

Activity/Area Assessed:		Date Assessed:	
Office / Location:		Assessed by:	
Description:			
(Original/Review)		Date review required	

RISK MATRIX

SEVERITY (S)	
5	Major
4	Serious
3	Moderate
2	Minor
1	Negligible

LIKELIHOOD (L)	
5	Probable
4	Likely
3	Possible
2	Unlikely
1	Very Unlikely

S x L = Risk Rating		SEVERITY (S)				
		1	2	3	4	5
LIKELIHOOD (L)	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Risk Rating Score	ACTION
1-6 Low	Broadly Acceptable - No action required
7-15 Medium	<u>Moderate - Reduce risks if reasonably practicable</u>
16 -25 High	Unacceptable -Action must be taken IMMEDIATELY

NB:for further information on Risk Assessment – go to [Health & Safety Section](#) (quick links) on the intranet.

What are the hazards? (How might people be harmed?)	Who might be harmed and how? (give specific groups of people e.g. staff, visitors,)	What are you already doing? (I.e. Access control, Information, procedures, emergency protocols, training, support, reporting).	How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)	What further action is needed? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled)	By when and who? (+ ZD task number) (What is the target date for completion?)
Slips, trips and falls.	Staff and visitors may be injured if they trip over objects or slip on spillages.				
Manual handling	Staff, visitors, contractors - risk injury or back pain from handling heavy and / or bulky objects, e.g of paper, office equipment, exam materials, project and events equipment etc.				
Working at height	Staff, contractors - Falls from any height can cause bruising and fractures. For example, accessing high storage shelves, putting up decorations, maintaining lights, roofs/ceilings etc				
Display screen equipment	Staff – risk of eye strain, headaches, repetitive strain injuries to wrists and lower arms				

Note: this is a generic template, this must tailored to reflect the size and scale of the activity

General Office Risk Assessment Form

What are the hazards? (How might people be harmed?)	Who might be harmed and how? (give specific groups of people e.g. staff, visitors,)	What are you already doing? (I.e. Access control, Information, procedures, emergency protocols, training, support, reporting).	How bad is the risk? (It may help to use the risk assessment scoring system. Evaluate the risk as LOW, MEDIUM or HIGH)	What further action is needed? (What action should be taken or needs to be considered in order that the risks identified are effectively controlled)	By when and who? (+ ZD task number) (What is the target date for completion?)
Working at height	Staff, contractors - Falls from any height can cause bruising and fractures. For example, accessing high storage shelves, putting up decorations, maintaining lights, roofs/ceilings etc				
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.				

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Electrical	Staff and visitors - could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.				
Lone working	Staff could suffer injury, ill health or be involved in an incident while working alone either in or out of the office, (e.g. while on duty travel, meeting offsite, travelling to a venue etc.)				
Asbestos Asbestos-containing materials (ACMs) maybe present in some partition walls, ceiling, insulation etc.	Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk when removing or working with (e.g. drilling) into ACM which releases dust..				

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Fire and Emergency	Staff, visitors. Contractors etc. could become trapped, confused or suffer fatal injuries from smoke inhalation, burns etc. due to lack of information, systems or fire construction standards etc.				