

Risk Assessment – Lab and Classroom Activities

Baseline	X	Site Specific		Vulnerable Person		Temporary		Version	2020.1.0	Date of issue:	20/01/2020
----------	--------------	---------------	--	-------------------	--	-----------	--	---------	----------	----------------	------------

Produced by:	Leigh Phillips	Reviewed by:	Leigh Phillips	Authorised by:	Steve Anderson	Date of next review:	20/01/2021
--------------	----------------	--------------	----------------	----------------	----------------	----------------------	------------

Operating Notes:

- Supervision ratio is dependent on the objectives of the group, planned activity and size of venue.
- Instructor to be trained to in-house syllabus. Refresher training as directed by Coaching sessions. No special requirements for Chief Instructor. Technical Advice from Group Activities Manager / Director of Studies / Group Environmental Manager / IT department depending on specialism.
- All electrical equipment is subject to periodic PAT inspection.
- Sufficient electric sockets appropriately located must be available to avoid having multiple multi-socket adaptors plugged in and long trailing cables.
- Electrical equipment that includes cables or leads must have these routed away from walkways where they could pose a trip hazard.
- Suitable ventilation must be provided in ICT labs and classrooms to prevent them becoming too hot during use in warm weather.

Risk – Benefit Statement: There is a very low risk of injuries from classroom and IT Lab environments, but potentially very rich learning experiences, making these risks acceptable.

Hazard Description and activities giving rise to risk	Who may be harmed	Control Measures	Risk Rating
Computer use – Long periods sitting at a computer causing eye strain, back and upper limb pain.	Participants	<ul style="list-style-type: none"> • Limit IT lab and classroom sessions to 90 minutes maximum between breaks • Ensure participants take breaks from staring at the screen or typing by leading reviews and making the learning interactive 	Very Low
Computer use – Electrical equipment presents a risk of electric shocks if it becomes wet from spilled drinks.	Participants	<ul style="list-style-type: none"> • Do not allow drinks into the IT Labs. 	Very Low
Computer use – Heat generated by equipment can make IT Labs uncomfortable on hot days.	Participants	<ul style="list-style-type: none"> • Monitor the condition of participants and take sufficient breaks if you feel they are becoming tired or lethargic. • Open doors and windows to provide ventilation. 	Very Low
Swinging back on chairs – Risks falling backwards causing banged heads and bruises.	Participants	<ul style="list-style-type: none"> • Tell participants not to swing back on their chairs, and be vigilant for those who break the rule 	Very Low
Apparatus and Equipment – Furniture and other apparatus in shared spaces.	Participants	<ul style="list-style-type: none"> • Remove or re-arrange any furniture or apparatus in the area so that it meets the needs of the activity and the group. 	Very Low