

General School - No.15. General Access/Egress (List additional hazards, risks and controls particular to your school using the blank template no.55)

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 when action completed
Poor lighting on access/ egress routes (inside and outside)		Delayed escape in event of a fire or other emergency	H	Adequate lighting at entrance/exit (inside and out)				
			H	Fire exits clearly marked				
Trip hazards including mats, broken tiles, holes in floor, trailing cables		Trips, slips and falls	H	No trip hazards on entrance/exit routes or on walk ways				
Doors with broken handles or glass		Hand injuries	H	Doors checked and repaired when necessary				
			H	Broken glass removed and disposed of safely				
Doors which require excessive force to open or close		Person being hit by the door Hand injuries	H	Operation of fire doors checked - See 'General School Risk Assessments - No. 12 Fire (general classrooms and offices)'				
			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: / /