

**Maintenance (General) - Risk Assessment Template No. 37 (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
Unsafe system of work		Cuts/ lacerations  Eye injuries  Slips, trips, falls  Amputation  Fatalities	M	The caretaker has received basic safety training including relevant information as set out in the safety statement, risk assessment and applicable information regarding safe working procedures  The caretaker has clearly defined tasks and duties carried out in accordance with risk assessments				
Inadequate personal protective equipment (PPE)		Exposure to hazardous chemicals  Cuts/ lacerations Eye injury	M	The caretaker has been provided with appropriate personal protective equipment (PPE) and clothing appropriate to their role and tasks, e.g. overalls, gloves, hearing protectors, safety goggles, safety boots  The caretaker has been instructed on how to use PPE correctly				
Inadequate information for caretakers/contractors		Injuries resulting from inadequate information about safety procedures, etc.	H	Caretakers/contractors liaise with the principal or designated person when arriving at the school prior to carrying out maintenance work  Relevant safety information/documentation is provided/discussed				
Fire		Burns	L	The caretaker is trained in the use of fire extinguishers				
		Asphyxiation  Explosion	H	The caretaker is aware of all external gas, water and electricity cut off points				
Poor housekeeping		Slips, trips, falls	M	Workshop or storage areas used by the caretaker are adequately lit, free from trip hazards with items stored in such a way as not to cause injury				
Working with electricity		Electrocution	H	The caretaker does not carry out repairs on electrical circuits  Controlled electrical works must be carried out by a Registered Electrical Contractor				

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Contact with chemical products (e.g. pesticides, herbicides, cleaning products)		Skin Irritation Allergies Splashes (eyes) Burns	H	<p>Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staff</p> <p>Staff using pesticides in the course of their duties have received the necessary training and registered with department of Agriculture once trained</p> <p>When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased</p> <p>Personal protective equipment (PPE) is provided and worn as directed on the SDS</p> <p>Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together</p> <p>Spraying of herbicides and other plant protection products is carried out in calm weather conditions when staff or students are not in the spray area</p> <p>Information on hazard label corresponds to information on SDS</p>				
Direct contact with Biological Agent		Needle stick injury Infectious disease Exposure to infectious diseases Needle stick injury Infectious disease	H H H	<p>All biological fluids are treated as potentially infectious and gloves are worn during clean-up of any biological agents encountered by cleaners/caretakers/contractors</p> <p>To reduce the possibility of needle stick injury, cleaners/caretakers/contractors should not put hands into bins or into areas where the contents cannot be seen</p> <p>Clinical waste must be disposed of in a clinical waste/sharps bin. All clinical waste must be disposed of by an appropriate waste disposal company</p> <p>If an individual (caretaker/facilities manager) suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately</p>				

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		Exposure to infectious diseases	H	Foot operated pedal bins are provided in toilets Hand washing is encouraged – signage in place Hand sanitizer is used				
Unauthorised access to laboratory		Uncontrolled exposure to hazardous properties of laboratory chemicals	H	Unauthorised access to the laboratory is controlled, e.g. locked when not in use				
Poor storage arrangements for laboratory chemicals		Uncontrolled access and exposure to hazardous properties of laboratory chemicals	H	Chemicals are stored in separate and well ventilated room – access controlled				

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:**    /    /