



4.3

OFFICE RISK ASSESSMENTS

**Initially conducted on 9 Jan 2014 and annually
thereafter with the assistance of
Trevor Summers and Matt Barnes
Last Reviewed October 2024**

BARNES

RISK ASSESSMENT WORKSHEET

Department: Offices Date: 8th October 2024

Review Date: October 2025 Completed by: Tracy Nichols Consultant assisted by Matt Barnes

Sheet number: 1		Area of Activity	General Environment 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
OFFICES											
GENERAL WORKING	<i>All staff and</i>	• <i>Good layout</i>	-	-	-	<i>No significant risk assessed</i>					
HAZARDS AND	<i>visitors</i>	• <i>General awareness</i>									
HOUSEKEEPING		• <i>Good housekeeping</i>									
- <i>slips/trips/falls</i>		• <i>Regular cleaning</i>									
<i>leading to injury</i>		• <i>Good floor coverings</i>									
		• <i>Good lighting</i>									
		• <i>Adequate storage areas</i>									
SUBSTANCES											
- contact with	<i>All staff</i>	• <i>General awareness</i>	-	-	-	<i>No significant risk assessed</i>					
<i>correction fluid, toner</i>		• <i>Good housekeeping</i>									
<i>etc. leading to illness</i>		• <i>Very minor quantities</i>									
		<i>involved</i>									

Probability Rating (P) with Guide

- 1 = Improbable (hardly if ever)
- 2 = Remote (< annually)
- 3 = Possible (annually)
- 4 = Probable (monthly)
- 5 = Likely (weekly)

Severity Rating (S) with Guide

- 1 = First Aid Injury
- 2 = Minor injury (say 3 days off work)
- 3 = Major injury
- 4 = Permanent incapacity or death

Risk Rating (RR) = Probability x Severity

- 1 – 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.
- 8 – 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk.
- 12 – 16 High risk. Implementation of additional practical remedial measures is urgent and essential.
- 20 Unacceptable risk. Termination of activity is recommended pending full review.

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Department: Offices Date: 8th October 2024

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Sheet number: 2		Area of Activity	General Environment 2								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
SUBSTANCES continued											
- contact with cleaning materials	All staff and visitors	<ul style="list-style-type: none"> PPE Benign 'domestic' cleaning materials Access to clean water 	-	-	-	No significant risk assessed					
VDU WORKSTATIONS	All users	<ul style="list-style-type: none"> Modern workstations 	-	-	-	Display Screen Equipment (DSE)	MB				
- potential for illness		<ul style="list-style-type: none"> Adjustable chairs 				assessments and training to be					
enhanced if poor arrangements		<ul style="list-style-type: none"> Adjustable equipment Computer aids 				completed					
		<ul style="list-style-type: none"> Training 									
		<ul style="list-style-type: none"> Supervision 									
		<ul style="list-style-type: none"> Individual Risk Assessments 									

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Sheet number: 3		Area of Activity	General Environment 3								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
ELECTRICAL											
APPLIANCES/											
ELECTRICS											
- shock	All staff		2	3	6	Electrical installation inspection	MB				
						test due (last inspected 2019)					
		• General awareness									
		• Tidiness									
		• Damaged appliances									
		replaced immediately									
		• Visual check									
		• PAT									
- trip	All staff and	As above, also	-	-	-	No significant risk assessed with					
	visitors	• Good cable discipline				controls in place					
		• Cable clips									

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4 = Probable (monthly)
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12 - 16
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High risk. Implementation of additional practical remedial measures is urgent and essential.
Unacceptable risk. Termination of activity is recommended pending full review.

