

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



Department:	Offices	Date:	8 th 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	Rating curre		Risk Further remedial work Rating on required to improve Risk current controls		Action By	Completion Date	Risk Ratin on enhanced controls		
			P	S	RR				P	S	RR
OFFICES											
GENERAL WORKING	All staff and	Good layout	-	-	-	No significant risk assessed					
HAZARDS AND	visitors	General awareness		İ							
HOUSEKEEPING		Good housekeeping									
- slips/trips/falls		• Regular cleaning		İ							
leading to injury		Good floor coverings		İ							
		Good lighting		İ							
		Adequate storage areas									
SUBSTANCES											
- contact with	All staff	General awareness	-	-	-	No significant risk assessed					
correction fluid, toner		Good housekeeping		İ							
etc. leading to illness		Very minor quantities									
		involved									
			1	_							<u> </u>
			4								<u> </u>

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

= 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.



Department:	Offices	Date:	8 th October 2024
-			

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

Sheet number: 2 Area of Activity General En								ronment 2																															
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		on current		Further remedial work required to improve Risk	Actio n By	Completi on Date	е	Rating nhance controls	ed
			P	S	RR				P	S	RR																												
SUBSTANCES continued																																							
- contact with cleaning	All staff and	• PPE	-	-	-	No significant risk assessed																																	
materials	visitors	Benign 'domestic'																																					
		cleaning materials																																					
		Access to clean water																																					
VDU WORKSTATIONS	All users	Modern workstations	-	-	-	Display Screen Equipment (DSE)	MB																																
- potential for illness		Adjustable chairs				assessments and training to be																																	
enhanced if poor		Adjustable equipment				completed																																	
arrangements		Computer aids																																					
		• Training																																					
		Supervision																																					
		• Individual Risk																																					
		Assessments																																					

Probability Rating (P) with Guide

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Department:	Offices	Date:	8 th October 2024
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Review Date: October 2025 Completed by: Tracy Nichols Consultant assisted by Matt Barnes

Sheet number: 3		Area of Activity	General Environment 3									
Hazard Description	Persons at Risk			Risk Rating on current controls		Further remedial work required to improve Risk	Actio n By	Completi on 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										
											1	
- trip	All staff and	As above, also	-	-	-	No significant risk assessed with						
	visitors	Good cable discipline				controls in place						
		Cable clips										

Probability Rating (P) with Guide

1 = Improbable (hardly if ever)

2 = Remote (< annually)

3 = Possible (annually)

Severity Rating (S) with Guide

1 = First Aid Injury

2 = Minor injury (say 3 days off work)

3 = Major injury

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.



Date:

Review Date:	October 2025					Completed by: Tracy Nichols Consultant assisted by Matt Barn								
4 = Probable (monthly) 5 = Likely (weekly)	4 =	Permanent incapacity or death	ı	12 20	- 16	High risk. Implementation of additional practical remedial measures is urgent and esse Unacceptable risk. Termination of activity is recommended pending full review.						ntial.		
Sheet number: 4		Area of Activity		General Environment 4										
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial required to impro	ve Risk n	Actio n By	Completi on Date	e	g on ed s			
			P	S	RR					P	S	RR		
LIFTING/MANUAL	Office staff	General awareness	-	-	-	No significant risk assess	ed							
HANDLING injury		No excessive requirement												
as a result thereof		Good Practice Guide												
												<u> </u>		
EMPLOYMENT of HIGH			-	-	-	No risk assessed					 	-		
RISK GROUPS											<u> </u>			
- pregnant mothers	}	General awareness				None employed at preser	nt				<u> </u>			
	} All in category	assessed									<u> </u>			
- under 18 years old	}													
											-			
COLLISION with	All office staff	General awareness	2	3	6									
vehicle on exiting offices	and visitors	• Signage												
		Separate exits												

2 = Remote (< annually)

3 = Possible (annually)

Department:

Offices

4 = Probable (monthly)

2 = Minor injury (say 3 days off work)

3 = Major injury

4 = Permanent incapacity or death

8 - 10 Medium risk. Implementation of additional practical remedial measures identified is strongly

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advised where this would result in a reduction of risk.

12 - 16 High risk. Implementation of additional practical remedial measures is urgent and essential.



