

REDScope PRIMARY SCHOOL RISK ASSESSMENT



Dept: Premises
Work Activity: Computer Suite
Assessor(s): E. Cobley/A. Bradbury
Date: November 2022

Review Date: November 2023

1. What could go wrong?	2. Who might be harmed?	3. Control measures at present	4. Further action required (if any)
Unsuitable workstation set-up – eye strain, headaches, muscular skeletal disorders	All workstation users, students	Workstation layout to be in accordance with RMBC guidance on working with VDU equipment where possible Appropriate breaks given in line with RMBC guidance	
Defective flooring – slips, trips, falls	All workstation users, students	Regular inspection of flooring. Prompt maintenance of defects.	
Trailing electrical cables – trips, falls	All workstation users, students	Avoid use of extension leads where possible. Ensure sufficient sockets. Use cable covers where cables present a trip hazard, cables taped down if cover unavailable.	
Electrical equipment and sockets – electrocution	All workstation users, students	Annual Portable appliance testing. Visual inspection of equipment. Fixed installation testing.	Prompt reporting of defects to School Site Manager Prompt repairs Any PAT failures to be removed from use and taken to School Site Manager for disposal or repair, or appropriate signage to be in place until repair can be arranged.

			All portable electrical items to be PAT tested in line with school guidance.
Unsuitable seating – muscular skeletal disorders	All workstation users, students	Ensure seating is adjustable in height, rake and tilt.	