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| **Awareness Course**  | [OFFICE SAFETY](https://echo-3.co.uk/online-course/office-safety/) | **Location:** |  |
| **Date:** |  | **Review Date:** |  |
| **Name:**  |  | **Job Title:**  |  |
| **Task: Office Risk Assessment**  |

| **Hazard** | **Who might be harmed?** | **Risks** | **Are the following control measures in place to eliminate or reduce the risks?** | **Yes/****No** | **Corrective actions required** | **Risk Evaluation** | **Risk Rating** |
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| **Consequence****(1 – 3)** | **Likelihood****(1 – 3)** | **Overall risk****(C x L)** | **Low, Medium or High** |
| **Slips AND Trips** |  | Could suffer injury e.g. sprains and fractures if they trip and fall as a result of:* Obstructions, trailing cables, spillages, worn or raised floor coverings etc on walkways.
* Poor office layout and storage arrangements resulting in insufficient circulation space.
 | 1. Work areas should be kept clear of obstructions.
2. Any spillages should be cleaned up immediately.
3. All areas should be well lit, especially stairs.
4. Hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the line manager or local person responsible for safety.
5. [Slips and Trips Awareness training provided.](https://echo-3.co.uk/online-course/preventing-slips-trips-falls/)
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| **Manual Handling** |  | Could suffer from back pain and work related upper body disorder (WRULD) due to:* Using incorrect handling techniques when handling office items (deliveries, boxes, filing etc).
* Poor workstation layout and insufficient working space resulting in poor posture.
* Individuals with health conditions, previous back injuries etc affecting ability to safely handle items
* New and expectant mothers may be more susceptible to injury.
 | 1. A specific risk assessment must be completed for lifting heavy and bulky loads.
2. Trollies being used for heavy items.
3. Use low shelves for storing heavy items and only using high shelves for light items only.
4. [Training in lifting techniques should be provided for anyone who undertakes lifting.](https://echo-3.co.uk/online-course/manual-handling-training/)
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| **Computer workstation use** |  | MSDs/Stress/Eye strain could develop * Inappropriate layout or lack of awareness resulting in poor posture being adopted when using Display Screen Equipment (DSE)
* Working for prolonged periods without change of posture or sufficient break.
 | 1. Where desktops, laptops and notebooks are used as a significant part of day-to-day work, a Computer Equipment assessment must be carried out.
2. Work should be planned to include regular breaks from the computer.
3. [DSE Awareness Training](https://echo-3.co.uk/online-course/dse-training/)
4. If software proficiency is required, IT services offers training on general office applications
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| **Electrical safety** |  | Could suffer electrical shock or burns if using * Damaged portable electrical appliances, their cables, plugs e.g. lamps, fans, photocopier, extension leads, PC etc.
 | 1. All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test.
2. Electrical cables and plugs should be regularly visually inspected by the user for damage.
3. Any defective equipment should be reported immediately to the responsible person e.g. line manager.
4. Electrical equipment must be operated in accordance with manufacturers' instructions.
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| **Fire** |  | Could suffer from smoke inhalation or burns if trapped in office.* Combustible materials coming into contact with or in close proximity to heat sources.
* Portable heaters in unsafe condition and/or inappropriately located.
* Over accumulation of rubbish.
* Over loading of electrical sockets.
* Inappropriate action in the event of discovering a fire or hearing the fire alarm.
 | 1. Equipment should be switched off when not in use for long periods.
2. All portable electrical equipment must be tested for electrical safety at appropriate intervals.
3. The fire alarm system is installed, maintained and tested.
4. Specific Fire risk assessments
5. Everyone must be acquainted with the Emergency evacuation procedure for their area.
6. [Fire Safety Awareness Training provided](https://echo-3.co.uk/online-course/fire-safety-training/)
7. Fire Marshalls appointed
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| **Falling from height** |  | * Falling when retrieving items stored at height
* Dropping items onto others when stored at height
 | 1. Chairs or desks must not be used for reaching heights; step stools should be used instead.
2. If a stepladder is used, staff/students should read an appropriate risk assessment and be shown how to use it safely.
3. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height.
4. Ladder Safety Training provided for those using ladders
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| **Working environment** |  | * May feel too hot/cold or suffer other general discomfort
* Contact with furniture if insufficient space to move around.
* May suffer eyestrain if lighting is insufficient or of the wrong type
 | 1. Is the temperature of the office normally kept within a comfortable range?
2. Is the office adequately ventilated?
3. Is the space provided is sufficient to enable free movement around the office, and for carrying out general tasks?
4. Are the lighting levels adequate for the tasks undertaken?
5. Are window blinds fitted where necessary to adjust lighting levels?
6. Are desk lamps provided if additional task lighting is required?
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| **Inadequate hygiene and welfare facilities** |  | General discomfort or stress. | 1. Are toilets supplied with hot/cold water, soap and towels, and deficiencies reported to the cleaning staff?
2. Is an area available for refreshment with drinking water available?
3. Is the ‘No smoking’ policy implemented?
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| **Chemical risks** |  | Generally the risk will be very low within an office environment. | If any hazardous substances e.g. solvents or solvent-based glues are used within the office area then a COSHH risk assessment must be completed and a safe system of work issued to the users. |  |  |  |  |  |  |
| **Filling Cabinets** |  | * Could topple over if loading is unbalanced.
* Cabinet drawers that have been left open could be a trip hazard
 | 1. Filing cabinets should be loaded from the bottom up to maintain stability.
2. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, they must be labelled with a warning of a tipping risk.
3. Drawers should be closed immediately after use.
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| **Office equipment** |  | Coming into contact with moving, cutting or other dangerous parts, clothing, long hair etc becoming entangled. e.g. shredders, guillotines | 1. Equipment used in accordance with manufacturer’s instructions
2. Those using the equipment have been made aware of how to use it safely e.g. verbal instruction, signage etc.
3. Equipment periodically checked for safe condition and taken out of use if any damage found.
4. Loose clothing (e.g. ties) and long hair kept away from any moving parts.
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| **Workplace Stress** |  | * Prolonged periods of excessive demands being placed on and experienced by staff.
* Staff having conflicting roles.
* Harassment from, or poor relationships with, colleagues, line managers etc.
* Staff receiving little or no support to enable them to effectively carry out their work.
 | 1. Line managers are aware of their roles and responsibilities under the University’s management of work-related stress policy and carry these out.
2. Discussions with staff and assessments carried out to establish any factors causing, or the potential to cause work-related stress, and measures to address these.
3. Staff aware of their roles and responsibilities in relation to work-related stress through information and training.
4. Staff are made aware that they can refer themselves to Occupational Health should they require professional support
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| **Any other hazards identified?** |  |  |  |  |  |  |  |  |  |

