


Computers (VDU Workstations) (General) – Risk Assessment Template No. 11 (List additional hazards, risks and controls particular to your school using Template No.74)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H = High M = Medium L = Low	Control measures	Is this control in place? Y/N	If no, what actions are required to implement the control?	Person responsible	Date action completed
Unsuitable layout of workstation		Repetitive strain injury (RSI)	H	Workstations ⁵ are arranged to avoid awkward movements, reflections, aches and pains				
		Upper limb pain and discomfort		Workstations used by staff should be assessed in line with HSA requirements for display screen equipment*				
		Poor working posture						
		Visual problems						
Inadequate breaks		Eye strain	M	Where Visual Display Unit (VDU) work is intensive or continuous (>1 hour) adequate breaks are taken to rest eyes				
		Eye fatigue		Where an staff habitually uses a VDU as part of his/her normal work appropriate eye and eyesight tests are made available				
		Headache						
Electricity/ electrical cables		Trips and falls	H	No trailing cables				
				Sockets are not overloaded				
		Shocks		See Portable Electrical Appliances – Template No. 22				
		Fire						

 ⁵ A VDU workstation includes the keyboard, the VDU screen, printer, work chair, work desk and the immediate VDU work environment, (e.g. lighting, glare, reflections, humidity, and temperature) and software.

*See the Safety, Health and Welfare at Work (General Application) Regulations 2007, Chapter 5 of Part 2

If there is one or more **High Risk (H)** actions needed, then the risk of injury could be high and immediate action should be taken. **Medium Risk (M)** actions should be dealt with as soon as possible. **Low Risk (L)** actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____ **Date:** / /