

Risk Assessment and Risk Management Record

School/Youth Group Gwladys Street Primary and Nursery Learning Activity Computing / ICT Equipment throughout the school
 Group Leader Mr David Fidler Other Staff Teachers, Teaching Assistants

This Risk Assessment is based on advice and guidance published by the Government and the Department of Education on 2nd July 2020

This Risk Assessment is not an exhaustive list and therefore common sense should be used at all times during the COVID-19 pandemic

Please also read alongside this document Safer Working Practices and Covid-19 Appendix which can be found <https://www.gov.uk/guidance/safer-public-places-urban-centres-and-green-spaces-covid-19/7-appendix>

Pupils and Staff to wash hands on regular basis.

Wash hands thoroughly for 20 seconds with running water and soap and dry thoroughly.

Ensure hand washing also takes place when visiting the toilet and if coughing/ sneezing into hands.

IDENTIFYING AND ASSESSING THE RISKS	RISK LEVEL	CONTROLS FOR MANAGING THE RISKS	REMAINING RISK
	High/Medium/Low		
<i>Amendments will be written in red alongside each section to ensure that the policy is read fully</i>			
Poor posture / discomfort	Low	<p><i>Devices should be cleaned before and after use using cleaning products supplied.</i></p> <p>Users should be comfortably positioned, with easy access to all equipment.</p> <p>If using a desktop PC, the user can adjust his or her position in relation to the equipment as appropriate.</p>	

		Users should take frequent short breaks from computer work.	
Limited space	Low	<p>Computer devices shall be placed at the tables by class teacher. There should be enough space around a workstation for paper, books and any other materials, including special educational needs equipment such as concept keyboards.</p> <p>There should also be space for more than one pupil at a time, and for the teacher to gain access. It is important to ensure that emergency exits are kept clear.</p> <p>Ensure no baggage is left lying around which can cause pupils to trip</p>	
Tripping over wires / extension cables	Low	<p>The location of electrical equipment depends on the length of cables and the availability of sockets. Teachers use regular visual checks of plugs, leads and other electrical equipment.</p>	
Tripping over objects around the room or wet area	Low	<p>If laptop trolleys are plugged into wall sockets near class, ensure a safety / warning sign is displayed by the wire and trolley.</p> <p>Ensure fire exits are kept clear and constant reminders to pupils to keep their tables and floor area tidy. Class teacher to ensure that there are no obstacles in the way.</p>	

Damage from connecting and disconnecting equipment	High	<p>Adults to collect devices from trolleys and disconnect from charging cables. Ensure cables are tucked well within trolleys and trolley door is shut. Ensure adults only disconnect and re-connect iPads to wires as the wires can be temperamental at times. Adults will only place devices back on charge once items have been wiped clean.</p> <p>If pupils are to set up and transport devices to and from trolleys, they must be supervised by an adult (this is suspended until further guidance – all resources to be on pupils’ tables (unless in Early Years Foundation Stage)).</p>	<p>Ensure cables and device cables connection ends stay dry from disinfection spray / antibacterial wipes. Only use microfiber / cloth and spray directly onto cloth before wiping clean.</p> <p>Wait for devices to be dry before connecting back up to electrical chargers.</p> <p>Remind pupils to only carry one laptop at a time. (This is suspended until further guidance – all resources to be on pupils’ tables (unless in Early Years Foundation Stage)).</p>
Viewing PC Monitor screens	Low	<p>These should tilt and swivel to suit the requirements of individual users. Screens should be positioned to reduce reflections and glare from lights and windows. The top of the screen should be roughly at eye level.</p>	
Typing & RSI (Repetitive Strain Injury)	Low	<p>Users should have the option to have the keyboard flat or tilted if using a desktop PC.</p> <p>Teaching will monitor and teach a good keyboard technique (<i>developing typing with 2 hands and thumbs resting on the space bar with fingers spread open</i>). <i>Typing activities to be incorporated and taught in the Computing Scheme.</i></p>	

		Regular reminders to users that Repetitive strain injury (RSI) presents a potential risk for anyone typing with only one or two fingers, usually their index fingers.	
Software	Low	Software must be suitable for the task, easy to use and adaptable to the level of the user's knowledge. Training should be provided for teachers and pupils when new software is introduced. To be installed by the ICT technician (MGL) Prior to use, hold the DVD/ CD up to the light to check for cracks, scratches or defects near the inner rim Damaged CDs to be disposed of safely by handing to the school office / site manager.	
Damaged CDs / DVDs inserted into CD-DVD ROM Drive.			
SEN	Low	To ensure that laptops are designed to meet the needs of all pupils, including those with special educational needs. Separate keyboards / computer mice may need to be used for ease of mouse control. Advice from an experienced SENCO or local authority adviser should be sought when installing any computer equipment for pupils with disability issues.	
Noise	Low	Provide headphones to reduce distractions and aid concentration. Sound from any computer device should be kept moderately low. Headphones to be used when needed, but must be cleaned between each use. Headphones to be stored safely in a container	Once headphones have been used, they should be cleaned and stored within the classroom or outside in year group area for the 72 hours before being returned and before another bubble can

