

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



Department:	Offices	Date:	10 October 2023

Sheet number: 1		Area of Activity	General Environment 1									
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		on	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	All staff and	Good layout	-	-	-	No significant risk assessed						
HAZARDS AND	visitors	General awareness										
HOUSEKEEPING		Good housekeeping										
- slips/trips/falls		• Regular cleaning										
leading to injury		Good floor coverings										
		Good lighting										
		Adequate storage areas										
SUBSTANCES												
- contact with	All staff	General awareness	-	-	-	No significant risk assessed						
correction fluid, toner		Good housekeeping										
etc. leading to illness		Very minor quantities										
		involved										
										<u> </u>	<u> </u>	
										<u> </u>	<u> </u>	
										l		

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
- = Permanent incapacity or death

- 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.



Department:	Offices	Date:	10 October 2023

Sheet number: 2		Area of Activity				General Envir	onment	2																																									
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current requir		Further remedial work required to improve Risk	Actio n By	Completi on Date	е	Rating nhance controls	ed
			P	S	RR				P	S	RR																																						
SUBSTANCES continued																																																	
- contact with cleaning	All staff and	• PPE	-	-	-	No significant risk assessed																																											
materials	visitors	• Benign 'domestic'																																															
		cleaning materials																																															
		Access to clean water																																															
VDU WORKSTATIONS	All users	Modern workstations	-	-	-	No significant risk assessed with																																											
- potential for illness		Adjustable chairs				controls in place																																											
enhanced if poor		Adjustable equipment																																															
arrangements		Computer aids																																															
		• Training																																															
		Supervision																																															
		• Individual Risk																																															
		Assessments																																															

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Department:	Offices	Date:	10 October 2023

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	Actio n By	Completi on Date	e	Rating nhance controls	d	
			P	S	RR				P	S	RR	
ELECTRICAL												
APPLIANCES/												
ELECTRICS												
- shock	All staff	Electrical installation	2	3	6							
		inspected (2019)										
		General awareness										
		• Tidiness										
		Damaged appliances										
		replaced immediately										
		Visual check										
		• PAT										
- trip	All staff and	As above, also	-	-	-	No significant risk assessed with						
	visitors	Good cable discipline				controls in place						
		Cable clips										

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Department:	Offices	Date:	10 October 2023

Sheet number: 4		Area of Activity	General Environment 4										
Hazard Description	Persons at Risk			Risk Rating on current controls		on current required to improve Risk		Actio n By	Completi on Date	Risk Rating on enhanced controls			
			P	S	RR				Р	S	RR		
LIFTING/MANUAL	Office staff	General awareness	-	-	-	No significant risk assessed							
HANDLING injury		• No excessive requirement											
as a result thereof		Good Practice Guide											
EMPLOYMENT of HIGH			-	-	-	No risk assessed							
RISK GROUPS													
- pregnant mothers	}	General awareness				None employed at present							
	} All in category	assessed											
- under 18 years old	}												
							-			ļ			
COLLISION with	All office staff	General awareness	2	3	6								
vehicle on exiting offices	and visitors	• Signage											
		Separate exits											
										1			

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Department:	Offices	Date:	10 October 2023

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

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

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- High risk. Implementation of additional practical remedial measures is urgent and essential. 12 - 16
- 20 Unacceptable risk. Termination of activity is recommended pending full review.



Department:	Offices	Date:	10 October 2023
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Sheet number: 6		Area of Activity	General Issues 2										
Hazard Description	Persons at Risk			Risk Rating on current controls		on current required to improve Risk		Actio n By	on	Risk Rating on enhanced controls			
			P	S	RR				Р	S	RR		
INDUCTION the risk of	Office staff	• Verbal/informal	-	-	-								
injury potentially being													
enhanced if inadequate													
TRAINING	Office staff	Verbal/formal induction	-	-	-								
		Assigned to experienced											
		employee											
WELFARE FACILITIES	Office staff	• Clean eating facilities	-	_	-	No significant risk assessed with							
the risk of injury or		Adequate breaks				controls in place							
illness potentially being		WC facilities											
enhanced if inadequate													

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Department:	Offices	Date:	10 October 2023

Sheet number: 7		Area of Activity	General Issues 3									
Hazard Description	Persons at Risk		Risk Rating on current controls		nt	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls			
			P	S	RR				P	S	RR	
SIGNAGE REQUIRED	N/A	Signs in place include:										
BY LEGISLATION		• H&S Law poster										
(includes all Depot)		General Statement of										
		H&S Policy										
		EL insurance certificate										
		• Fire Action										
		• First Aid										

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Department:	Offices	Date:	10 October 2023
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Sheet number: 8		Area of Activity		Fire 1										
Hazard Description	Persons at Risk					Risk Rating on current controls		ent	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR			
Injury or illness arising	All in offices													
from FIRE or its	All on site													
products (e.g. smoke)														
caused or contributed to														
by:		• Signage	İ											
- Smoking	As above	No smoking allowed	3	3	9									
		Regular check												
- Combustible/	As above	• Very few	-	-	-	No significant risk assessed with	_							
flammable materials		Good control				controls in place								
		Excellent awareness												
- Electricity -	As above	Installation inspection 2019	2	3	6									
installation/appliances	AS above	mstallation inspection 2019								 	 			
пізсапасіон аррпансез											 			

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Department:	Offices	Date:	10 October 2023
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Sheet number: 9		Area of Activity				Fire 2			_						
Hazard Description	Persons at Risk			Risk Rating on current controls		Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls						
			Р	S	RR		_		Р	S	RR				
continued															
Injury or illness arising	All in offices														
from FIRE or its	All on site														
products (e.g. smoke)															
caused or contributed to															
by continued:															
- Cooking appliances	As above		2	3	6										
- Heating appliances	As above	• Dedicated area	2	3	6										
		Good housekeeping													

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Department:	Offices	Date:	10 October 2023

Sheet number: 10		Area of Activity	Fire 3									
Hazard Description	Persons at Risk		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	
In the event of a FIRE	All in offices	Good unobstructed choice										
or a similar incident	All on site	of egress										
arising		• Signage	3	4	12							
		• Fire Wardens										
		• Fire Evacuation Plan										
											<u> </u>	

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Department:	Offices	Date:	10 October 2023

Hazard Description	Persons at Risk	Current			Fire 4							
	at Kisk	Current Controls	Risk Rating on current controls		nt	Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls			
			P	S RR			P	S	RI			
	As above	As above where appropriate										
		also:										
		Ample extinguishers	-	-	-	No significant risk assessed with						
		Service contract in place				controls in place						

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