

Risk assessment template

DEPARTMENT: Computing

Assessment carried out by: I Keitch

Date of next review: January 2021

Date assessment was carried out: October 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Marking work	Students/ Teacher	Student work is predominantly kept electronically and end of topic assessments completed to inform learning. Use of low stakes quizzing and Google forms to formatively assess the learning at the end of a topic		Teacher in charge	Ongoing	
Contact with equipment and resources used in the lesson	Teacher in charge	Storage of basic equipment and resources stored in each zone to limit contact by staff. Staff to sanitize hands before and after touching equipment and resources	Students to wipe down equipment and resources with sanitizing wipes before handing them back	Teacher in charge/ students	Ongoing	

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Contact with surfaces	Teacher and students	Students zoned in Year group bubbles. Regular wiping of tables and workstations with sanitizer.	Students asked to wipe down their own work space at the end of the lesson	Teacher Students	Ongoing	
Proximity to students within the classroom	Teacher and students	All desks facing PCs create a physical barrier between staff and pupils Visors provided for members of staff if required	Teacher to remain a minimum of 2m distance from students within the classroom	Teacher	Ongoing	
Spread of infection whilst staff/students are moving around the Computer rooms	Students and teacher	Teacher to welcome class and then remain in safe zone whilst students enter. Teacher discouraged from movement and to use sharing software (RM tutor) to link to students screens	Training for use of RM tutor	ICT Support/ Teachers	Early September	X
Spread of infection whilst students work on a PC	Students	PCs assigned where possible to individuals Wiping down of the station with sanitizing wipes after use	One at a time at the printer Seating plan in place for every lesson	Staff and students		

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		Strict guidance on seating by the PCs				
Entry routine	Students/Teachers	C1 & C2 students to be met outside of the building – Year 7 students to line up outside of E block and be walked over to C block. Doors to be kept open and students reminded of the need not to touch walls/ surfaces.	Inform and remind students	Teacher	Sept 2020	