| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unsafe system of work |  | Cuts/ lacerationsEye injuriesSlips, trips, fallsAmputation 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 proceduresThe caretaker has clearly defined tasks and duties carried out in accordance with risk assessments |  |  |  |  |
| Inadequate personal protective equipment (PPE) |  | Exposure to hazardous chemicalsCuts/ 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 bootsThe 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 workRelevant safety information/documentation is provided/discussed |  |  |  |  |
| Fire |  | Burns AsphyxiationExplosion | 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 | The caretaker does not carry out repairs on electrical circuitsControlled electrical works must be carried out by a Registered Electrical Contractor |  |  |  |  |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Contact with chemical products (e.g. pesticides, herbicides, cleaning products) |  | Skin Irritation AllergiesSplashes (eyes)Burns | H | Safety Data Sheets (SDS) have been obtained for all hazardous chemicals and a copy kept on file in a suitable location, accessible by relevant staffStaff using pesticides in the course of their duties have received the necessary training and registered with department of Agriculture once trained |  |  |  |  |
| When choosing herbicides, pesticides and chemical cleaners the least hazardous chemical is purchased |
| Personal protective equipment (PPE) is provided and worn as directed on the SDS |
| Bleach and acidic toilet cleaners are never mixed or put into toilet bowl together |
| 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 |
| Information on hazard label corresponds to information on SDS |
| Direct contact with Biological Agent |  | Needle stick injuryInfectious disease | 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 |  |  |  |  |
| 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 |
| 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 |
| Needle stick injuryInfectious disease | H | If an individual (caretaker/facilities manager) suffers a needle stick injury bleeding is initially encouraged and medical attention is sought immediately |

| **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** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Exposure to infectious diseases | H | Foot operated pedal bins are provided in toilets Hand washing is encouraged – signage in placeHand 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.

Risk Assessment carried out by: Date: / /

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