| **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 access/ egress |  |  | H | Access/egress points are checked regularly including condition of tiles, steps, handrails, doors, and handles  Actions are in place to deal with hazardous weather conditions which could affect access/ egress |  |  |  |  |
| Poor lighting on access/ egress routes (inside and outside) |  | Delayed escape in the event of a fire or other emergency | H | Adequate lighting at entrance/exit (inside and outside)  Fire exits are clearly marked |  |  |  |  |
| Obstructed doors |  | Delayed escape in the event of a fire or other emergency | H | Doors regularly checked and kept clear from obstruction |  |  |  |  |
| Slip, trip and fall hazards including mats, broken tiles, holes in floor, trailing cables |  | Slips, trips and falls | H | No trip hazards on entrance/exit routes or on walk ways |  |  |  |  |
| H | Stairs and steps identified and particular precautions in place to prevent slips, trips and falls including operational controls, environmental controls, hazardous steps and handrails |
| Doors with broken handles or glass |  | Hand injuries | H | Doors are checked and repaired when necessary |  |  |  |  |
| H | Broken glass is removed and disposed of safely |
| Security |  | Unauthorised access | H | A secure system is in place to prevent unauthorised access into the school buildings during school hours |  |  |  |  |
| Doors which require excessive force to open or close |  | Person being hit by the door | H | Operation of fire doors checked –  [**See Fire (General Classrooms and Offices) – Template No. 19 g**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/fire-_general-classrooms-and-offices_-no-19.docx) |  |  |  |  |
| Hand injuries | M | Automatic closure mechanisms set so as not to cause hands to be trapped |
| M | Excessive force not required to open doors taking into account mobility impaired users |

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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