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| **No 3** | **Electricity (a)** | **Date: 11/03/2018** | **Review: 2/05/2018** |
| **POSSIBLE HAZARD** | **PERSONS AT RISK** | **CONTROLS** | **Comments** |
| * Fire * Electric shock * Bums * Smoke inhalation | * Staff * Children * Parents * Guardians * Visitors | * Electrical equipment/systems on the premises must be properly installed, conforming to ETCI rules and General Application Regulations 2007. * Electricity checked and signed annually * Children must not have access to electrical systems such as ESB distribution boards. Access to be restricted to competent person. * Only qualified competent and authorised electrical contractors (RECI certified), nominated by Management are permitted to work on electrical equipment/systems. * Staff must immediately report electrical faults etc. and cordon off area, or take defective equipment out of use (e.g. damaged cables, loose plugs/sockets). * Plug sockets not in use must have safety caps fitted. * Use of multiple adaptors is not permitted, so as to prevent overloading electrical system. * If an electrical fire breaks out, a competent and trained staff member must raise the alarm and evacuate the premises; furthermore, establish if the item can be disconnected from supply, and use a suitable fire extinguisher (CO2 or powder) to put out the fire (if safe to do so). * Water must NEVER be used on electrical fires. In addition, some foam extinguishers are not suitable to use on electrical fires. * Mobile lighting (e.g. table lamps) must be separately risk assessed * Never place an electrical item in water, or use such an item in damp or wet conditions. * Staff are not permitted to use portable electrical tools. Only competent contractors, authorised by Management, are permitted to use such equipment. | Prepare check-list for electricity  Call the property management to cover meteors outside |
| **FINAL ASSESSMENT** | **OVERALL RISK: LOW - as long as all ‘Actions’ are in place** | | |

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Health & Safety Officer**

**Notes on completing above**

The risk assessment sheet above indicates **low risk** if all controls are in place (see risk rating sheet in this pack). This should be changed to Medium or High if the relevant controls are not in place and action taken to address the non-compliances. This should be noted in the Comments box.

Low: Indicates risks, which either give rise to a minor injury or the likelihood of its occurrence is low.

Medium: Indicates a medium risk due to either increased potential severity of injury or to a likelihood or more frequent occurrence.

High: Indicates that a high risk (severe injury) is associated with that hazard and the likelihood of its occurrence is not so low as to be

ignored.