Sheet number: 4		Area of Activity	General Environment 4								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
LIFTING/MANUAL	Office staff	• General awareness	-	-	-	No significant risk assessed					
HANDLING injury		• No excessive requirement									
as a result thereof		• Good Practice Guide									
EMPLOYMENT of HIGH RISK GROUPS			-	-	-	No risk assessed					
- pregnant mothers	}	• General awareness				None employed at present					
	} All in category	assessed									
- under 18 years old	}										
COLLISION with	All office staff	• General awareness	2	3	6						
vehicle on exiting offices	and visitors	• Signage									
		• Separate exits									

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5 = Likely (weekly)

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Unacceptable risk. Termination of activity is recommended pending full review.

Sheet number: 5		Area of Activity	General Issues 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
CONTRACTORS - the risk of injury to contractors or own staff through uncontrolled activity by employees of former	Office staff	<ul style="list-style-type: none">SupervisionGuidance in H&S Manual	3	3	9	Refer to relevant Section of Health & Safety Manual for guidance					
YOUNG PERSONS are potentially more at risk of injury owing to inexperience	18-year-olds and younger	<ul style="list-style-type: none">Assigned to experienced employeeAdditional trainingLight dutiesNone employed	-	-	-	None employed					
ACCIDENT PROCEDURES can potentially lead to enhanced injuries if poor	Office staff Possibly visitors	<ul style="list-style-type: none">Access to First AidSignageAccident bookAccident Procedure	2	3	6						

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advised where this would result in a reduction of risk.
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Sheet number: 6		Area of Activity	General Issues 2								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
INDUCTION the risk of injury potentially being enhanced if inadequate	Office staff	• Verbal/informal	-	-	-						
TRAINING	Office staff	• Verbal/formal induction	-	-	-						
		• Assigned to experienced employee									
WELFARE FACILITIES the risk of injury or illness potentially being enhanced if inadequate	Office staff	• Clean eating facilities	-	-	-	No significant risk assessed with controls in place					
		• Adequate breaks									
		• WC facilities									

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[illegible]

Severity Rating (S) with Guide

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Sheet number: 8		Area of Activity	Fire 1								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
Injury or illness arising from FIRE or its products (e.g. smoke) caused or contributed to by:	All in offices All on site										
- Smoking	As above	<ul style="list-style-type: none"> • Signage • No smoking allowed • Regular check 	3	3	9						
- Combustible/flammable materials	As above	<ul style="list-style-type: none"> • Very few • Good control • Excellent awareness 	-	-	-	No significant risk assessed with controls in place					
- Electricity - installation/appliances	As above	Installation inspection 2019	2	3	6	Inspection outstanding	MB				

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[illegible]

Risk Rating (RR) = Probability x Severity

- | Risk Rating (Risk = Probability x Severity) | |
|---|--|
| 1 - 6 | Low, Acceptable risk. Any remedial measures helpful rather than essential. |
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Risk Rating (RR) = Probability x Severity

- | | |
|---------|--|
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Sheet number: 11		Area of Activity	Fire 4								
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls			Further remedial work required to improve Risk	Action By	Completion Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
	As above	As above where appropriate									
		also:									
		• Ample extinguishers	-	-	-	No significant risk assessed with					
		• Service contract in place				controls in place					
THE OVERALL RISK OF INJURY TO BUILDING OCCUPANTS ARISING FROM A FIRE OR RELATED											
INCIDENT IS ASSESSED AS MEDIUM											

Probability Rating (P) with Guide 1 = Improbable (hardly if ever) 2 = Remote (< annually) 3 = Possible (annually) 4 = Probable (monthly) 5 = Likely (weekly)	Severity Rating (S) with Guide 1 = First Aid Injury 2 = Minor injury (say 3 days off work) 3 = Major injury 4 = Permanent incapacity or death	Risk Rating (RR) = Probability x Severity 1 - 6 Low, Acceptable risk. Any remedial measures helpful rather than essential. 8 - 10 Medium risk. Implementation of additional practical remedial measures identified is strongly advised where this would result in a reduction of risk. 12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential. 20 Unacceptable risk. Termination of activity is recommended pending full review.
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