

Sapphire Education – Risk Assessment

Location / Activity: Computer Suite

No.	Identified Risk	Level of Risk	Required Action to Eliminate Risk	Person(s) Responsible
1	Trailing cables causing trips	Low 3	a. Use sockets closest to workstations b. Avoid trailing leads where possible c. Students briefed on awareness of cables	Director of Studies & Teacher
2	Electrical equipment malfunction	Medium 2	a. All equipment checked before use b. Faulty equipment reported immediately and not used	Director of Studies & Teacher
3	Misuse of computers or equipment	Medium 2	a. Clear expectations set at start of session b. Staff supervision throughout	Teacher
4	Access to inappropriate online content	Medium 2	a. Use of university network safeguards b. Staff monitor usage during sessions	Teacher
5	Food/drink damaging equipment	Low 2	a. No food or drink permitted near computers b. Students reminded at start of session	Teacher
6	Personal belongings causing trip hazard	Low 2	a. Students instructed to store bags safely b. Walkways kept clear	Teacher
7	Overcrowding / unsuitable workspace	Low 2	a. Ensure appropriate number of students per room b. Seating arranged safely	Director of Studies
8	Fire / emergency procedures	Medium 3	a. Students briefed on evacuation routes b. Staff lead evacuation if required	Staff Lead

Risk Assessment compiled by: Andrew McPhee

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**This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

