

<b>Task/Activity/Environment:</b> <b>OFFICE WORK</b>		<b>Location:</b> <b>University House</b>	<b>Date of Assessment:</b> <b>11 Aug 2015</b>
<b>Identify Hazards which could cause harm:</b>		<b>Identify risks = what could go wrong if hazards cause harm:</b>	
<b>No</b>	<b>Hazard</b>	<b>No</b>	<b>Risk</b>
1	Trailing cables	1	Trips/falls resulting in strain, sprain, bruising or head injuries
2	VDU use	2	Postural problems resulting in strain/sprain injuries
3	Manual handling	3	Tasks include handling water bottles, boxes of paper and general supplies resulting in strain/sprain injuries
4	Electrical equipment	4	Contact with live electrical components resulting in shock, burns, death
5	Storage of objects at height	5	Storage of objects above head height could result in objects fall and hitting someone or falls from height whilst trying to reach objects
6	Paper shredders	6	Use of paper shredder could result in entanglement, strangulation injuries, etc.
<b>List groups of people who could be affected:</b> All Office staff			<b>What numbers of people are involved?</b> 80-90
<b>What risk controls are in place to reduce risks?</b>			<b>Risk level with risk controls</b>
<b>No.</b>	<b>Risk Control</b>		
1	Trailing cables are not permitted; all cables are tied or covered to prevent trips. Manager performs monthly checks of working environment to ensure compliance		8
2	All staff are required to undertake VDU assessments and provide copies to manager to ensure actions are implemented (every 12 months or if changes are made)		
3	Brief guide for lifting water bottles is provided to staff		
4	All electrical equipment is pat tested and staff are verbally instructed to report any defects		
5	A step stool is provided for accessing objects on higher shelves		
6	None at present		
<b>What additional actions are required to ensure risk controls are implemented / effective or to reduce the risk further?</b>			<b>Risk level with additional risk controls</b>
<b>No.</b>			
1	Results of workplace inspections are to be recorded		4
2	Manager to observe workstations and instruct correction when required		
3	Staff to be trained in proper manual handling techniques		
4	Incorporate instruction to report defects into written office safety instructions		
5	Incorporate safe storage instructions into written office safety instructions		
6	Incorporate instructions for safe use of shredder into written office safety instructions and post reminder notice on wall above shredder		
4-6	Written office safety instructions to be included in staff induction for new starters		
<b>Is health surveillance required?</b>		<b>If YES, please detail:</b>	
<b>YES/NO</b>			
<b>Who will be responsible for implementing risk controls:</b> H&S Co-ordinator and Deputy H&S Co-ordinator			<b>By When:</b> Regular Intervals

Completed by: Jane Hopkinson

Signed: J.L. Hopkinson

Record of annual review: 11 Aug 2016

Risk Rating:

↑ Increasing Consequence	5	10	15	20	25	<b>17-25 Unacceptable</b> – Stop activity and make immediate improvements/seek further advice
	4	8	12	16	20	
	3	6	9	12	15	<b>5-9 Adequate</b> – Look to improve at next review
	2	4	6	8	10	<b>1-4 Acceptable</b> - No further action, but ensure controls are maintained
	1	2	3	4	5	
	→ Increasing Likelihood					

Guide to using the risk rating table:

Consequences	Likelihood
<b>1 Insignificant</b> – no injury	<b>1 Very unlikely</b> – 1 in a million chance of it happening
<b>2 Minor</b> – minor injuries	<b>2 Unlikely</b> – 1 in 100,000 chance of it happening
<b>3 Moderate</b> – up to three days absence	<b>3 Fairly likely</b> – 1 in 10,000 chance of it happening
<b>4 Major</b> – more than three days absence	<b>4 Likely</b> – 1 in 1,000 chance of it happening
<b>5 Catastrophic</b> – death or disabling	<b>5 Very likely</b> – 1 in 100 chance of it happening