| **Hazards** | **Is the hazard present?**  **Y/N** | **What is the risk?** | **Risk rating**  **H = High**  **M = Medium L = Low** | **Control measures** | **Is this control in place?**  **Y/N** | **If no, what actions are required to implement the control?** | **Person responsible** | **Date action completed** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Unsuitable layout of workstation |  | Repetitive strain injury (RSI)  Upper limb pain and  Discomfort  Poor working posture  Visual problems | H | Workstations5 are arranged to avoid awkward movements, reflections, aches and pains |  |  |  |  |
| Workstations used by staff should be assessed in line with HSA requirements for display screen equipment\* |
| Inadequate breaks |  | Eye strain  Eye fatigue  Headache | M | Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes |  |  |  |  |
| Where an staff habitually uses a VDU as part of his/her normal work appropriate eye and eyesight tests are made available |
| Electricity/ electrical cables |  | Trips and falls  Shocks Fire | H | No trailing cables |  |  |  |  |
| Sockets are not overloaded |
| [**See Portable Electrical Appliances – Template No. 22**](https://www.hsa.ie/eng/education/managing_safety_and_health_in_schools/new_guidelines_files/ms_word_files/portable-electrical-appliances-no-22.docx) |

5 A VDU workstation includes the keyboard, the VDU screen, printer, work chair, work desk and the immediate VDU work environment, (e.g. lighting, glare, reflections, humidity, and temperature) and software.

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\*See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2

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: / /