



General Risk Assessment

Form RA1

(Refer to Notes for Guidance before completing this form)

School Assessment No:	
Title of Activity:	Informatics Tutoring Scheme
Location(s) of Work:	Online
Brief Description of Work: 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 unless there is at least one person with a PVG present, no break-out sessions will be carried out until all tutors received 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.

Hazard(s)	Present Risk Evaluation L/M/H	Control Measures (i.e., alternative work methods / mechanical aids / engineering controls, etc.)	Risk Evaluation after control L/M/H
Tutors cause harm (including psychological) to pupils. This could be	M	No direct unsupervised contact takes place between tutors and pupils. All tutors have to adhere to code of practice that prohibits them from engaging with pupils outside of sessions. Both pupils and tutors	L



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deliberate or inadvertently.		are forbidden to exchange contact details.	
Concerns about the wellbeing of a pupil (including thinking about harming themselves) are raised by the pupil or by the tutor	M	If any concerns about the pupil are raised by themselves or by the tutor, a local coordinator, teacher and/or scheme organisers are to be immediately informed.	L
Inappropriate behaviour in the session	M	If anything inappropriate occurs in a session, the session will be ended and a local coordinator, teacher and/or scheme organisers are to be immediately informed.	L
Information about pupils' wellbeing is accessed by external parties who can cause harm to pupils	M	Any such information will only be shared with scheme coordinators, scheme organisers and teachers, unless any specific process is required by the school.	L
Data breach resulting in pupils personal data being shared with third parties	M	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.	L
Misuse of pupils' data by the tutor	M	Any serious misuse of data by tutors will result in their dismissal from the scheme	L
Session breach by a third party	M	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 platforms (e.g. Collaborate, Teams, Zoom). Where	



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		possible, password will be required to join the session.	
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**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,

Assessment carried out by:

Name:	K Kokowska	Date:	24/01/2022
Signature:		Review Date:	