

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

**GENERAL RISK ASSESSMENT**

<b>CLASSROOM/IT ROOM (1)</b>	St Christopher's School Risk Assessment	<b>REF NO.</b>	<b>RA 1a</b>
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<b>TASK/OPERATION BEING ASSESSED (2)</b>	<u><b>INTERACTIVE WHITEBOARDS</b></u>
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<b>PURPOSE/METHOD OF WORK (3)</b>
<p>To use an Interactive or Smart Whiteboard for the purpose of teaching, showing videos, graphic design and general data input.</p> <p>Use of the whiteboard will be through direct contact with the board by use of pen or through a desktop or laptop computer.</p> <ol style="list-style-type: none"> <li>1. Switch on power to workstation.</li> <li>2. Run software appropriate to the task.</li> <li>3. Use keyboard, mouse or whiteboard pen to input information and commands</li> <li>4. Store data.</li> <li>5. Produce hardcopy of data documents.</li> <li>6. Shut down software package on completion of the task.</li> <li>7. Power down projector, whiteboard, computer according to instructions.</li> <li>8. Regular checks to dust filters on the projector.</li> </ol>

<b>SPECIFIC LEGISLATIVE REQUIREMENTS (4)</b>
<p>Health and Safety (Display Screen Equipment) Regulations          Provision and Use of Work Equipment Regulations          Health and Safety at Work etc. Act          Workplace (Health, Safety and Welfare) Regulations          Electricity at Work Regulations          Management of Health and Safety at Work Regulations</p>

<b>LEVEL OF SKILL/TRAINING REQUIRED (5)</b>
<p>Knowledge of operation of whiteboard, computer hardware and peripherals.          Knowledge and understanding of the appropriate software.          Specific fundamentals training on whiteboards and smartboards.          Knowledge of the outcome of any specific Display Screen Equipment assessments as required by the Regulations.</p>

<b>CHEMICALS/MATERIALS INVOLVED (6)</b>	<b>HSC NO.</b>	<b>ASSESSMENT DATE</b>

<b>SPECIFIC WORK EQUIPMENT PROVIDED (7)</b>
<p>Smartboard , speakers and projector          Computer with Monitor and Keyboard          A mouse          Other peripheral equipment</p>

MAIN HAZARDS IDENTIFIED (8)	WHO WILL BE AFFECTED (9)	CONTROL MEASURES TO REDUCE THE RISK (10)
Long period of working with whiteboards (Projectors)	Whiteboard user	When using a whiteboard for a long period, work facing away from the beam of the projector as far as is reasonably practicable and step out of the beam when turning to face the class. Do not stare directly into the beam of the projector. Read instruction manuals before operating the equipment.
Projector use and maintenance issues	Whiteboard user/IT Technician	Powering down the projector between lessons will actually shorten the lamp life so keep it switched on during the day. If the projector is switched off in error, do not turn it back on immediately; wait approximately 15 minutes before switching it back on. Always use the projector control panel to work the projector. NEVER unplug at the mains. The fan will continue to run for 3 minutes before switching off. Failure to follow the correct 'power down procedure' could possibly cause lamp failure.
Working at height/cleaning projector filters/repairs	IT Technician	Before cleaning the filters of the projector, ensure that the equipment is switched off and cooled down to an appropriate temperature. It is recommended that this activity is carried out first thing in the morning or during holiday periods. Dust filters on the projector should be cleaned or changed every 3 weeks. Care must be taken when working at height and risk assessments produced. Do not attempt to repair the whiteboards as this may invalidate any warranty held.
Obstruction surrounding equipment	Whiteboard user/pupils	Ensure that at least one metre is kept clear of obstruction on either side of the whiteboard to facilitate movement around the board.
Stress/Fatigue/Eyestrain etc.	Whiteboard user/pupils	Operators to follow varied work regime and take 15 minutes break away from the workstation after every hour of continuous use. In order to reduce eye strain, avoid extended period of use whenever possible.
Lack of supervision	Pupils	Pupils working at the whiteboard should be supervised at all times.

#### MANUAL HANDLING RISK (11)

Has a manual handling risk been identified **YES**  
 Is the risk considered to be HIGH/MEDIUM/**LOW**  
 Is a further detailed assessment required **NO**

If the answer to the Manual Handling Risk question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.

