

RISK ASSESSMENT RECORD

Form RA1

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a.) Use of ICT Room

b.) What are the Health & Safety Hazards? <ul style="list-style-type: none"> • electrical safety • heat/humidity • lighting • space and user comfort • hazardous substances • trip hazards

c.) What risks do they pose and to whom? (See checkpoint 2) <ul style="list-style-type: none"> • stray leads, trailing flexes, frayed leads, damaged plugs, overloading/power surging, coiled extension cables, accidental damage, or fuses (M) • build up of heat not good for computers or users (L) • screen or work surface glare and cleanliness (L) • neck injury to users from incorrectly adjusted monitors(M) • risk of contact of toner with skin(L) • risk of tripping over delivered or stored goods(L) 	Estimate Risk Level H/M/L* (see point 3)
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d.) What measures have been taken to reduce the risks (See checkpoints 1,4,5 - 11) <ul style="list-style-type: none"> • annual electrical testing , all fuses checked for correct rating, visual check for damaged plugs - (L) • stray leads- -re-route, secure and cover, trailing flexes - secured and cover, frayed leads - replaced, check use of extension cables,(L) • window ventilation, fans for office staff in high temperature periods of summer, blinds at windows, surfaces and monitors kept clean(L) • adequate space for each computer user(L) • adjustable chairs for user comfort, ensure users know how to adapt screens for angle and height(L) • awareness of danger of toner contact with skin, users advised to read instructions with care(L) • Advisory Teachers and Office Staff advised to keep the floor clear of parcels or other trip hazards(L) 	Level achieved H/M/L
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e.) What further action is needed to reduce the risk (state action/specify dates) <p>Visual check required prior to each course for:</p> <ul style="list-style-type: none"> • no damaged plugs • ensure trailing leads are covered and safe • turn fans on • adjust height and brightness of monitors as necessary • Category 2 lighting long term if required
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Name of Assessor

Job Title

Date

Signed by

(Premises Site Manager)

CHECKPOINTS

1. Has all health and safety information been obtained?
2. Consider the number of persons exposed.
3. Estimate initial risk level: high, medium or low *
4. Consider if elimination or safer substitution could be achieved.
5. Consider all necessary control measures including procedural and technical controls.
6. Are the above controls to the required standard and regularly maintained?
7. Have emergency action plans been considered?
8. Have employees (and other persons) been adequately trained, instructed and informed?
9. Has adequate supervision been provided?
10. Consider if personal protective equipment is required.
11. Is health surveillance required?
12. What arrangements have been made for monitoring the assessment?
13. How often is the assessment reviewed?
14. Has the assessment been drawn to the employee's attention?