General Purpose Room - No.36 Special Events (List additional hazards, risks and controls particular to your school using the blank template no.55)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present? Y/N | Whatis the risk? | Riskrating  H=High  M=Medium L=Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Overcrowding; inadequate access and egress |  | Physical injury caused by crushing, trips, falls | L | Appoint one person to have overall responsibility for safety, health and welfare of all persons attending event  Establish and follow school agreed procedures on maximum size of audience, control of entrance and seating of audience, safety announcements prior to performance, orderly exit |  |  | Board of Management, Principal and all staff involved and attending event |  |
| Emergency egress |  | Injury from crushing, trips, falls | L | Ensure adequate and appropriate signage regarding: location of emergency exits, keeping exits clear of seating, no running within hall, identification of hazards such as |  |  | Principal, teacher in charge of event, all staff present |  |
|  |  |  | steps |  |
| Failure of electrical power; overloading of electrical capacity |  | Injury from crushing, trips, falls, fire, electrocution | L | Emergency lighting appropriately located and in good working condition  Thorough check by qualified electrician of all proposed usage of electrical power |  |  | Principal, teacher in charge of event, caretaker, electrician |  |
| Unsecured power leads  Failure of fire-fighting equipment |  | Injury from slips, trips, falls, fire  Burns | L | Thorough check in advance of performance of locations of all power and other leads to ensure that all leads are appropriately taped to prevent trips  Thorough check of all fire safety equipment in venue |  |  | Teacher in charge, caretaker, electrician |  |

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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