

Chad Vale Primary School Risk Assessment (Appendix H)

Lead Assessor Nicola Millward Date 29/9/08

Ref No	Identify the Hazard (Briefly describe the how the hazard is encountered and the type of harm that can arise)
	➤ ICT SUITE
①	Drinks near electrical equipment
②	Over heating
③	Children putting fingers in plug sockets.
④	Loose wires on floor
⑤	Using VDU'S
⑥	Electric shutters
⑦	Chairs - height / fingers-trapped.

Who might be harmed? (Number of people)	Severity/worst case outcome?	Probability/ Likelihood?	Risk Factor (see key)
Employees	Major injury 4 <input checked="" type="checkbox"/>	Certain 4 <input type="checkbox"/>	8
Pupils	High injury 3 <input checked="" type="checkbox"/>	Probable 3 <input type="checkbox"/>	
New/Expectant Mothers	Moderate injury 2 <input checked="" type="checkbox"/>	Possible 2 <input type="checkbox"/>	
Contractors(C)	Minimal injury 1 <input type="checkbox"/>	Improbable 1 <input checked="" type="checkbox"/>	
Visitors	<input type="checkbox"/>	<input type="checkbox"/>	

Recommended Precautions and/or Risk Controls	Priority (see key)
① No drinks allowed. ② Air conditioning is on when the room is occupied. ③ Children supervised at all times. ④ Walking only in ICT suite. Wires are trunked where possible. ⑤ Children spend no longer than 45mins using VDU. ⑥ Key locked away, used only by trained staff. ⑦ Staff to adjust / position chairs.	Final Risk Factor
Risk Factor with recommended Workplace Precautions and/or Risk Controls	1

PRIORITY KEY: I = Immediate M = Medium L = long term (consult risk level evaluator)
ACTIONS KEY: Eliminate, Substitute, Reduce, Isolate, Control, Personal Protective Equipment, Discipline
RISK FACTOR: Likelihood x Severity = Risk Factor
It is strongly recommended that the section on Risk Assessment in the Safety Manual be consulted

Name person responsible for action (if required):	By when:
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Date of review: _____ Signed: