



# USE OF ICT EQUIPMENT

## Safety Guide

School Education

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Checklist Items

## KEY BENEFITS

### Digital Literacy

Develops digital literacy, typing, and information management.

### Research Skills

Enhances research skills and critical evaluation of sources.

### Creativity

Supports creativity through multimedia production and coding.

### E-Safety

Teaches e-safety, privacy, and respectful online behaviour.

**KEY HAZARDS & CONTROL MEASURES****Online Safety & Content**

- ✓ Robust content filtering on all devices
- ✓ Clear acceptable use policy signed by all
- ✓ Monitoring software active during sessions
- ✓ E-safety education embedded in curriculum

**Electrical Safety**

- ✓ Regular PAT testing of all equipment
- ✓ No food or drink near devices
- ✓ Cable management to prevent damage
- ✓ Damaged equipment reported immediately

**Trip Hazards**

- ✓ Cable covers and trunking used
- ✓ Clear walkways maintained
- ✓ Wireless devices where practical
- ✓ Regular visual checks of areas

**Ergonomics & Wellbeing**

- ✓ Adjustable chairs and desks where possible
- ✓ Correct screen positioning taught
- ✓ Screen breaks encouraged
- ✓ Anti-glare measures in place

**PRE-SESSION SAFETY CHECKLIST****Risk Assessment**

- |  |   |
|--|---|
| <input type="checkbox"/> Complete and review risk assessment for this activity | <input type="checkbox"/> Ensure all identified hazards have control measures in place |
| <input type="checkbox"/> Brief all staff on key risks and emergency procedures |   |

**Equipment**

- |  |  |
|--|--|
| <input type="checkbox"/> PAT testing current | <input type="checkbox"/> Cables managed safely |
| <input type="checkbox"/> Devices ventilated  | <input type="checkbox"/> No visible damage     |

**Online Safety**

- |   |  |
|---|--|
| <input type="checkbox"/> Filtering active | <input type="checkbox"/> Monitoring enabled    |
| <input type="checkbox"/> AUP signed       | <input type="checkbox"/> Reporting route clear |

**Environment**

- |  |  |
|--|--|
| <input type="checkbox"/> Lighting adequate       | <input type="checkbox"/> Seating ergonomic |
| <input type="checkbox"/> Screens positioned well | <input type="checkbox"/> Room ventilated   |

**Supervision**

- |  |  |
|--|--|
| <input type="checkbox"/> Staff trained       | <input type="checkbox"/> Line of sight clear |
| <input type="checkbox"/> Behaviour monitored | <input type="checkbox"/> Incidents logged    |



RISK ASSESSMENT  
WIZARD

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