

Name of person completing the risk assessment:	R A Robinson	Username that you use to access your course:	pt47q7umw8p	Date and time completed:	16/2/2022 at 12.15pm
Description of work area being assessed:	Office and surrounding area				
Description of task being assessed:	Overall risk assessment				

What is the hazard?	Who might be harmed?	How might they be harmed?	Existing risk controls measures:	Current risk rating			Additional control measures:	New risk rating			Action / monitored by whom?	Action / monitored by when?
				L	C	R		L	C	R		
Trip hazards	Staff and visitors may be injured if they trip over objects or slip on spillages.	Falling causing injury.	a) General good housekeeping. b) All areas well lit, including stairs. c) No trailing leads or cables. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Offices cleaned every week.	2	3	6	Arrange for loose carpet tile in ground floor entrance hall floor to be repaired/replaced.	1	2	3	Action to change carpet tile. RAR	RAR June 2022
Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	Injury to back or other body parts due to strain. Falling.	a) Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. b High shelves for light objects only.	3	3	9	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	1	2	3	Letter to staff. RAR	RAR June 2022
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	Eye strain, back posture.	a) DSE training and Assessments of workstation carried out by all new starters. Actions carried out asap. b) Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. c) Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. d) Work planned to include	3	4	12	Check that identified actions from self- assessments are followed up ASAP. Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.	1 1	2 2	3 3	Follow up. RAR Letter to staff. RAR	RAR June 2022 RAR June 2022

	can also occur, eg if the lighting is poor.		regular breaks or change of activity. e) Lighting and temperature suitably controlled. f) Adjustable blinds at window to control natural light on screen h) Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays.. i) 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.									
Working at height Filing on top shelves, putting up decorations etc	Falls from any height can cause bruising and fractures.	Injury from impact. Trapping fingers.	a) Staff stand on chair to file On High shelves, put up decorations etc. b) Internal windows cleaned by contractor using a stepladder.	3	4	12	Chairs are too unstable. Buy appropriate stepladder and show staff how to use it safely.	2	2	4	Ladder purchased and in place. RAR	RAR March 2022
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Loss of sleep, agitation, self esteem.	a) Staff understand what Their Duties and responsibilities are. b) Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. c) 'No bullying' policy.	3	3	9	Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or ill at ease because of work.	2	2	4	On-going WW	WW Regular reviews.

Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	Injury due to electric shock, falling and trips on wires.	a) Staff trained to spot and Report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment. b) Defective equipment taken out of use safely and promptly replaced. c) Staff told not to bring in their own appliances, toasters, fans etc.	3	4	12	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 PAC testing to be completed	2	2	4	Completed. RAR Completed RAR Arrange tests. RAR	2023 RAR 2023 RAR March 2022 RAR
Asbestos	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.	Dangers to all aspects of health .	a) Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. b) Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. c) 'Danger, asbestos, do not disturb' signs posted at partition walls. d) Staff told to report any accidental damage immediately. e) Condition of partition walls checked periodically.	3	4	12	At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately. Asbestos Survey completed and none found in building except in basement boiler house, Landlord dealing with this.	2	2	4	Letter sent RAR Survey completed. RAR	February 2022 2023 RAR
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	Burns and smoke inhalation. Falling structures damaged by fire. Emotional impact.	Working with landlord, fire risk assessment in place.	4	4	16	Ensure the actions identified as necessary by the fire risk assessment are done Check fire alarm testing takes place weekly.	2	2	4	Weekly checks RAR Check log book RAR	2023 RAR 2023 RAR
Lone working	Staff could suffer injury or ill health while out of to office, eg visiting clients' offices, or while working alone in the	Injury undetected for some time.	a) Staff book in when attending the office Diary and give a contact number. b) Staff not returning to the office after a visit call in to report this. c) Security staff check all areas, including toilets, before locking up at night.	3	3	9	Whereabouts of staff 'out of the office' to be monitored by office-based staff. Lone working procedure put in place with contact at all times available. Checking every hour.	2	2	4	Check system in place RAR System in place and to be monitored. RAR	March 2022 RAR February 2022 RAR

	office.											
Inspection s	Staff, visitors and contractors.	All persons and all aspects.	Weekly inspections recorded so that there is early warning of any issues.	3	3	9	Already in place and records posted on file and on the website under documents and inspections.	2	2	4	Weekly inspection sheets posted online. RAR	On-going. RAR

[Risk rating calculator](#)

Likelihood that the hazardous event will occur:	
1	Very unlikely
2	Unlikely
3	Fairly likely
4	Likely
5	Very likely

Consequence of the hazardous event should it occur:	
1	Insignificant – no injury
2	Minor – Minor injuries requiring first aid
3	Moderate – Up to three days absence
4	Major – More than seven days absence
5	Catastrophic - Death

[Action level table](#)

Risk rating:	Action:
20-25	STOP – Stop activity and take immediate action
15-16	URGENT ACTION – Take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	ACTION – Improve within specified timescales
3-6	MONITOR – Look to improve at the next review or if there is a significant change
1-2	NO ACTION – No further action but ensure controls are maintained and reviewed