

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

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)	H	Workstations ¹ are arranged to avoid awkward movements, reflections, aches and pains				
		Upper limb pain and discomfort Bad working posture Visual problems	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.

Risk Assessment carried out by: _____

Date: / /