplace to ensure all items are repaired or replaced				
Electrical equipment subject to heavy wear and tear		Electrocution	H	Portable electrical equipment, which is exposed to conditions causing deterioration liable to result in danger, and supplied at a voltage exceeding 125 volts, is tested periodically by a competent person and records of the test kept				

Portable Electrical Appliances – Risk Assessment Template No.22 – cont'd. (List additional hazards, risks and controls particular to your school using Template No.74)

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 equipment becoming live		Electrocution	H	Where power tools are used off the mains supply the source of supply must be fitted with an RCD (Residual Current Device)				
				Tools and other portable equipment are only plugged into a circuit protected by an RCD				
				The operation of the RCD is checked by pressing the test button regularly and the RCD is tested periodically by a competent person to ensure that it operates at correct leakage current (leakage current not exceeding 30 mA in a time of not more than 0.3 seconds)				

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: / /