		<p>Ensure that cords are not wrapped around the children's neck. Advise and model to the children how to wear head phones correctly.</p>	use them.
<p>Electrical safety</p> <ul style="list-style-type: none"> - Faulty / damaged wires / plugs 	Medium	<p>Under the Electricity at Work Regulations Act 1989, all electrical equipment should be maintained regularly.</p> <p>Report any issues to the site manager and never attempt to repair equipment yourself. Always leave technical repairs to a qualified expert.</p> <p>SLT & Site Manager ensure there is a system in place for regular visual checks of plugs, leads and other electrical equipment.</p> <p>Computer trolleys plugged in overnight to charge are stored in a locked cupboard / room. Each trolley has a short circuit switch / automatic cut off. Most trolleys have a self timer and will automatically turn off after a set time each night.</p>	
<p>Use of substances hazardous to health (e.g. toners, printer inks, cleaning materials, batteries)</p>		<p>Cleaning equipment to be stored safely within classroom and out of the reach of children (e.g. locked cupboard / high level shelf).</p> <p>Only use cleaning equipment / products supplied.</p> <p>Microfibres to be collected each night and washed within washing machine.</p> <p>Dispose of any empty or used cartridges / batteries in the correct manner by taking them to the school office.</p>	

<p>Equipment</p> <ul style="list-style-type: none"> - Use - Damage - Transportation & storage <p>Damaging equipment and the surrounding area</p>	<p>Medium</p>	<p>Bubbles allocated certain equipment to minimise transportation and need to share across bubbles.</p> <p>Bubbles have their own set of keys for device trolleys, that need to be stored safely away and signed for.</p> <p>Equipment cleaned regularly and after every lesson, by an adult, using cleaning equipment provided.</p> <p>Equipment to be locked away in trolleys / locked cupboard / locked room.</p> <p>When equipment is to be shared with another bubble, equipment must be cleaned and only transported after 72 hour period.</p> <p>IT equipment to be transported by adults. Only adults should manoeuvre a trolley to a classroom. This is to be done in advance of the children entering the building.</p> <p>All equipment to be booked out and logged on google calender for IT Equipment</p> <p>A log book to be maintained for pupil use and try to ensure that pupils use the same numbered device each time (where possible).</p>	<p>All staff to remind children to report any signs of faulty or damaged equipment immediately.</p> <p>Staff to avoid getting too much moisture onto electrical equipment by spraying directly onto the cloth before wiping clean.</p> <p>All iPads to be checked and ensure they have screen protectors and cases.</p> <p>Reminders to bend your knees when lifting items from low down.</p>
---	---------------	---	---

		Devices should be numbered and labelled for the correct trolley. Adults are responsible for ensuring devices are return to the correct trolley and numbered shelf.	
<p>User(s)' personal safety</p> <ul style="list-style-type: none"> - Electrocutation - Suffocation 	Low	<p>Ensure no water bottles are placed or used near digital devices.</p> <p>Ensure any trip hazards are identified and marked out for all users to see.</p> <p>Ensure no pupils place the cables in their mouths.</p> <p>Ensure all wires are placed within the trolley and tucked away so as nobody can strangle themselves.</p>	<p>Frequent reminders to be used when using ICT</p> <p>Pupils to wash hands prior to using and after using IT equipment. If they cough / sneeze whilst using IT equipment, they must stop what they are doing, and go and wash their hands. Adult must be informed to clean the equipment</p>
<p>Online Safety</p> <p>Pupils not being safe online and viewing indecent images</p>	Medium	<p>School to use filters and other systems to reduce the risk of children accessing inappropriate materials.</p> <p>These systems to be monitored more regularly by MGL technician, safeguarding team and Computing Coordinator. Any incidents to be reported immediately to Safe guarding officer to SLT, using CPOMS.</p> <p>If pupils see an inappropriate image on the internet, they are to report the issue to their teacher and show the laptop as soon as possible.</p>	<p>For major incidents, contact Paul Bradshaw (Liverpool Senior School Improvement Office) and seek advice</p>

		<p>Record the seriousness of the online safety issue on O-Track Behaviour system.</p> <p>Online Safety to be taught throughout the School Curriculum with regular reminders.</p> <p>Parents / carers to be updated regularly through parent app / twitter / school website with any advice / resources related to online safety</p> <p>Teachers to search for and check the appropriateness of any images or websites used, prior to the lesson.</p> <p>Provide children with a list of websites that they can access during lessons.</p> <p>Provide regular online safety training, updates and reports for staff.</p> <p>Ensure online safety issues are discussed between the online safety team and staff. Opportunities for Safeguarding workshops and assemblies to be planned.</p>	

Form Completion Date: 15.7.20 in accordance with Covid-19 measures.

Head of Establishment / EVC: Mr Wolstencroft-Moore

Group Leader (Signature) _____

Points the Group Leader or team to be aware of _____
