

# Curriculum activity risk assessment

## Office Machines

clever • skilled • creative

### Activity scope

The activities covered by this document include the use, by students, of information communication technologies and related office equipment, such as:

- modems, scanners, webcams and printers
- portable/hand-held devices (e.g. mobile phones, iPods)
- photocopiers
- filing equipment
- fax machines
- laminators
- electric staplers
- binders
- shredders
- guillotines
- audio-typing machines
- TVs, DVDs and data projectors
- interactive whiteboards and other office equipment.



Teachers/leaders:

Activity description:

Start date:

Finish date:

No of students (approx.):

Class groups:

Supervision ratio (approx.):



Minimum qualifications	
<i>The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.</i>	
<input type="checkbox"/>	Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
<input type="checkbox"/>	<a href="#">Blue Card</a> requirements met
<b>Low</b> - Low-risk office machines and equipment (e.g. computers and computer-related equipment and typewriters) that will not cause injury unless seriously abused or used inappropriately	
<b>The leader should be:</b>	
<input type="checkbox"/>	knowledgeable of safety rules, potential risk areas and experience (previous involvement) in the use of the office machine or equipment being used by students.
<b>Medium</b> - Medium-risk office machines (e.g. guillotines, roll laminators and shredders) that, by virtue of their function, could cause injury if the operator is not sufficiently trained in safety procedures	
<b>The leader should be:</b>	
<input type="checkbox"/>	competent (demonstrated ability) in using the office machines or equipment being used by students and have knowledge of safety rules and potential risk areas.
A teacher could demonstrate their competency to conduct an activity to the person approving the Curriculum Activity Risk Assessment through their:	
<input type="checkbox"/>	knowledge of the activity and the associated hazards and risks
<input type="checkbox"/>	experience (i.e. previous involvement) in undertaking the activity
<input type="checkbox"/>	demonstrated ability and/or expertise to undertake the activity
<input type="checkbox"/>	possession of qualifications related to the activity.
Further information:	

Minimum equipment/facilities	Yes	No
First aid kit suitable for activity	<input type="checkbox"/>	<input type="checkbox"/>
Communication system:	<input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF radio <input type="checkbox"/> student/adult messenger	
Other:		
Lighting, furniture and equipment that meets ergonomic standards	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		

## Hazards and suggested control measures

All persons engaging in this activity should:

- identify the hazards, including any additional hazards not mentioned here
- assess their significance
- manage the potential risks.

Listed below are indicative hazards/risks and suggested control measures. They are by no means exhaustive lists. After checking these, add details of any other identified hazards/risks and additional controls you intend to implement.

Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
<b>Dust, gas or fumes</b> <ul style="list-style-type: none"> <li>• Fumes</li> <li>• Inhalation</li> </ul>	<ul style="list-style-type: none"> <li>• Wear appropriate personal protective equipment (PPE) (facemask, breathing apparatus) where necessary.</li> <li>• Ensure there is adequate ventilation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electricity</b> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Electrocutation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure <a href="#">Electrical Safety Guidelines</a> are adhered to.</li> <li>• Ensure all electrical equipment is fitted to a Residual Current Detector (portable or fixed) and/or regularly tested and tagged. For further information, refer to <a href="#">Electrical Safety Guidelines</a> for further information. (See important links on last page.)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental conditions</b> <ul style="list-style-type: none"> <li>• Cables</li> <li>• Surfaces</li> <li>• Surrounds</li> </ul>	<ul style="list-style-type: none"> <li>• Check for trip hazards from cables etc. Electrical extension cords should not be used to connect appliances if they constitute a hazard or cause an obstruction.</li> <li>• Assess suitability of surrounds.</li> <li>• Check surrounds for loose items, debris, hazards etc.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hazardous substances</b> <ul style="list-style-type: none"> <li>• Corrosive Chemicals</li> <li>• Flammable Chemicals</li> <li>• Carcinogenic Chemicals</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure Hazardous Substances Guidelines are adhered to.</li> <li>• Discourage the moving or carrying of potentially hazardous substances.</li> <li>• Store hazardous products in an area away from general student use and label it clearly.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	





Hazards/risks	Control measures	Yes	No	Implementation plan / Additional controls
	<ul style="list-style-type: none"> <li>Provide specific instruction on correct posture, particularly when using computers and typewriters. The danger of, and ways to avoid, repetitive strain injury, eyestrain and back strain should be discussed, and the danger minimised, and techniques should be constantly monitored by students and teachers.</li> <li>Ensure, when any equipment with earphones is used, that the earphones are cleaned with an antiseptic wipe after use to avoid the chance of cross-infection.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	

### Additional control measures

*These would relate to the specific student needs, location and conditions in which you are conducting your activity.*

Hazards/Risks	Control Measures

<b>Submitted by:</b>	<b>Date:</b>
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted.
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <i>School Curriculum Activity Register</i> by administrative staff.	Reference no.

Monitor and review <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

## Important links

- HLS-PR-012: Curriculum Activity Risk Management  
<http://education.qld.gov.au/strategic/eppr/health/hlspr012/>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline:  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety Incident Reporting and Notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HRM-PR-010: Working with Children Check – Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- HLS-PR-006: Managing Occupational Risks with Chemicals  
<http://education.qld.gov.au/strategic/eppr/health/hlspr006/hs16.pdf>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Assessment Guidelines](#). (See: <http://education.qld.gov.au/strategic/eppr/health/hlspr012/index1.html>)

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.