Risk Assessment - Office

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| **What are the hazards?** | **Who might be harmed and how?** | | | | **What are you already doing to control the risks?** | | **What further action do you need to take to control the risks?** | | | **Who needs to carry out the action?** | | **When is the action needed by?** | | **Done** | |
| **Slips and trips** | Staff and visitors may be injured if they trip over objects or slip on spillages. | | | | * General good housekeeping. * All areas well lit, including stairs. * No trailing leads or cables. * Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. * Offices cleaned every evening. | | Better housekeeping in staff kitchen needed, eg on spills. | | | All staff, supervisors to  monitor | | 7/10/19 | | 5/10/19 | |
| Arrange for loose carpet tile on second floor to be repaired/replaced. | | | Manager | | 7/10/19 | | 5/10/19 | |
| **Manual handling of paper, office equipment etc** | Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. | | | | * Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. * High shelves for light objects only. | | Remind staff that they should not try  to lift objects that look or appear too heavy to handle. | | | Manager | | 4/10/19 | | 4/10/19 | |
| **Display screen equipment** | Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | | | | * DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. * Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. * Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. * Shared workstations are assessed for all users. * Work planned to include regular breaks or change of activity. * Lighting and temperature suitably controlled. * Adjustable blinds at window to control natural light on screen * Noise levels controlled. * Eye tests provided when needed, dutyholder to pay for basic spectacles specific for regular users of visual displays.. * Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse. | | Supervisors to monitor to ensure staff continue to get breaks away from the computer. | | | Supervisors | | 4/10/19 | | 4/10/19 | |
| Check that identified actions from self- assessments are followed up ASAP. | | | Manager | | 21/10/19 | | 4/10/19 | |
| Tell staff that they are to inform their manager of any pain they have that may be linked to computer use. | | | All staff | | 21/10/19 | | 21/10/19 | |
| Broken window blind near accounts section – letter to landlord. | | | Company secretary | | 4/10/19 | | 2/10/19 | |
| Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues. | | | Manager | | 4/10/19 | | 4/10/19 | |
| **Working at height**  Filing on top shelves, putting up decorations etc | Falls from any height can cause bruising and fractures. | | | | * Staff stand on chair to file on high shelves, put up decorations etc. * Internal windows cleaned by contractor using a stepladder. | | Chairs are too unstable. Buy appropriate stepladder and show staff how to use it safely. | | | Manager | | 4/10/19 | | 3/10/19 | |
| **Stress** | | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | | * Staff understand what their duties and responsibilities are. * Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. * ‘No bullying’ policy. | | | Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or or ill at ease because of work. | | Manager | | | | 4/10/19 | | 3/10/19 |
| **Electrical** | | Staff could get electrical shocks or burns from using faulty electrical equipment.  Electrical faults can also lead to fires. | | * Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment. * Defective equipment taken out of use safely and promptly replaced. * Staff told not to bring in their own appliances, toasters, fans etc. | | | * Ask landlord when the next electrical installation safety check is due. * Confirm the system with landlord for making safe any damage to building installation electrics, eg broken light switches or sockets. | | Office administrator | | | | 4/10/19 | | 4/10/19 |
| **Asbestos** Asbestoscontaining materials (ACMs) are present in some partition walls | | | Staff carrying out normal activities at very low risk. Asbestos only a risk if fibres are released into air and inhaled. Maintenance workers most at risk. | | | * Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. * Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. * ‘Danger, asbestos, do not disturb’ signs posted at partition walls. * Staff told to report any accidental damage immediately. * Condition of partition walls checked periodically. | | At next staff meeting, remind staff that the asbestos must not be disturbed and to report  any accidental damage to the partition walls immediately. | | | Manager | | 4/10/19 | | 4/10/19 |
| **Fire** | | | If trapped, staff could suffer fatal injuries from smoke inhalation/ burns. | | | Working with landlord, fire risk assessment done, see [www.fire.gov.uk/workplace+safety/](http://www.fire.gov.uk/workplace+safety/) and necessary action taken. | | Ensure the actions identified as necessary by the fire risk assessment are done. | | | Manager | | From now on | |  |
| **Lone working** | | | Staff could suffer injury or ill health while out of toffice, eg visiting clients’ offices, or  while working alone in the office. | | | * Staff write visit details in office diary and give a contact number. * Staff not returning to the office after a visit call in to report this. * Security staff check all areas, including toilets, before locking up at night. | | Whereabouts of staff  ‘out of the office’ to be  monitored by officebased staff. | | | Office admin team | | From now on | |  |

Published by the Health and Safety Executive 11/19