

EATON HOUSE SCHOOLS  
POLICY DOCUMENT

**GENERAL PURPOSE CLASSROOM RISK ASSESSMENT FORM**

School	EHTM Nursery	Room Number		Class Name	Green Room
Name	Gabi Gallis		Date of Inspection	16.09.15	

Item	Satisfactory		Defect	<i><b>FOR OFFICE USE</b></i>					
	Yes	No		<i>Action Required</i>		<i>Follow-Up Action</i>			<i>Comments</i>
				<i>Immediate</i>	<i>Follow-Up</i>	<i>Carried out by</i>	<i>Date Completed</i>		
<b>NOTICES</b>									
Fire Escape Routes	X								
Fire Emergency Plan	X								
Location of First Aid Staff	X								
Responsible Persons & Contacts	X								
<b>LIGHTING</b>									
Is lighting bright enough to allow safe access and exit?	X								
Is there efficient lighting for workstations?	X								

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<b>VENTILATION</b>								
Does the room have natural ventilation?	X							
Can a reasonable room temperature be maintained during use of the classroom?	X							
Are measures in place if needed, for eg. blinds, to protect from glare and heat from the sun?		X	No blinds Too bright to see white board					EM to check and see if this can be rectified. Dim lights
<b>DECOR</b>								
Is the décor in good condition?	X							
Is the classroom clean?	X							
<b>FLOORS</b>								
Is the internal flooring in a good condition?	X							
Are trailing electrical leads/cables prevented wherever possible?	X							
Are gangways between desks kept clear?	X							

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<b>EQUIPMENT</b>								
Are permanent fixtures in good condition and securely fastened, eg. cupboards, shelving	X							
Is furniture in good repair & suitable for the size of the user, whether adult or child?	X							
Is portable equipment stable, eg a TV set on a suitable trolley?	n/a							
Where window restrictors are fitted to upper-floor windows, or chains for balcony doors are they in good working order?	n/a							
<b>ELECTRICAL</b>								
Are fixed electrical switches and plug sockets in good repair?	X							
Are all plugs and cables in good repair?	X							
Has portable electrical equipment eg laminators been PAT tested?	n/a							

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<b>DISPLAYS</b>								
Are displays in good condition and securely fastened	x							
<b>FIRE</b>								
If there are fire exit doors in the classroom, are they: Unobstructed Kept unlocked Easy to open from the inside?	x							
Are fire evacuation procedures clearly displayed?	x							
Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?	x							
<b>STORAGE</b>								
Are all books, equipment, etc. safely & neatly stored?	x							