

RISK ASSESSMENT

Title:	Offices				Date of Assessment:	03/02/2017	Risk Assessor:	Ian Warne and Clare Crouch	
Reference Number:	RA13		Version Number:	6	People involved in making this assessment:			Ian Warne and Clare Crouch	
Task/Process:	Working in an Office				People at Risk:	Employees, visitors and contractors			
Documents Associated with this Risk Assessment:				HSF16, RA55, H&S 09					
Review Date:	15/05/24		Reviewer:	Ian Warne			Next Review Date:	15/05/25	

Hazard: Display Screen Equipment | Risk of musculoskeletal injuries, eye problems and headaches. Risk to employees.

Control Measures:

1. DSE Assessment and appropriate action
2. All employees to inform manager/supervisor of any issues
3. Instruction, information, training and supervision.

Hazard: Slips and Trips | Risk of musculoskeletal injuries. Risk to employees, visitors and contractors.

Control Measures:

1. Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
2. Plan the route and brief all involved of the route
3. Leads to be kept safe and not cause a trip hazard
4. Spills in working zone to be cleaned immediately
5. All staff to inform manager/supervisor of any issues
6. Instruction, information, training and supervision

Hazard: Manual Handling | Risk of musculoskeletal injuries. Risk to employees, visitors and contractors.

Control Measures:

1. If moving items over 25kg lifting equipment will be provided.
2. All staff trained in manual handling
3. If moving items over 25kg a two person lift is required
4. Ensure the working zone is clear from obstacles and trip hazards and has plenty of space and light
5. Plan the route and brief all involved of the route
6. Ensure all people involved are physically fit to do the work required

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7.	Wear suitable PPE
8.	If any doubt discuss with manager/supervisor before lift
9.	Instruction, information, training and supervision

Hazard: Electrical Equipment	Risk of electrocution, death and fire. Risk to employees, visitors and contractors.
Control Measures:	
1.	Ensure the correct equipment for the job is used
2.	Training on equipment
3.	Electrical items PAT tested regularly if required
4.	Instruction, information, training and supervision

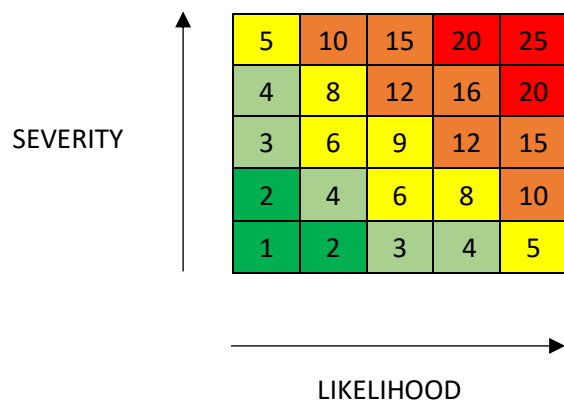
Hazard: Stress	Risk to mental health. Risk to employees.
Control Measures:	
1.	Vary the tasks if possible
2.	Monitor workload
3.	Control exposure to stressful situations
4.	One to One discussions
5.	Open door management and HR policy
6.	Refer to RA55 Stress, Mental Health and Wellbeing Risk Assessment
7.	Refer to H&S 09 Mental Health and Wellbeing Policy
8.	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:

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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