Date:

Department.				Date.	
Review Date:	October 2025			Completed by:	Tracy Nichols Consultant assisted by Matt Barnes
5 = Likely (weekly)			20	Unacceptable risk. Termina	tion of activity is recommended pending full review.
Chart manh and E		A 6 A - 1 i - i l			

Sheet number: 5		Area of Activity				General Is	sues 1				
Hazard Description	Persons at Risk	Current Controls		Risk Rating on current controls		Further remedial work required to improve Risk	Actio n By	Completi on Date	Risk Rating on enhanced controls		
			P	S	RR				P	S	RR
CONTRACTORS - the	Office staff	• Supervision	3	3	9	Refer to relevant Section of Health					
risk of injury to		• Guidance in H&S Manual				& Safety Manual for guidance					
contractors or own staff											
through uncontrolled											
activity by employees											
of former											
YOUNG PERSONS are	18-year-olds	Assigned to experienced	-	-	-	None employed					
potentially more at risk	and younger	employee									
of injury owing to		Additional training									
inexperience		• Light duties									
		None employed									
ACCIDENT	Office staff	Access to First Aid	2	3	6						
PROCEDURES can	Possibly visitors	• Signage									
potentially lead to		Accident book									
enhanced injuries if poor		Accident Procedure									
											<u> </u>
							ĺ				

Probability Rating (P) with Guide

Severity Rating (S) with Guide

Risk Rating (RR) = Probability x Severity

Denartment

Offices

= Improbable (hardly if ever) = Remote (< annually) = First Aid Injury = Minor injury (say 3 days off work)

Low, Acceptable risk. Any remedial measures helpful rather than essential.

Medium risk. Implementation of additional practical remedial measures identified is strongly 8 - 10

8th October 2024



Data:

Department				Dutti	
Review Date:	October 2025	5		Completed by:	Tracy Nichols Consultant assisted by Matt Barnes
3 = Possible (annually)	3	= Major injury		advised where this would re	esult in a reduction of risk.
4 = Probable (monthly)	4	= Permanent incapacity or death	12 - 16 20		of additional practical remedial measures is urgent and essential.

Sheet number: 6		Area of Activity	General Issues 2									
Hazard Description	Persons at Risk	Current Controls		sk Ra on curre contre	nt	Further remedial work required to improve Risk	Actio n By	Completi on Date	е	c Rating nhance controls	ed	
			Р	S	RR				Р	S	RR	
INDUCTION the risk of	Office staff	• Verbal/informal	-	-	-							
injury potentially being												
enhanced if inadequate												
TRAINING	Office staff	Verbal/formal induction	-	-	-							
		Assigned to experienced										
		employee										
WELFARE FACILITIES	Office staff	• Clean eating facilities	-	-	-	No significant risk assessed with						
the risk of injury or		Adequate breaks				controls in place						
illness potentially being		• WC facilities										
enhanced if inadequate												
										<u> </u>	<u> </u>	
											<u> </u>	
										<u> </u>	<u> </u>	
										<u> </u>	<u> </u>	
										<u> </u>		

Probability Rating (P) with Guide

Severity Rating (S) with Guide

Risk Rating (RR) = Probability x Severity

1 = Improbable (hardly if ever)

1 = First Aid Injury

1 - 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.

2 = Remote (< annually)

Denartment

Offices

2 = Minor injury (say 3 days off work)

8 - 10

Medium risk. Implementation of additional practical remedial measures identified is strongly

8th October 2024



Department:	Offices		Date:	8 th October 2024								
Review Date:	October 2025					Completed by: Tracy Nichols Consultant assisted by Matt E						
3 = Possible (annually) 4 = Probable (monthly) 5 = Likely (weekly)		= Major injury = Permanent incapacity or death		12 20	advised where this would result in a reduction of risk. - 16 High risk. Implementation of additional practical remedial measures is urgent and essenti Unacceptable risk. Termination of activity is recommended pending full review.							
Sheet number: 7		Area of Activity				General Issues 3						
Hazard Description	Persons at Risk		Risk Rating on current controls		nt	Further remedial work to improve Ris		Action By	Completion Date	Risk Rating or enhanced controls		
			P	S	RR					P	S	RR
SIGNAGE REQUIRED	N/A	Signs in place include:										
BY LEGISLATION		H&S Law poster										
(includes all Depot)		General Statement of										
		H&S Policy										
		EL insurance certificate										
		• Fire Action										
		• First Aid										
		i		i –	i	İ		İ	İ			

Probability Rating (P) with Guide

1 = Improbable (hardly if ever)

2 = Remote (< annually)

3 = Possible (annually)

Severity Rating (S) with Guide

= First Aid Injury

2 = Minor injury (say 3 days off work)

3 = Major injury

Risk Rating (RR) = Probability x Severity

1 - 6 Low, Acceptable risk. Any remedial measures helpful rather than essential.