#### FREQUENCY OF MONITORING (13)

N/A	3 Months	6 Months	1 Year	> 1 Year
			✓	

#### ASSESSMENT REVIEW PERIOD

< 1 Year	2 Years	3 Years	4 Years	> 4 Years
July 2016				

Signed:

*SARLES*

Post/Title: ICT Network Manager

Date: 12/11/2014

**MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999**

**GENERAL RISK ASSESSMENT - FORM RA2**

<b>DEPARTMENT/SCHOOL/UNIT</b>	St Christopher's School Risk Assessment <b>CLASS 18 / 8P</b> ICT/Maths Room – Carl Pincott	<b>REF NO.</b>	<b>April 2014</b>
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<b>TASK/OPERATION BEING ASSESSED</b>	Teaching of ICT, Mathematics and form room
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<b>PURPOSE/METHOD OF WORK</b>
<ol style="list-style-type: none"> <li>1. To teach ICT and Mathematics using a range of laptop computers other peripheral equipment.</li> <li>2. Safe use of computer via a keyboard, a mouse or both.</li> <li>3. Independent work may be individual or in groups and so may involve movement around the classroom</li> <li>4. Supervise the activities of the class.</li> <li>5. Instruct pupils to tidy up when complete.</li> </ol>

<b>SPECIFIC LEGISLATIVE REQUIREMENTS</b>
Health & Safety at Work etc. Act Management of Health & Safety at Work Regulations Electricity at Work Regulations Provision and Use of Work Equipment Regulations Noise at Work Regulations Workplace (Health, Safety & Welfare) Regulations Manual Handling Operations Regulations

<b>LEVEL OF SKILL/TRAINING REQUIRED</b>
Qualified ICT Teachers and Network Manager with experience of, and awareness of, the safety issues with regard to the safe handling and use of ICT equipment. Training in correct manual handling techniques. Knowledge of the Portable Electrical Equipment Code of Practice.

<b>CHEMICALS/MATERIALS INVOLVED</b>	<b>HSC NO.</b>	<b>ASSESSMENT DATE</b>

<b>SPECIFIC WORK EQUIPMENT PROVIDED</b>
Computer with Monitor and Keyboard Optionally a mouse and a printer Other peripheral equipment

MAIN HAZARDS IDENTIFIED	WHO WILL BE AFFECTED	CONTROL MEASURES TO REDUCE THE RISK
Electrical Hazard	Pupils/Teachers	Ensure all electrical equipment is properly tested in accordance with regulations. Do not use untested equipment. Visually inspect all equipment before use for signs of damage or faults. Untested or faulty equipment must be removed from service and repaired, tested, destroyed or disposed of as appropriate. Electrical circuits should be protected with residual current devices (RCD's) or earth leakage circuit breakers. Individual mains supplies must be used for each item of equipment. Do not overload circuits with extension leads. Ensure that no pupil or member of staff without the relevant competencies does not interfere with, or attempt to make repairs to electrical equipment etc. No food or drink allowed to be consumed within the ICT room. Bags stored on top of book cases and shelving only to be one high underneath the air conditioning unit
Door	Pupils/Teachers	Children and staff advised to hold door open for the next person entering as the door closer is very strong – <b>requires a finger guard on hinged side to prevent fingers getting trapped</b>
Chairs	Pupils	Children told to avoid spinning on chairs
Slips and trips	Pupils/Teachers	Central walkway areas must be kept clear and as organised as possible. All unnecessary articles should be removed. Wires and leads from headphones and other peripheral equipment must be tucked away safely during use – <b>work has been completed to tidy up all the power cables running to the laptops using plastic conduit trunking under the front edge of the desks where desks are not facing a wall – Mar 2014</b>
Electrical sockets and tower computers' hazards.	Pupils/Teachers	Routine IT Health and Safety Check carried out by the ICT Network Manager, Glenn Riley.

#### MANUAL HANDLING RISK

Has a manual handling risk been identified?	No
Is the risk considered to be	N/A
Is a further detailed assessment required?	No
If the answer to the above question is YES a separate manual handling assessment will be required to fulfil the requirements of the Manual Handling Operations Regulations 1992.	

#### PERSONAL PROTECTIVE EQUIPMENT REQUIRED

All electrical equipment regularly tested. IWB training	
Is training and instruction required	YES
Is there need for special accommodation	NO
Is there need for test/examination	NO
Is all P. P. E. compatible	YES

#### FREQUENCY OF MONITORING

N/A	3 Months	6 Months	1 Year	> 1 Year
			✓	

#### ASSESSMENT REVIEW PERIOD

< 1 Year	2 Years	3 Years	4 Years	> 4 Years

Carl Pincott

Signed .....

Deputy Head(Academic)/Head of Maths & ICT

Post/Title .....

5<sup>th</sup> April 2014

Date .....