

Office Risk Assessment

Organisation name: Hethel Innovation Ltd

Date of assessment: 14/05/2020

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
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> General good housekeeping is carried out. All areas are well lit, including stairs. Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Staff mop up or report spillages. 	Trailing leads and cables need to be stored	Site Manager	01/06/2020	
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> Trolley used to move heavy items where appropriate. Heavy items are stored/accessible at the appropriate height. Staff are aware/trained on how to split heavy loads and make them easier to handle. 				
Working at height	Falls from any height can cause bruising and fractures.	I have considered this and it doesn't apply to my office.				
Health of workers in the office environment.	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"> Staff have management help to understand what their duties and responsibilities are. Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work. Change is managed and communicated effectively. 				
Computers, laptops and similar equipment	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"> Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks. Employer pays for eye tests for display screen equipment users. Employer pays for basic spectacles specific for visual display unit use (or portion of cost in other cases). 				

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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> Regular checks made to ensure escape routes and fire exit doors are not obstructed. Fire risk assessment has been completed and adequate fire safety measures are in place. Evacuation plan has been implemented and tested. Fire alarm tested regularly. 	Fire Drill overdue	Site Manager	01/07/2020	
Work equipment	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"> 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. Staff trained in use of equipment where necessary. Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. 				
Lone working and visiting	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"> Staff leave details of visits in the office and give a contact number. Staff who are not planning to return to the office after a visit call in to report this. Staff responsible for locking up at night check all areas before leaving. 	Provide staff with lone worker emergency buttons for when working on site.	Site Manager	01/06/2020	
Asbestos	Staff and others carrying out normal activities, are at very low risk providing the ACM is maintained in good condition. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	<ul style="list-style-type: none"> Establish whether asbestos may be present in premises. If asbestos is considered present, and you are responsible for building maintenance, planned measures are in place to manage asbestos and warn visiting workers etc. For rented premises: consult lease agreement/ landlord and establish who is responsible wholly or partly for maintenance including asbestos duties. 				

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

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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.