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Review Date:	October 2025		Completed by:	Tracy Nichols Consultant assisted by Matt Barnes								
4 = Probable (monthly) 5 = Likely (weekly)	4 = Permanent incapacity or death 12 - 16 20					High risk. Implementation o Unacceptable risk. Terminat	f additional p ion of activity	ractical reme	edial measures is unded pending full	irgent a review.	nd esse	ential.
Sheet number: 8		Area of Activity					Fire 1					
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		nt	Further remedial work to improve Ris		Completion Date	e	g on ed Is		
			P	S	RR					P	S	RR
Injury or illness arising	All in offices											
from FIRE or its	All on site											
products (e.g. smoke)												
caused or contributed to												
by:		• Signage										
- Smoking	As above	No smoking allowed	3	3	9							
		Regular check										
- Combustible/	As above	• Very few	-	-	-	No significant risk assess	ed with					
flammable materials		Good control				controls in place						
		• Excellent awareness										
- Electricity -	As above	Installation inspection 2019	2	3	6	Inspection outstanding	7	MB				
installation/appliances												



Department:	Offices					Date:	8 th October 2024							
Review Date:	October 2025					Completed by:	Tracy Nichols Consultant assisted by Matt Barr							
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 a advised where this would result in a reduction of risk. 12 - 16 High risk. Implementation of additional practical remedial measures is urgent and es Unacceptable risk. Termination of activity is recommended pending full review.										
Sheet number: 9		Area of Activity					Fire 2							
Hazard Description	Persons at Risk	Current Controls	c	k Ra on curre	nt	Further remedial work required to improve Risk		Action By	Completion Date	Risk Rating enhanced controls		ed		
			Р	S	RR					P	S	RR		
continued														
Injury or illness arising	All in offices													
from FIRE or its	All on site													
products (e.g. smoke)														
caused or contributed to														
by continued:														
- Cooking appliances	As above		2	3	6									
- Heating appliances	As above	Dedicated area	2	3	6									
		Good housekeeping										ı		



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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											
Sheet number: 10 Area of Activity					Fire 3										
Hazard Description	Persons at Risk	Current Controls	c	k Ra on curre	nt		er remedial work required to improve Risk By		Completion Date	Risk Rating of enhanced controls		ed			
			P	S	RR					P	S	RR			
In the event of a FIRE	All in offices	Good unobstructed choice													
or a similar incident	All on site	of egress													
arising		• Signage	3	4	12										
		• Fire Wardens													
		• Fire Evacuation Plan													



Department:	Offices	S		Date: Completed by:	8 th October 2024						
Review Date:	Octobe	er 2025			Tracy Nichols Consultant assisted by Matt Barnes						
Probability Rating (P) with	Guide	Severity Rating (S) with Guide	Risk Ra	Risk Rating (RR) = Probability x Severity							
1 = Improbable (hardly if e	ever)	1 = First Aid Injury	1 - 6	Low, Acceptable risk. Any remedial measures helpful rather than essential.							
<pre>2 = Remote (< annually)</pre>		2 = Minor injury (say 3 days off work)	8 - 10	Medium risk. Implementation of additional practical remedial measures identified is s							
<pre>3 = Possible (annually)</pre>		3 = Major injury		advised where this would result in a reduction of risk.							
4 = Probable (monthly)		4 = Permanent incapacity or death	12 - 16	High risk. Implementation	of additional practical rer	medial measures is urge	ent and essential.				
5 = Likely (weekly)			20	Unacceptable risk. Termina	ation of activity is recomm	nended pending full rev	iew.				



Department:	Offices	Date:	8 th October 2024
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Sheet number: 11		Area of Activity	Fire 4										
Hazard Description	Persons at Risk	Current Controls	Risk Rating on current controls		on current		nt	Further remedial work required to improve Risk	Action By	Completion Date	er	Ratin hance ontrol	ed
			P	S	RR				Р	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 1	NJURY TO BUILDI	NG OCCUPANTS ARISING FR	OM A	A FIR	E OR	RELATED							
INCIDENT IS ASSESSED	NCIDENT IS ASSESSED AS MEDIUM												

Probability Rating (P) with Guide

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Severity Rating (S) with Guide

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