| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Improper storage of solvents and flammable materialsGas cylinders, Electrical faultsHot works Housekeeping |  | Fire causing death or injuryAsphyxiation Explosion | H | Solvents or other highly flammable materials stored in metal cabinetsFlammable chemicals stored in fire safety storage cabinets and quantities kept to a minimum |  |  |  |  |
| Safety Data Sheets (SDS) are readily available for all hazardous chemicalsUsers and staff who may come into contact with chemicals are aware of the hazards and precautions that must be taken when using chemical productsAll users and relevant personnel must have access to the SDSStudents are instructed and supervised, e.g. students are instructed on the safe use of Bunsen burner, and supervised |
| All hazardous chemical products are labelled correctly in line with the Classification, Packaging and Labelling (CPL) Regulations, and stored safely in accordance with SDS requirements |
| Combustible materials must be stored in appropriate conditions as per manufacturer’s storage guidelines |
| Incorrect disposal of hazardous chemicals |  | Environmental contaminationChemicals being used outside the manufacturer’s specifications | H M | Correct disposal procedures are in place for chemical wasteChecks undertaken at regular intervals, for the purposes of disposal of out-of-date chemicalsChemicals are disposed of in accordance with the SDS and the Local Authority |  |  |  |  |

| **Hazards** | **Is the hazard present?****Y/N** | **What is the risk?** | **Risk rating****H = High****M = MediumL = 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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Disposal of waste materials |  |  | H | Waste materials are cleared away after each class |  |  |  |  |
| Incompatible material is segregated, stored safely and waste is disposed of appropriately |
| All waste must be disposed of by an appropriate waste disposal company, and in accordance with Local Authority requirements |
| Fire |  | Fire causing death or injury | H | An appropriate fire extinguisher(s) is in place, suitable for the fire type and serviced annually (at least 1 x 5 kg CO2 extinguisher)Volumes of chemicals are kept to a minimum |  |  |  |  |
| All teachers know how to raise the alarm and contact the emergency services |
| All fire doors are marked with ‘Fire door, keep closed’ safety sign |  |  |  |  |
| 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 |
| Restricted access/ egress |  | Delays in exiting buildingsafely in the event of a fireSmoke inhalationBurn’s | H | Fire exit doors checked weekly to ensure they open and close properly |  |  |  |  |
| H | Exit routes kept free from obstruction |
| H | A school emergency evacuation plan has been developed which covers all areas, processes and identifies those who may be at special riske.g. people with a visual impairment, or those working in noisy environments. This plan has been brought to the attention of school users on a regular basis |

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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