General School - No.18 Computers - General Considerations (List additional hazards, risks and controls particular to your school using the blank template no.55)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazards | Is the hazard present?  Y/N | What is the risk? | Risk rating  H = High  M = Medium L = Low | Controls  (When all controls are in place risk will be reduced) | Is this control in place? | Action/to do list/outstanding controls  \*Risk rating applies to outstanding controls outlined in this column | Person responsible | Signature and date when action completed |
| Unsuitable layout of workstation |  | Repetitive strain injury (RSI)  Upper limb pain and discomfort  Bad working posture  Visual problems | H | Workstations1 are arranged to avoid awkward movements, reflections, aches and pains |  |  |  |  |
| H | Employee’s workstations should be assessed in line with HSA requirements for display screen equipment - See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2, e.g. areas that should be assessed include display screen, keyboard, work chair, lighting |
| 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 |  |  |  |  |
| M | Where an employee habitually uses a Visual Display Unit (VDU) as part of his/her normal work  appropriate eye and eyesight tests are made available |
| Electricity/ electrical cables |  | Trips and falls  Shocks | H | No trailing cables |  |  |  |  |
| H | Sockets are not overloaded |
| H | See‘General School Risk Assessments - No. 3 Portable Electrical Appliances’ |
|  |  |  |  |  |  |  |  |  |

1 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.

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.

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Risk Assessment carried out by: Date: / /

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