

BARNES

4.3

OFFICE RISK ASSESSMENTS

Initially conducted on 9 Jan 2014 and annually thereafter with the assistance of

Steve Farr, Trevor Summers and Matt Barnes

Last Reviewed 10 October 2023

BARNES

RISK ASSESSMENT WORKSHEET

Department: Offices

Date: 10 October 2023

Review Date: October 2024

Completed by: Simon Rogers with the assistance of Matt Barnes

Sheet number: 1		Area of Activity	General Environment 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
OFFICES											
GENERAL WORKING	<i>All staff and</i>	<i>• Good layout</i>	-	-	-	<i>No significant risk assessed</i>					
HAZARDS AND	<i>visitors</i>	<i>• General awareness</i>									
HOUSEKEEPING		<i>• Good housekeeping</i>									
<i>- slips/trips/falls</i>		<i>• Regular cleaning</i>									
<i>leading to injury</i>		<i>• Good floor coverings</i>									
		<i>• Good lighting</i>									
		<i>• Adequate storage areas</i>									
SUBSTANCES											
<i>- contact with</i>	<i>All staff</i>	<i>• General awareness</i>	-	-	-	<i>No significant risk assessed</i>					
<i>correction fluid, toner</i>		<i>• Good housekeeping</i>									
<i>etc. leading to illness</i>		<i>• Very minor quantities</i>									
		<i>involved</i>									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

Risk Rating (RR) = Probability x Severity

- 1 – 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 – 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 – 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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RISK ASSESSMENT WORKSHEET

Department: Offices Date: 10 October 2023

Review Date: October 2024 Completed by: Simon Rogers with the assistance of Matt Barnes

Sheet number: 3		Area of Activity	General Environment 3								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
ELECTRICAL APPLIANCES/ ELECTRICS											
- shock	All staff	<ul style="list-style-type: none"> • Electrical installation inspected (2019) • General awareness • Tidiness • Damaged appliances replaced immediately • Visual check • PAT 	2	3	6						
- trip	All staff and visitors	<ul style="list-style-type: none"> As above, also • Good cable discipline • Cable clips 	-	-	-	No significant risk assessed with controls in place					

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Date: 10 October 2023

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Sheet number: 4	General Environment 4										
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
LIFTING/MANUAL HANDLING injury as a result thereof	Office staff	<ul style="list-style-type: none"> • General awareness • No excessive requirement • Good Practice Guide 	-	-	-	No significant risk assessed					
EMPLOYMENT of HIGH RISK GROUPS			-	-	-	No risk assessed					
- pregnant mothers	}	• General awareness				None employed at present					
	} All in category	assessed									
- under 18 years old	}										
COLLISION with vehicle on exiting offices	All office staff and visitors	<ul style="list-style-type: none"> • General awareness • Signage • Separate exits 	2	3	6						

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RISK ASSESSMENT WORKSHEET

Department: Offices

Date: 10 October 2023

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Sheet number: 5		Area of Activity	General Issues 1											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
CONTRACTORS - the risk of injury to contractors or own staff through uncontrolled activity by employees of former	Office staff	<ul style="list-style-type: none"> • Supervision • Guidance in H&S Manual 	3	3	9	Refer to relevant Section of Health & Safety Manual for guidance								
YOUNG PERSONS are potentially more at risk of injury owing to inexperience	18-year-olds and younger	<ul style="list-style-type: none"> • Assigned to experienced employee • Additional training • Light duties • None employed 	-	-	-	None employed								
ACCIDENT PROCEDURES can potentially lead to enhanced injuries if poor	Office staff	<ul style="list-style-type: none"> • Access to First Aid 	2	3	6									
	Possibly visitors	<ul style="list-style-type: none"> • Signage • New accident book • Accident Procedure 												

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Sheet number: 6		Area of Activity	General Issues 2											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
INDUCTION the risk of injury potentially being enhanced if inadequate	Office staff	• Verbal/informal	-	-	-									
TRAINING	Office staff	• Verbal/formal induction • Assigned to experienced employee	-	-	-									
WELFARE FACILITIES the risk of injury or illness potentially being enhanced if inadequate	Office staff	• Clean eating facilities • Adequate breaks • WC facilities	-	-	-	No significant risk assessed with controls in place								

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Department: Offices

Date: 10 October 2023

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Completed by: Simon Rogers with the assistance of Matt Barnes

Sheet number: 8	Fire 1										
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
<i>Injury or illness arising from FIRE or its products (e.g. smoke) caused or contributed to by:</i>	<i>All in offices</i>										
<i>- Smoking</i>	<i>As above</i>	<ul style="list-style-type: none"> • Signage • No smoking allowed • Regular check 	3	3	9						
<i>- Combustible/ flammable materials</i>	<i>As above</i>	<ul style="list-style-type: none"> • Very few • Good control • Excellent awareness 	-	-	-	<i>No significant risk assessed with controls in place</i>					
<i>- Electricity - installation/appliances</i>	<i>As above</i>	<i>Installation inspection 2019</i>	2	3	6						

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Sheet number: 9		Area of Activity	Fire 2											
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls					
			P	S	RR				P	S	RR			
[REDACTED]														
<i>continued</i>														
Injury or illness arising from FIRE or its products (e.g. smoke) caused or contributed to by continued:	<i>All in offices</i>													
	<i>All on site</i>													
- Cooking appliances	<i>As above</i>		2	3	6									
- Heating appliances	<i>As above</i>	<ul style="list-style-type: none"> • Dedicated area • Good housekeeping 	2	3	6									

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Sheet number: 10		Area of Activity	Fire 3								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
<i>In the event of a FIRE or a similar incident arising</i>	<i>All in offices All on site</i>	<i>• Good unobstructed choice of egress</i>									
		<i>• Signage</i>	3	4	12						
		<i>• Fire Wardens</i>									
		<i>• Fire Evacuation Plan</i>									

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Sheet number: 11		Area of Activity	Fire 4													
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls							
			P	S	RR				P	S	RR					
██████████	As above	As above where appropriate														
		also:														
		<ul style="list-style-type: none"> • Ample extinguishers • Service contract in place 	-	-	-	No significant risk assessed with controls in place										
THE OVERALL RISK OF INJURY TO BUILDING OCCUPANTS ARISING FROM A FIRE OR RELATED																
INCIDENT IS ASSESSED AS MEDIUM																

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