

Maintenance (caretakers, contractors, etc.) - No. 35 Maintenance - General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.69)

| Hazards | Is the hazard present? Y/N | What is the risk? | Risk rating 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 completed |
|---|-------------------------------|--|--|--|---------------------------|--|--------------------|------------------------------|
| Unsafe system of work | | Cuts/lacerations Eye injuries Slips, trips, falls Amputation, fatalities' | M | 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 | | | | |
| Inadequate personal protective equipment (PPE) | | Exposure to hazardous substances Cuts/lacerations Eye injury | M | Caretaker has been provided with appropriate personal protective equipment (PPE) and clothing where necessary and 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 | | | | |

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|--------------------------|-------------------------------|------------------------------------|--|---|---------------------------|--|--------------------|------------------------------|
| Fire | | Burns Asphyxiation Explosion | L | The caretaker is trained in the use of fire extinguishers | | | | |
| | | | 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 | Caretaker does not carry out repairs on electrical circuits unless competent to do so | | | | |

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|---|-------------------------------|-------------------|--|---|---------------------------|--|--------------------|------------------------------|
| Contact with chemical product, (e.g. pesticides, herbicides, cleaning products) | | Skin Irritation | H | Safety Data Sheet (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant employees | | | | |
| | | Allergies | H | When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased | | | | |
| | | Splashes (eyes) | H | Personal protective equipment (PPE) is provided and worn as directed on the Safety Data Sheet (SDS) | | | | |
| | | Burns | H | Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together | | | | |
| | | | H | Spraying of herbicides is carried out in calm weather conditions when employees or pupils are not in the spray area | | | | |
| | | | H | Safety Data Sheets (SDS) readily available for all hazardous chemicals | | | | |
| | | | H | All hazardous chemicals labelled correctly - labels understood, intact and legible? | | | | |
| | | | H | New Classification and labelling regime (CLP) understood by teachers and pupils | | | | |
| | | | H | Information on hazard label corresponds to information on Safety Data Sheets (SDS) | | | | |

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|--|-------------------------------|--|--|---|---------------------------|--|--------------------|------------------------------|
| Direct contact with Biological Agent | | Needle stick injury | H | All biological fluids are treated as potentially infectious and gloves are worn during clean up of any biological agents encountered by cleaners/caretakers/contractors | | | | |
| | | Infectious disease | | | | | | |
| | | Exposure to infectious diseases | H | 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 | | | | |
| | | | H | 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 | | | | |
| | | | H | If an employee suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately | | | | |
| Unauthorized 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.

Risk Assessment carried out by: _____

Date: / /