

RISK ASSESSMENT

Title:	Office Move			Date of Assessment:	23/12/2016	Risk Assessor:	Ian Warne
Reference Number:	RA12	Version Number:	3	People involved in making this assessment:		Ian Warne	
Task/Process:	Moving large items (e.g. furniture) within an office or into a different office			People at Risk:	Employees		
Documents Associated with this Risk Assessment:							
Review Date:	04/02/25	Reviewer:	Dan Sawyer		Next Review Date:	04/02/26	

Hazard: Manual Handling	Risk of musculoskeletal injuries. Risk to employees moving the large items.
Control Measures:	
1.	Plan the route and inform others of the work to be taking place
2.	Where possible items broken down and packed as lightly as possible
3.	Extra care to be taken on stairs and a spotter assigned to watch for foot placement, and help guide items
4.	All staff trained in manual handling (training reviewed)
5.	All items to be assessed before moving
6.	Where possible lifting aids such as sack barrows to be used
7.	Heavier bulky items to be carried by an appropriate number of people to distribute the weight (a minimum of two people)
8.	Regular breaks to be enforced during move
9.	Wear appropriate PPE
10.	Instruction, information, training and supervision

Hazard: Slips and Trips	Risk of musculoskeletal injuries. Risk to employees moving the large items.
Control Measures:	
1.	Plan the route and inform others of the work to be taking place
2.	All areas to be kept clear before moving items
3.	All staff are to be made aware of the time and place of the move
4.	Take into account environmental conditions (e.g. is it wet, icy etc.)
5.	Ensure the work area has suitable and sufficient light and space
6.	Wear appropriate PPE
7.	Instruction, information, training and supervision

RISK ASSESSMENT

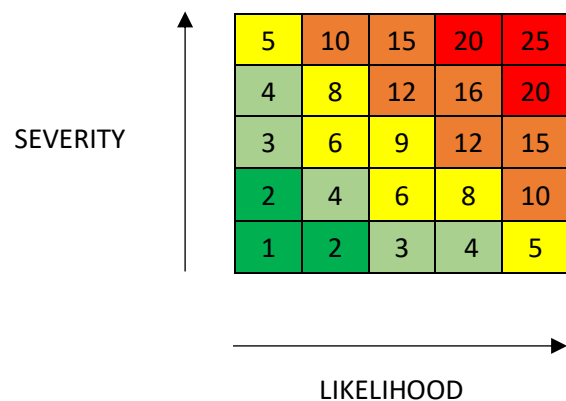
Hazard: Electrocutation		Risk of death, burns and other injuries. Risk to employees moving the large items.
Control Measures:		
1.	Disconnect the electrical equipment and ensure it is safe to move	
2.	Secure loose cables	
3.	Where required, electrical items are PAT tested and labelled	
4.	Instruction, information, training and supervision	

I (name) do hereby declare that I have received, understood and will abide by the contents of this Risk Assessment.

Signed: Date:

RISK ASSESSMENT

HOW TO CALCULATE A RISK RATING



Likelihood	Severity
1 = extremely unlikely	1 = very minor injury
2 = unlikely	2 = first aid injury
3 = possible	3 = lost time injury
4 = likely	4 = hospital treatment
5 = very probable	5 = disabling injury

Risk rating	Action and timescale
15 and above	Unacceptable Work may not start. Additional controls must be introduced to reduce risk rating to below 9.
9-14	Tolerable Additional controls must be introduced as soon as possible.
5-8	Tolerable Additional controls may be needed
4 or below	Acceptable

1-4 =	Low risk
6-9 =	Medium risk
10-25 =	High risk