

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Office Duties**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Untidiness of office/ personal work area – poor housekeeping causing slips, trips, falls of objects etc. |  | * Ensure work areas are kept tidy to enable domestic staff to maintain adequate cleaning arrangements. * Ensure walkways are kept clear at all times to maintain safe access/exit * Ensure appropriate storage of files, work equipment etc. |  |  |  |  | See office risk assessments and control measures. |  |
| Inappropriate workstation  provision |  | A workstation risk assessment must be carried out under DSE regulations (see Workstation risk assessment for more information) |  |  |  |  |  |  |
| Defective Flooring causing slips, trips or falls. |  | * Reporting of flooring defects to facilities Management section and remedial action taken as an interim measure e.g. area screened off etc. * Prompt maintenance of defects * Immediate cleaning of spillages * Appropriate edging strips used where different floor coverings meet |  |  |  |  |  |  |
| Injury from sharp/ defective objects |  | * Identify suitable safety equipment * Discard damaged/faulty equipment |  |  |  |  |  |  |
| Trailing electrical cables causing trips or falls |  | * Avoid use of extension leads where possible * Ensure sufficient sockets * Use of cable covers where cables are a trip hazard |  |  |  |  |  |  |
| Electrical equipment and sockets (electrocution) |  | * Portable appliance testing (PAT) * Regular visual checks by users * Fixed installation testing |  |  |  |  |  |  |
| Hot radiators or heaters |  | * Low surface temperature radiators * Radiator screen/housing |  |  |  |  |  |  |
| Accidents, incidents and near misses |  | * All staff should be familiar with health and safety arrangements including first aid arrangements   and fire evacuation procedures (see health and safety noticeboards for more information)   * All near misses should be reported in local near miss report books which include action taken by individual and manager * All teams / sections should have adequate Signing in/out arrangements for H&S reasons |  |  |  |  |  |  |
| Security and Personal Safety |  | * ID badges should be worn within the building * Visitors should sign in at Reception and be met by the relevant person * Valuable personal and work items should be stored securely e.g. laptops locked up /away * Signing in/out arrangements * Establish ‘buddy systems’ where colleagues are   undertaking visits/attending meetings etc. e.g. contact details of named ‘buddy’/ details of location being visited etc. – this would be particularly valuable when a person is not  returning to the office from a meeting etc.   * It may be necessary to establish emergency   procedures where a ‘buddy system’ has failed e.g.person has not rung in to the office as expected or is not returning calls   * Consideration should also be given to late cover of the office particularly in winter . |  |  |  |  |  |  |
| Manual Handling of loads |  | All tasks should be given consideration prior to commencement:   * Can the task be undertaken safely by one staff member or should more than one person undertake the task e.g. is the load heavy, bulky, difficult to hold or grasp, is the load unstable, unusually shaped etc.   Would a trolley assist the process and eliminate or reduce the need to lift or carry   * Does the task require manual handling training to be undertaken to perform it in future. Is there a need to wear personal protective clothing to undertake certain manual handling tasks e.g. protective gloves NB these must be provided by the employer where necessary.   NB certain tasks may be beyond the capabilities of staff and may need to be undertaken by caretakers. |  |  |  |  |  |  |
| Flexible home working |  | * DSE risk assessment must address home working. * Confirmation from employees re: insurance and land lord/ lender must be obtained including any restrictions imposed – this must be confirmed in writing to the manager. * A self-assessment of the employees home has been completed. * Agreement has been reached between manager and employee re the arrangements. * Arrangements are reviewed after 3 months and in line with PDR process after that (policy and 8 step process for further details. |  |  |  |  |  |  |
| Work related stress |  | A work place stress risk assessment must be completed |  |  |  |  |  |  |
| Emergency Evacuation |  | Ensure walkways, corridors and doorways are kept clear of obstruction at all times. |  |  |  |  | The fire evacuation assembly point is:  The bomb threat / gas leak assembly point is (NB this should be a minimum of 400 m from the building): |  |
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