Risk Assessment - Digital Skills teaching at Community Venues

Operation/task	Using IT devices and teaching others	**Employees at risk**	Digital Champion Volunteers
Location Area	Nigel Copping Community Building and other Community sites	**Other personnel at risk**	Service users
Assessor	Claudia Bird, Volunteer Coordinator	**Key responsible Personnel**	Staying Connected Manger

*Exposure ratings 1=Highly unlikely. 2=Unlikely. 3= Possible. 4 = Probable. 5 = Common. 6 = Regular. 7 = Continuous
** Severity ratings. 1= Trivial. 2 = Minor. 3 = Under 3 day injury. 4 = Over 3 day injury/reportable. 5 = Major Injury. 6 = Fatality (1 person). 7 = Multiple fatality (2+ persons)

Activity	Significant Hazard	Risks	Pre control Risk Ratings			Control measures	Post Control Risk ratings			Comments
			1*	2*	1x2		1*	2*	1x2	
Use of electrical IT equipment	Trips and falls caused by leads for IT equipment	Injuries caused by trips and falls	3	4	12	Placing extension leads on the table plugged into floor box to avoid numerous leads being run across the floor to the wall plugs. If leads have to be run across the floor, e.g. in the hall, they need to be taped down or protected by a cable cover.	1	2	2	
Use of electrical IT equipment	Use of equipment that has not been PAT tested	Risk of fire and electric shock	3	4	12	Encourage people to come with charged devices. Check any cables that are brought in for damage.	1	2	2	

Meeting and working with members of the public	Attack or abuse by member(s) of the public	Injury or emotional distress	2	3	6	Support is permanently available as there are members of staff and usually other volunteers on site.	1	2	2	Volunteer should be encouraged to seek support at any point should they feel a situation is escalating. Volunteer Coordinator is in regular contact to support volunteers.
Bags and equipment brought in by participants and volunteers	Trips and falls caused by equipment and accessories.	Injuries caused by trips and falls	3	4	12	Ask participants to keep belongings under the tables or away from walkways, stored securely. Do spot checks throughout to ensure a safe environment.	1	2	2	Make storage options available by providing an area, table, clothes rack as appropriate in the situation.