

# Office Risk Assessment

Organisation name: Hethel Innovation - Business Development Team

Date of assessment: 13/05/2020

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
<b>Slips and trips</b>	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>General good housekeeping is carried out.</li> <li>All areas are well lit, including stairs.</li> <li>Trailing leads or cables are moved or protected.</li> <li>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</li> <li>Staff mop up or report spillages.</li> </ul>	Increased use of wire coverings. Moving wires to side of the room where possible rather than running across the floor.	Manager	01/09/2020	
<b>Manual handling</b>	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> <li>Trolley used to move heavy items where appropriate.</li> <li>Heavy items are stored/accessible at the appropriate height.</li> <li>Staff are aware/trained on how to split heavy loads and make them easier to handle.</li> </ul>				
<b>Working at height</b>	Falls from any height can cause bruising and fractures.	I have considered this and it doesn't apply to my office.				
<b>Health of workers in the office environment.</b>	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> <li>Staff have management help to understand what their duties and responsibilities are.</li> <li>Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work.</li> <li>Change is managed and communicated effectively.</li> <li>Regular catch-ups with team members to provide opportunities for employees to speak confidentially. Flexitime monitoring used to ensure that excessive overtime isn't used.</li> </ul>				
<b>Computers, laptops and similar equipment</b>	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> <li>Assess workstations, reduce risks and provide information and training.</li> <li>Work planned to include change of activity or regular breaks.</li> </ul>	Ensure staff are aware that they can raise work environment-related concerns in regular Perkbox surveys	Innovation Manager to action. Staff to monitor and update.	01/06/2020	

# Office Risk Assessment

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> <li>Fire risk assessment has been completed and adequate fire safety measures are in place.</li> <li>Evacuation plan has been implemented and tested.</li> <li>Fire alarm tested regularly.</li> <li>Fire drills carried out at least once a year.</li> <li>Regular checks made to ensure escape routes and fire exit doors are not obstructed.</li> </ul>				
<b>Work equipment</b>	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	<ul style="list-style-type: none"> <li>All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> <li>Staff trained in use of equipment where necessary.</li> <li>Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>Defective equipment taken out of use safely and promptly replaced.</li> </ul>				
<b>Lone working and visiting</b>	Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices.	<ul style="list-style-type: none"> <li>Staff leave details of visits in the office and give a contact number.</li> <li>Staff who are not planning to return to the office after a visit call in to report this.</li> <li>Staff responsible for locking up at night check all areas before leaving.</li> </ul>	Whereabouts of staff out of the office should be monitored by office-based staff.	Manager.	13/05/2020	
			Any incidents to be discussed at team meetings to see if there are any lessons learned.	Manager	13/05/2020	

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your office, such as new work equipment or work activities.