



Computer Room Risk Assessment

Please use this risk assessment to help determine any risks and hazards that may be evident in an activity or area within a service.

Service: Beresford Road Activity Centre

Date of Excursion: Ongoing throughout 2021

Excursion Destination: Computer Room, Beresford Road Public School

Proposed activities: Walk to Computer Room, play games on the Computers, walk back to service.

Method of transport: Walking on foot

Duration of Excursion: 30 to 90mins

Proposed Route of excursion: Walk on path from main room down towards Kindy COLA, room is next to Fixed Play Equipment. On return, walk back along path to Main Room/COLA area.

Name of Excursion Coordinator: Cindy Millard

Number of Children attending excursion: max 30 children **Number of Educators:** 2 staff

Educator to child Ratio, including whether this excursion warrants a higher ratio (Include Details): 1 educator: 15 children.

Water Hazard: No Water hazards on this excursion

Specialised skills needed: N/A

Excursion Checklist: - As we are not leaving School Grounds we have access to a First Aid Kit, Medical information for children/adults and contact information for children/adults. We will take -

- Mobile phone/Walkie Talkies

Identify the Activity Use of library / Computers	Location Library or Computer Room	Who May be at Risk? Children and Educators				
Identify Hazards, Risks and rate the risks						
			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Control Measures
Using Checklist in SIM to ensure the area is safe before children are allowed access.	Power points Open uncovered power points	Electric shock	Possible	Minor/Moderate	Medium/High	Safety plugs in socket done as per check in the checklist

Tasks	Hazards	Risks	Risk Rating			Control Measures
			Likelihood	Impact	Risk Rating	
Wiping down of Computer Keyboard and monitor before and after use	COVID 19	Contracting Coronavirus	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> – Before allowing children access to computers, Educator will provide each child with a disinfectant wipe to clean keyboard and monitor. – The children will be provided with another disinfectant wipe at end of the session to wipe keyboard and monitor again. – All disinfectant wipes will be placed in the bin outside of the room.
			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Control Measures
Walking to and from the Computer Room including stairs	Trips, slips, falls	Sprains, broken bones, cuts, bumps and bruises	Possible	Minor/Moderate	Medium/High	<ul style="list-style-type: none"> - Footwear: Children and Educators must wear enclosed shoes - Children reminded of the Be Safe & Be Responsible rules when walking - Walkie Talkie to be used to communicate with Responsible Person to access the first aid for injury.

	Children leaving area out of sight.	Lost or Children leaving premises	Possible	Minor/Moderate	Medium/High	<ul style="list-style-type: none"> - Best practice would be that Educators are placed near the door to monitor children in computer room. - Walkie Talkie and work mobile phones to be used to communicate with Educator in other areas.
			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Control Measures
- Use of Computers	Use of computers during lightening	Electric surge, Building struck by lighting	Possible	Minor/Moderate	Medium/High	- Computers not to be used during lighting/severe thunderstorm
			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Control Measures
- Toileting	Trips, slips, falls, locked in, misuse of toilet	Sprains, broken bones, cuts, bumps, bruises and locked in	Possible	Minor/Moderate	Medium/High	<ul style="list-style-type: none"> - Toilet in the Main Cola Area to be used. - Child to inform staff when going to the toilet and when back from the toilet. Staff to remind child of this. - Educator to have an idea of how long children have been gone and if

						<p>need to inform other Educators in COLA area to enter the toilet to ensure children are safe or not hurt.</p> <p>- Walkie Talkie to be used to communicate with Responsible Person to access the first aid for injury.</p>
			Risk Rating			
Tasks	Hazards	Risks	Likelihood	Impact	Risk Rating	Control Measures
Closing the Computer Room	Child left in Computer Room	locked in	Possible	Minor/Moderate	Medium/High	Computer Room to be scanned for any children before locking.
Completed By: Margaret Saldanha			Approved By: Cindy Millard			
Signature:			Date: 9/3/2021		Signature:	
					Date:	