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| **1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB or WORK ACTIVITY**  |
| Working at Height | Noise | Hand tools | Vibration |
| Falling objects | Extreme Heat / cold | Confined spaces | Repetitive hand/ arm movement |
| Slippery/ uneven/ worn floors | Radiation | Poor housekeeping / cleaning | Machine operation |
| Obstructions/ projections | Lighting | Vehicle movement | Electro Magnet |
| Manual handling | Compressed air | Fire / explosion | Pressurised systems |
| Mechanical Lifting | Substances / materials | Electricity | **Other (*specify on assessment)*** |

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| **2. RISK MATRIX** | **CONSEQUENCE** |
|  |  | **1 – Minor Injury** (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious) | **2 – Significant Injury**(e.g. hazard can result in serious injury and/or illness, over 3 day absence) | **3 – Major Injury**(e.g. hazard capable of causing death or serious and life threatening injuries) |
| **LIKELIHOOD** | **1 – Unlikely**  (injury rare, though possible) | **1 – Low**  | **2 – Low**  | **3 – Medium**  |
| **2 – Possible** (injury could occur occasionally) | **2 – Low**  | **4 – Medium**  | **6 – High**  |
| **3 – Probable** (injury likely to occur, can be expected) | **3 – Medium**  | **6 – High**  | **9 – Extreme**  |

**3. RISK EVALUATION**

This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you and overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

**1 to 2** = **Low risk**

Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

**3 to 4** = **Medium risk**

Medium risks at the upper end of this band should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.  Risks on the lower end should be reduced if practicable.

**6** **= High risk**

High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk

Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence.