

**Company Name:** ABC Office

**Date of Risk Assessment:** 30-05-06

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Done
<b>Slips, trips and falls</b>	All staff and visitors may suffer sprains or fractures if they trip over trailing cables/rubbish or slip on spillages.	<ul style="list-style-type: none"> <li>Reasonable housekeeping standards maintained.</li> <li>Cabinet drawers and doors kept closed when not in use.</li> <li>Trailing cable from electrical machinery managed.</li> <li>Floors, staircases and doors cleaned on a regular basis by the cleaners.</li> <li>Repairs and maintenance carried out when necessary.</li> <li>Stairs well lit and handrail provided.</li> <li>Entrance well lit.</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping to be discussed at regular staff meetings.</li> <li>Supervisors given the responsibility of maintaining standards in their areas.</li> <li>Office manager to carry out 3 monthly inspections to ensure adequate standards are maintained.</li> <li>Instructions given that spillages should be cleaned up and dried immediately.</li> </ul>	AB JC & OM AB JC & OM	26-06-06 05-06-06 15-08-06 05-06-06	26-06-06 05-06-06  05-06-06
<b>Manual handling</b> Deliveries: paper (regular) Office equipment (infrequent).	All staff (especially "named staff") and staff of contract paper suppliers could suffer from back pain if they carry heavy/bulky objects in awkward places e.g. staircases.	<ul style="list-style-type: none"> <li>Trolley used to transport boxes of paper etc.</li> <li>Only "named staff" move office equipment (e.g. computers) and other heavy loads.</li> <li>Top shelves used for storage of light boxes only.</li> </ul>	<ul style="list-style-type: none"> <li>Need for manual handling training of named staff to be kept under review.</li> <li>Supervisors to remind staff that heavy equipment to be moved by named staff only.</li> <li>Agree, by contract, with paper suppliers of for delivery to point of store, i.e. store cupboard.</li> </ul>	AB JC & OM AB	11-07-06 30-06-06 14-08-06	 27-06-06
<b>Regular computer use</b>	All office staff may suffer from upper limb disorders (RSI) from regular use of PCs or suffer headaches if lighting / picture is poor.	<ul style="list-style-type: none"> <li>Adjustable equipment, chair and footrest supplied.</li> <li>Free eye test provided to all those working regularly with PCs by arrangement with local optician.</li> <li>Venetian blinds provided to control ambient light.</li> <li>All workers to carry out self-assessment from CD ROM within 6 weeks of starting/moving.</li> <li>(One member of staff complained of slight discomfort. Did not know how to adjust the equipment correctly.)</li> </ul>	<ul style="list-style-type: none"> <li>Supervisors to ensure staff know how to adjust equipment for own comfort.</li> <li>Glasses to be provided to anyone working regularly with PCs where optician identifies they need them specifically for work with PC (not where just required for general use).</li> <li>Action to be taken on the results of CD ROM self-assessment within 6 weeks. Individual results to be checked by appointed person and kept on file.</li> </ul>	JC & OM JC & OM JC & OM	19-06-06 As required As required	12-06-06

<b>Stress</b>	<i>All staff could be affected by excessive pressure at work - from work demands, lack of job control, too little support from colleagues, not knowing their role, poor relationships, or badly managed change.</i>	<ul style="list-style-type: none"> <li>• Stress Policy in place.</li> <li>• Work plans and work objectives are discussed and agreed with staff each year.</li> </ul>	<ul style="list-style-type: none"> <li>• Team meeting held to discuss local causes of stress and develop some practical improvements;</li> <li>• Stress action plan aimed at tackling causes of stress agreed with staff;</li> <li>• Plan checked regularly to ensure it's being put into effect.</li> </ul>	AB  AB AB	26-06-06  10-07-06 07-08-06	26-06-06
<b>Electrical</b>	<i>All staff could incur electrical shocks or burns if they use faulty electrical equipment.</i>	<ul style="list-style-type: none"> <li>• Sufficient sockets provided.</li> <li>• Staff trained to report defective plugs or cable to manger.</li> <li>• Photocopiers and computer systems maintained on contract.</li> <li>• (Staff bringing in own kettles.)</li> </ul>	<ul style="list-style-type: none"> <li>• 3 monthly visual inspection of electrical equipment to be carried out by office manager.</li> <li>• 2 yearly inspection and testing of portable heaters by local electrician.</li> <li>• Staff instructed not to bring in their own kettle, as maintenance cannot be assured.</li> <li>• Water heater and coffee machine to be provided.</li> </ul>	AB  AB JC & OM AB	15-08-06  03-12-07 11-08-06 11-08-06	
<b>Fire</b>	<i>If trapped in the office all staff and visitors could suffer from smoke inhalation or burns.</i>	<ul style="list-style-type: none"> <li>• Fire evacuation procedures displayed at each fire alarm point.</li> <li>• Fire drills twice yearly.</li> <li>• Exits and fire exits clearly marked.</li> <li>• Access to exits and extinguishers to be kept clear at all times.</li> <li>• Fire alarms maintained and tested by manufacturer.</li> <li>• Wastes bins emptied daily by cleaners.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire extinguishers inspection to be put out to contract urgently.</li> <li>• The office manager to make regular inspections to ensure that fire rules are followed and housekeeping standards are maintained.</li> <li>• Training on use of extinguishers to be organised for identified staff.</li> </ul>	AB AB  AB	08-06-06 05-07-06  30-06-06	06-06-06   30-06-06
<b>Bleach and strong detergents</b>	<i>Direct skin contact with could lead to the cleaner getting skin irritation. The vapour may cause eye irritation or breathing difficulties.</i>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• Cleaner to try safer alternative to bleach.</li> <li>• Information on correct use obtained from product instructions for use and data sheet. Cleaner to be made aware of these and what to do in case of splashing or spillage.</li> <li>• Protective rubber gloves to be provided.</li> </ul>	HF OM  OM	24-07-06 07-06-06  07-06-06	 07-06-06  05-06-06

<b>Smoking</b>	<i>Passive smoking can damage the health of all staff.</i>	<ul style="list-style-type: none"> <li>• 'No Smoking' policy adopted in the building. Smokers to go outside for a cigarette.</li> </ul>	<ul style="list-style-type: none"> <li>• Material on smoking cessation scheme obtained from local primary care trust and made available.</li> </ul>	JC	28-06-06	
<b>Hygiene and welfare</b>	<i>All staff could experience general discomfort.</i>	<ul style="list-style-type: none"> <li>• Toilets supplied with hot and cold water, soap and towels.</li> <li>• Wash-up area provided with drinking water and a fridge and cleaned daily.</li> </ul>	<ul style="list-style-type: none"> <li>• Office manager to monitor performance of cleaners.</li> </ul>	AB	23-06-06	28-06-06
<b>Environmental comfort factors.</b>	<i>All staff may feel too hot/cold or suffer other general discomfort.</i>	<ul style="list-style-type: none"> <li>• Building kept reasonably warm and light, window open to provide fresh air, plenty of space in offices.</li> <li>• (No complaints from employees concerning personal comfort.)</li> </ul>	<ul style="list-style-type: none"> <li>• No further action required.</li> </ul>			

**Review date: 28-05-07**