

General Purpose Room - No.36 Special Events (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
Overcrowding; inadequate access and egress		Physical injury caused by crushing, trips, falls	L	Appoint one person to have overall responsibility for safety, health and welfare of all persons attending event Establish and follow school agreed procedures on maximum size of audience, control of entrance and seating of audience, safety announcements prior to performance, orderly exit			Board of Management, Principal and all staff involved and attending event	
Emergency egress		Injury from crushing, trips, falls	L	Ensure adequate and appropriate signage regarding: location of emergency exits, keeping exits clear of seating, no running within hall, identification of hazards such as steps			Principal, teacher in charge of event, all staff present	
Failure of electrical power; overloading of electrical capacity		Injury from crushing, trips, falls, fire, electrocution	L	Emergency lighting appropriately located and in good working condition Thorough check by qualified electrician of all proposed usage of electrical power			Principal, teacher in charge of event, caretaker, electrician	
Unsecured power leads Failure of fire-fighting equipment		Injury from slips, trips, falls, fire Burns	L	Thorough check in advance of performance of locations of all power and other leads to ensure that all leads are appropriately taped to prevent trips Thorough check of all fire safety equipment in venue			Teacher in charge, caretaker, electrician	

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: / /