



## General Risk Assessment

### Form RA1

(Refer to Notes for Guidance before completing this form)

<b>School Assessment No:</b>	
<b>Title of Activity:</b>	Informatics Tutoring Scheme (online sessions)
<b>Location(s) of Work:</b>	Online
<b>Brief Description of Work:</b>  Informatics Tutoring Scheme is a project in which Informatics students and staff support Scottish Computer Science exam-level high school students through small group online tutorial sessions. The tutoring sessions can be accessed from pupils' schools or homes depending on the tutors' and pupils' availability and preference. No one-to-one sessions will be organised, although individual tutoring can take place in break-out rooms during a group session. No sessions will take place until all tutors receive their PVGs. All tutors are registered STEM Ambassadors.	

**Hazard Identification:** Identify all the hazards; evaluate the risks (low / medium / high); describe all existing control measures and identify any further measures required. Specific hazards should be assessed on a separate risk assessment form and cross-referenced with this document. Specific assessments are available for hazardous substances, biological agents, display screen equipment, manual handling operations and fieldwork. See <https://www.ed.ac.uk/health-safety/online-resources/risk-assessments> for details.

<b>Hazard(s)</b>	<b>Present Risk Evaluation</b>  L/M/H	<b>Control Measures</b> (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	<b>Risk Evaluation after control</b>  L/M/H
Tutors cause harm (including psychological) to pupils. This could be deliberate or inadvertently.	M	No direct unsupervised contact takes place between tutors and pupils.  All tutors have attended the 'code of conduct' training session.	L



		Both pupils and tutors are forbidden to exchange contact details.	
Inappropriate behaviour in the session	M	All tutors have attended the 'code of conduct' training session that covers inappropriate behaviour.  No one-to-one sessions will be organised and tutors are told to report anything that they consider as inappropriate to the tutoring scheme organisers  If anything inappropriate does occur in a session, the teacher/the organisation representative present is to be immediately informed.	L
Misuse of pupils' personal data by the tutor	M	All tutors have attended the 'code of conduct' training session that covers inappropriate use of pupils personal data.  Both pupils and tutors are forbidden to exchange contact details.	L

*\*Continue on separate sheet if necessary*

**Engineering Controls:** *Tick relevant boxes*

Guarding		Extraction (LEV)		Interlocks		Enclosure	
Other relevant information (incl. testing frequency if appropriate):							

**Personal Protective Equipment (PPE):** Identify all necessary PPE.

Eye / Face		Hand /Arm		Feet / Legs		Respiratory	
Body (clothing)		Hearing		Other (Specify)			
Specify the grade(s) of PPE to be worn:							
Specify when during the activity the item(s) of PPE must be worn:							

**Non-disposable items of PPE must be inspected regularly and records retained for inspection**



**Persons at Risk: Identify all those who may be at risk.**

Academic staff		Technical staff		P'Grad students	X	U'Grad students	X
Maintenance staff		Office staff		Cleaning staff		Emergency personnel	
Contractors		Visitors		Others	X		

**Additional Information:** Identify any additional information relevant to the activity, including supervision, training requirements, special emergency procedures, requirement for health surveillance etc.

All participating students have completed STEM Ambassador induction and Tutors training. They are required to adhere to Tutors Code of Practice and in any doubt contact scheme coordinators/organisers or teachers.

**Potential data breaches:**

Pupils' data will be stored securely and only used when required to contact students about sessions. All data will be deleted when the scheme concludes. Any notes on participants used for evaluation will be anonymised.

Details of tutoring sessions will only be shared with participating pupils and tutors. They will not be publicly available or published online.

Sessions will be taking place using University approved platform (i.e. MS Teams). Where possible, password will be required to join the session.

**Assessment carried out by:**

Name:	Adam Chudzinski	Date:	10/01/2024
Signature:			

**Reviewed on behalf of SoI:**

Name:	Eilidh Guild	Date:	11/01/2024
Signature:	 Health and Safety Manager		