

RISK ASSESSMENT		ON-SITE LEARNING PROGRAMMES		Ref No.	A12
Baseline <input checked="" type="checkbox"/>		Site Specific <input type="checkbox"/>		Vulnerable Person <input type="checkbox"/>	
				Temporary <input type="checkbox"/>	
Activity Covered by this assessment:		All ICT lab and classroom based options, Science Programmes and Sensory Rooms		Hazard References: A12/01 – A12/02	
Assessors:	John Robson (Kingswood H&S Advisor)		Reviewers:		
References:	On Site Learning Programmes BRA, issued February 2011 (withdrawn)				
Date of issue:	27/02/12		Planned review date:	End February 2013	

#### HAZARDS

Hazard Ref.	Hazard description	Activities giving rise to risks	Control Measures	
			Static	Dynamic
A12/01	ICT Labs and classrooms	Long periods sitting at a desk using computer equipment can lead to eye strain, fatigue in the fingers and arms and back pain through poor posture.	S113, S114, S117	D122
		Swinging back on chairs risks falling backwards causing banged heads and bruises		D123
		Electrical equipment and its cabling (e.g. computers, monitors, lamps, projectors, etc.) present a risk of electric shocks if damaged, and a trip hazard if not set up to avoid having trailing cables.	S094, S095	
		Computer equipment can give off a lot of heat. On hot days where there are multiple machines and users the temperature in ICT Labs can become uncomfortable.	S115	D056
A12/02	Science/nature investigation	Some science techniques involve use of glass microscope slides risking cuts, using electric heat sources such as heat lamps risking minor burns, use of fine powders for fingerprint analysis risking eye or throat irritation, and preparation of soil samples risking exposure to bacteria.	S094, S116, S117	D124, D125, D126

#### RISK ANALYSIS

Ref	Hazard	Who may be harmed	Likelihood	Severity	Risk
A12/01	ICT Labs and classrooms	Participants, Staff, Teachers	Low	Minor	Acceptable
A12/02	Science/nature investigation	Participants, Staff, Teachers	Low	Minor	Acceptable

#### RISK CONTROL

Control Ref.	Static Risk – Operational Controls
S113	Furniture provided for IT labs and classrooms must provide sufficient space and opportunity for each user to vary their movement and achieve an acceptable level of comfort for the period they are to use it.
S114	The furniture and desktop equipment layout must be checked on a weekly basis by a lead instructor to ensure they remain fit for purpose.
S095	Sufficient electric sockets appropriately located must be available to avoid having too many multi-socket adaptors plugged in and extensive trailing cables. Electrical equipment that includes cables or leads must have these routed away from walkways where they could pose a trip hazard.
S094	All portable electrical equipment must be inspected periodically by a competent person to ensure its continued safety and serviceability.
S115	Suitable ventilation must be provided in ICT labs and classrooms to prevent them becoming too hot during use in warm weather.
S116	All science experimental equipment that can cause injury is checked by a lead instructor on a weekly basis.
S117	Explanation, demonstration and ongoing coaching are to be provided by an instructor trained in activity core skills and who is familiar with the lesson's session plan. Each instructor can supervise up to 16 active participants (15 students + 1 teacher). An additional adult must be in attendance.
Control Ref.	Dynamic Risk – Instructor Controls
D122	Limit IT lab and classroom sessions to 90 minutes maximum between breaks, and ensure that participants take breaks from staring at the screen or typing by leading reviews and making the learning interactive.
D123	Brief participants that they are not to swing back on their chairs, and be vigilant for those who break the rule.
D056	Monitor the condition of participants and take sufficient breaks if you feel they are becoming tired or lethargic.
D124	Brief participants not to touch the surface of heat lamps.
D125	Brief participants not to shake or blow fingerprint powder too vigorously or in the direction of other people
D126	Ensure all participants in science experiments wash their hands at the end of the activity.