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For brave & ambitious organisations, business never stops moving. Neither do the demands of HR & Health & Safety. We’re Primed, so you’re ready for whatever’s next. We advise, guide & support businesses with workplace compliance, HR & Health & Safety challenges, giving you the confidence to manage your people and safety with confidence.

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**Risk Assessment – General Office**

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| --- | --- | --- | --- |
| **Company:** |  | **Risk Assessment Number:** | **RA / 090** |
| **Date:** |  | **Completed by:** |  |
| **Task:** | General Office risk assessment | **Site:** |  |
| **Task specific training required:** |  | **Permits required:** |  |
| **Equipment:** |  | | |

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| **Residual Risk Calculator** | | | | | | | | | | | | |
| **Accident Probability** | | **X** | **Accident Severity** |  | | **=** | **Score** | **Factor** | **Action** | | | |
| Very Likely | **4** |  | Very Serious | **4** | |  | **9 - 16** | **High** | Unacceptable Risk, Re-Assess to eliminate / reduce risk to low / med factor | | | |
| Reasonably Likely | **3** | Reasonably Serious | **3** | |
| Reasonably Unlikely | **2** | Reasonably Moderate | **2** | | **5 - 8** | **Med** | Consider further precautions to reduce risk to low factor.  Proceed with extra caution if unable to reduce risk level | | | |
| Very Unlikely | **1** | Very Minor | **1** | | **1 - 4** | **Low** | No Further Action required | | | |
| **Persons Affected (consider this in your assessment)** | | | | | | | | | | | | |
| **Employees** |  | |  | | **Visitors** | | | | |  | **Expectant Mother** |  |
| **Contractor Staff** |  | |  | | **General Public** | | | | |  | **Disabled Person** |  |
| **Client Staff** |  | |  | | **Young Person** | | | | |  | **Other** |  |

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| **Identified Hazards** | **Key Risks** | **Results prior to controls** | | | | **Existing Control Measures/Precautions** | **Results after controls** | | | | **Additional Control Measures** |
| **Probability** | **Severity** | **Score** | **Factor** | **Probability** | **Severity** | **Score** | **Factor** |
| Electrical | Use of faulty electrical equipment causing electrical shock, burns | 3 | 4 | 12 | **High** | Register kept of equipment on site.  Regular PAT testing organised for all portable electrical equipment. Any faults are rectified on identification.  Employees use of own equipment is discouraged | 2 | 2 | 4 | **Low** | Employees reminded to carry out pre-use checks and report any damage such as defective plugs, discoloured sockets or damaged cable/equipment |
| Cleaning of office areas | Slips trips and falls | 3 | 3 | 9 | **High** | Wherever possible cleaning is carried out during out of hours or quiet periods  All cleaning materials kept secure in locked cupboards.  Cleaning contractor provides safety data sheets and COSHH assessments for all hazardous materials.  Minimal quantities will be kept on site. | 2 | 2 | 4 | **Low** | Supervision and monitoring |
| Ignition Sources | Smoking, excess storage of comestibles | 3 | 4 | 12 | **High** | Smoking not allowed within the building  Fixed electrical system and portable electrical appliances subject to planned preventative maintenance and testing | 2 | 2 | 4 | **Low** | Prohibition of smoking signs in building  Supervision and monitoring |
| Welfare | Discomfort of employees due to inadequate welfare facilities | 2 | 3 | 6 | **Med** | Hot and cold water, soap, and means of drying hands provided – this will be adequate for the numbers on site  Adequate rest area where food can be heated also provided. Adequate toilets on site | 2 | 2 | 4 | **Low** | Weekly checks and monitoring of welfare facilities |
| Fire | Serious injuries, or fatalities, if persons become trapped by fire outbreak | 3 | 4 | 12 | **High** | Employees are informed of emergency procedures in the event of a fire. Fire marshals are available to assist in the evacuation of the building in the event of a fire.  Emergency routes to emergency exits, and the exits themselves, are kept clear at all times and lead as directly as possible to the open air or to a safe area | 2 | 2 | 4 | **Low** | Ensure Induction procedure is maintained and staff sign as confirmation  Weekly/Monthly checklists of fire doors and exits (Recorded) |
| Environment | Poor lighting to hot or too cold in the office | 3 | 2 | 6 | **Med** | Thermostatically controlled heating in office areas.  Lighting in all areas suitable for tasks being conducted | 2 | 2 | 4 | **Low** | Annual maintenance regime |
| DSE | Repetitive strain syndrome | 3 | 3 | 9 | **High** | DSE training for identified staff | 2 | 2 | 4 | **Low** | Review annually |

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| **TASK PPE ASSESSMENT** | | | | | |
| **STANDARD MANDATORY PPE:** | HIVIZ | TOE CAP BOOTS  BS EN 345 Steel | BS EN 397 | BS EN 388  **4121** | **EN166 Grade1**0304600 |
| **TICK BOX:** |  |  |  |  |  |
| **GLOVES OPTIONS:** | http://www.speedyhire.com/uploads/images_products/fingerless%20glove.jpgTOUGH  BS EN 388  **4343** | CHEMICAL  BS EN 374 | **FALL PROTECTION:** | https://encrypted-tbn0.google.com/images?q=tbn:ANd9GcReSY_6AxCft_Ol_GhHASVicMMrXKE7cE1-frPhxMNytD-3drqoKwHARNESS & LANYARD | SAFETY NET / AIRBAG |
| **TICK BOX:** |  |  | **TICK BOX:** |  |  |
| **EYE PROTECTION OPTIONS:** | BS EN 166 grade1 0304600 | BS EN166  grade 2 | **DUST MASK OPTIONS:** | class: FFP2  Filters at least 94% of airborne particles | 220px-Atemluftfilter_Einwegmaskeclass: FFP3  Filters at least 99.95% of airborne particles |
| **TICK BOX:** |  |  | **TICK BOX:** |  |  |
| **GENERAL (must always be worn)** | BS EN 352 Earmuffs  (If noise levels reach over 85db) | BS EN 352 Ear plugs  (If noise levels reach 80 db) | **EXTRA OPTIONS:** | LONG SLEEVED TOP / OVERALLS | OTHER |
| **TICK BOX:** |  |  | **TICK BOX:** |  |  |

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| **Assessed By:** |  | **Reviewed by:** |  | **Reviewed by:** |  |
| **Position:** |  | **Position:** |  | **Position:** |  |
| **Signature:** |  | **Signature:** |  | **Signature:** |  |
| **Date:** |  | **Date:** |  | **Date:** |  |