

NORTHUMBERLAND SKILLS – CLASSROOM RISK ASSESSMENT

Classroom Risk Assessment		Version 1 2022/2023
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<p>Process covered: - All classroom activities including desktop and laptop computers</p> <p>Who may be harmed: - Campus Learners, Teaching Staff and Visitors</p>		
Hazards		
Working with Digital Projectors	Risk of damage to the eyes resulting from staring directly into the projector beam. Reflections from screen pose no real risks.	
Working with display screen equipment / Repetitive Strain Injury (RSI)	Prolonged poor seated posture at DSE workstation, musculoskeletal problems of legs and upper limb disorders. Repetitive movements leading to strains RSI (e.g. use of keyboard and mouse). Eye strain, fatigue. Falls due to using damaged or faulty seats or chairs.	
Slips, trips and Housekeeping hazards	Slip and fall injuries from spillages or slippery surfaces. Trip and fall injuries from damaged or loose floor surfaces, also trailing cables, obstructions such as boxes, files or bags.	
Manual handling	Musculoskeletal problems from lifting and carrying any stands, text books, moving of computer monitors or large TVs, including boxes of papers in the correct manner. Strains while stretching and lifting from sitting position. Probable back injuries, other muscle strains, sprains and cuts.	
Lighting, heating and ventilation	Poor lighting leading to specific activity risks and slips, trips and falls. Lack of good ventilation. Cold temperature in winter/too hot in summer.	
Noise	Increased noise levels from learners talking between themselves or noise from outside the classroom due to learners running along corridors or standing talking in the corridor, which interferes with the learning process.	
Behaviour Issues	If learners behave inappropriately and are not adequately supervised or controlled then this can cause disruption within the classroom	
Electrical Equipment	Electric shock or burns from contact with live wires due to damaged cables and outer casing of sockets. Faults or overloading of equipment from workstations or other equipment can cause overheating and fire.	
Machinery (moving parts, blades etc) <i>Examples :- Scissors, fans, sewing machines etc</i>	Equipment such as scissors/needles could cause punctures to the skin due to the sharp edges if not used correctly or if used unsupervised. Nips, cuts and burns and entanglement from accessing electrical equipment is also a hazard.	
Chemicals	Incorrect use of any glues or other chemicals used can cause harm if it comes into contact with broken skin, eye or even inhaled,	

CONTROL MEASURES	
Working with Digital Projectors	<ul style="list-style-type: none"> • Ceiling mounted or short throw projectors may be installed so projector beam is not in users' line-of-sight. • Staring directly into the projector beam must be avoided at all times. • Standing in the beam, whilst facing the projector should be minimised. • Learners to be supervised • The use of a stick or laser pen should be used to avoid standing in the projector beam.
Working with display screen equipment / Repetitive Strain Injury (RSI)	<ul style="list-style-type: none"> • Free eye tests offered to all DSE staff users. • Ergonomic chairs and desks, wrist rests etc can be provided where required. • Adequate lighting and window blinds to reduce glare should be used. • Good classroom layout to allow working space. • Chairs should be inspected for faults and removed immediately by staff if damaged. • Chairs should not be used for accessing heights. • DSE assessment is recommended for all frequent users.
Slips, trips and Housekeeping hazards	<ul style="list-style-type: none"> • Floor services are in good condition. • Adequate lighting throughout the classroom. • Good housekeeping (spillages etc cleaned up immediately) • Gangways are free from obstruction. • Good cable management system used to cover trailing cables.
Manual handling	<ul style="list-style-type: none"> • Staff to make use of good lifting techniques. Two person lift or assistance when moving equipment. • Safe storage of equipment (e.g. heavy equipment stored at waist height; light objects at higher height).
Lighting, heating and ventilation	<ul style="list-style-type: none"> • Adequate defused lighting throughout the classroom. • Window blinds provided where applicable. • Windows and doors can be opened to provide ventilation where no air conditioning is provided. • All doors to be closed and locked on exit. • Portable fans/heaters can be provided for hot/cold weather.
Noise	<ul style="list-style-type: none"> • Noise level are kept under control during learning sessions.
Behaviour Issues	<ul style="list-style-type: none"> • If a learner's behaviour is not acceptable then that learner should be removed from the class and dealt with accordingly.
Electrical Equipment	<ul style="list-style-type: none"> • Sufficient socket outlets are provided throughout classrooms. • All electrical appliances are PAT tested by NCC. • PAT labels should be visible on tested equipment.
Machinery (moving parts, blades etc) <i>Examples :- Scissors, fans, sewing machines etc</i>	<ul style="list-style-type: none"> • When learners are using sharp edged equipment such as scissors etc, supervision must be given at all times. • Equipment must be collected in at the end of the session. • Fans and heaters, if used, will have guards provided on the equipment.
Chemicals	<ul style="list-style-type: none"> • Learners should be supervised at all times if using equipment such as glue or other liquid chemical in the session.