

# Sapphire Education – Risk Assessment

Location / Activity: Classroom on-site

No.	Identified Risk	Level of Risk*	Required Action to Eliminate Risk	Person(s) Responsible
1	Falling over trailing leads	Low 3	a. use sockets close as close to their desks as possible b. avoid the use of extension leads wherever possible c. Where leads do trail ensure students aware of their presence at the start of the class	Director of Studies & Teacher
2	Falling out of windows	Low 3	a. Ensure windows are on a stay or are constructed in such a way that opening is restricted sufficiently to prevent a small person from falling through b. Teachers must ensure orderly conduct in the classroom at all times	Director of Studies & Teacher
3	Electrocution	High 3	a. Ensure all electricity fittings (sockets, switches etc) are in good order and must report any deficiencies immediately	Director of Studies & Teacher
4	Trapping fingers in windows	Low 3	a. Teachers must open the windows wherever possible and not the students b. Teachers should ensure that if the window is heavy, it is on a damper or a stay	Teacher
5	Trapping fingers in doors	High 3	a. Teachers must check to see that the door is sufficiently dampened with a self-closer mechanism b. Teachers must be aware that windy days can sometimes create pressure differences within buildings sufficient to cause doors to slam with greatly increased speed and force.	Teacher

6	Personal belongings on chairs and floor	Med 2	a. Teachers must tell students to place belongings under or behind chairs, ensuring that they are moved accordingly if seating arrangement changes b. fire escape risk if blocking room exits and aisles.	Teacher
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Risk Assessment compiled by: Andrew McPhee

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*\*This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

