

**Staff Room - Risk Assessment Template No.26 (List additional hazards, risks and controls particular to your school using Template No.74)**

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
Damaged flooring Wet floors and spillages Trailing cables		Slips, trips, falls	H	<b>See Slips, Trips, and Falls – Template No. 12</b>				
Toppling items		Toppling items, striking individuals, trips and falls	M	Items stored appropriately on shelves and in cupboards to prevent toppling and unsafe access				
Accessing high windows		Falls from height	M	Window pole or step ladder used to open windows at height that do not have opening mechanism at ground level				
Defective portable electrical equipment		Electrocution Burns Cuts	L H	Portable electrical appliances visually inspected before use  Defective electrical equipment shall be clearly identified, labelled as 'out of use' and stored separately to prevent accidental use  Defects are reported to the appropriate person, e.g. caretaker/facilities manager to ensure all items are repaired or replaced  <b>See Portable Electrical Appliances – Template No. 22</b>				
Fire		Smoke inhalation, burns	M	<b>See Fire (General Classrooms and Offices) – Template No. 19</b>				

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.

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**Risk Assessment carried out by:** \_\_\_\_\_

**Date:**    /    /