

## EXAMPLE OF GENERIC OFFICE RISK ASSESSMENT (Form RA1)

Assessment Reference No.	<b>HSS/OFFICE/O4</b>	Area or activity assessed:	<i>Health &amp; Safety Services - Offices</i> <b>Physics Building, 1<sup>st</sup> Floor</b>
Assessment date	<b>11 March 2004</b>		
Persons who may be affected by the activity (i.e. are at risk)	Staff, visitors, contractors		

**SECTION 1: Identify Hazards** - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

1.	Fall of person (from work at height)	✓	6.	Lighting levels	✓	11.	Use of portable tools / equipment		16.	Vehicles / driving at work	✓	21.	Hazardous fumes, chemicals, dust		26.	Occupational stress	✓
2.	Fall of objects	✓	7.	Heating & ventilation	✓	12.	Fixed machinery or lifting equipment	✓	17.	Outdoor work / extreme weather		22.	Hazardous biological agent		27.	Violence to staff / verbal assault	✓
3.	Slips, Trips & Housekeeping	✓	8.	Layout , storage, space, obstructions	✓	13.	Pressure vessels		18.	Fieldtrips / field work		23.	Confined space / asphyxiation risk		28.	Work with animals	
4.	Manual handling operations	✓	9.	Welfare facilities	✓	14.	Noise or Vibration		19.	Radiation sources	✓	24.	Condition of Buildings & glazing	✓	29.	Lone working / work out of hours	✓
5.	Display screen equipment	✓	10.	Electrical Equipment	✓	15.	Fire hazards & flammable material	✓	20.	Work with lasers		25.	Food preparation		30.	Other(s) – specify Site visits	✓

**SECTION 2: Risk Controls** - For each hazard identified in Section 1, complete Section 2. For more complex activities or projects you are advised to use Form RA2.

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible)</i>
			High	Med	Low	
<b>5</b>	<b>Work with Display Screen Equipment (DSE)</b> Prolonged poor seated posture at DSE workstation ⇒ musculoskeletal problems. Repetitive movements (e.g. use of keyboard and mouse). Eye strain, fatigue	<ul style="list-style-type: none"> <li>Staff who are 'DSE users' are identified</li> <li>DSE assessor appointed and trained</li> <li>Workstation assessments carried out for DSE Users, using University checklist in Safety Guide 13 - reviewed annually</li> <li>Free eyesight tests offered to all DSE Users</li> <li>Ergonomic office chairs and desks, foot rests, wrist rests etc. provided</li> <li>Good office organisation and layout to allow sufficient working space around each desk</li> <li>Adequate storage space provided</li> <li>Provision of adequate lighting and window blinds</li> </ul>			✓	<ul style="list-style-type: none"> <li>Ensure all Users have been provided with guidelines and training on correct posture and DSE workstation adjustment (DSE Users training course, University DSE leaflet)</li> <li>Encourage staff to take regular breaks/change activities /take a lunch break</li> <li>Encourage staff to report any DSE related health symptoms (and seek advice from Occupational Health where appropriate)</li> <li>Discourage prolonged use of laptop PCs</li> <li>Conduct regular workplace health and safety inspections</li> </ul>

Health and Safety Risk Assessments - continuation sheet

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Continuation sheet number:	1

SECTION 2 continued: Risk Controls

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
1, 2	<p><b>Falling materials</b> from insecure stacking or storage</p> <p><b>Fall of persons</b> during storage or retrieval of equipment and materials</p>	<ul style="list-style-type: none"> <li>Adequate amount of storage space /shelving is provided</li> <li>Safe storage arrangements ensure that objects are stable and easily accessible</li> <li>Kick stool provided to reach high shelves in stationary room</li> <li>Filing cabinets - either have safety feature (only one draw can be opened at a time) or warning notice affixed</li> </ul>			✓	<ul style="list-style-type: none"> <li>Encourage staff to use Kick stool, not stand on chairs or boxes</li> <li>Conduct regular workplace health and safety inspections - check storage arrangements</li> <li>Minimise unstable storage at high level (store light objects only)</li> <li>Remove archive storage from Plant Room</li> </ul>
3, 8	<p><b>Slips, trips &amp; housekeeping hazards</b></p> <p>Spillages, slippery or sloping surfaces</p> <p>Uneven surfaces / changes in floor level</p> <p>Damaged or loose floor surfaces</p> <p>Trailing cables, obstructions such as boxes, bags, files etc.</p> <p>Striking against objects</p>	<ul style="list-style-type: none"> <li>All floor surfaces are in good condition</li> <li>Good housekeeping standards</li> <li>Gangways are free of obstructions/protrusions</li> <li>Storage along fire escape routes /near fire exits is prohibited</li> <li>Provision of hangers for bags and coats</li> <li>Liquid spillages are cleared up promptly</li> <li>Cabinet doors &amp; drawers are kept shut when not in use</li> <li>Good office organisation and layout to allow sufficient working space around each desk and provide gangways that are wide enough for ease of movement (e.g. at least 1 metre wide)</li> <li>Provision of adequate lighting</li> <li>Guidelines provided to staff to raise awareness (Area H&amp;S Policy)</li> </ul>			✓	<ul style="list-style-type: none"> <li>Ensure the safe routing of cables -use cable ties / covers to eliminate tripping hazards</li> <li>All damaged flooring to be reported and repaired promptly</li> <li>Carry out regular workplace health and safety inspections</li> <li>See also Further Action recorded under 'Fire'</li> <li>Encourage staff to keep the area around and under their desks clear ('clear desk' policy)</li> <li>Encourage regular clearouts of waste, and archiving of paperwork</li> <li>Arrange regular 'Housekeeping days'. First one organised for 2<sup>nd</sup> April 2004.</li> </ul>

## Health and Safety Risk Assessments – continuation sheet

Assessment Reference No	HSS/OFFICE/O4
Continuation sheet number:	2

### SECTION 2 continued: Risk Controls

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
4	<p><b>Manual Handling</b></p> <p>Musculoskeletal problems from lifting &amp; carrying - e.g. collecting deliveries of HSE leaflets &amp; stationary; carrying training handouts &amp; IT equipment, tea urn &amp; display boards etc.</p> <p>Possible back injuries, other muscle strains &amp; sprains, hernias, cuts, scalding from hot water.</p>	<ul style="list-style-type: none"> <li>Manual handling leaflet provided to staff re. safe lifting techniques</li> <li>Two people / team lifting encouraged for heavy/awkward objects</li> <li>Portering Service available for moving large items or for office moves</li> <li>Trolleys and sack trucks available (located in Physics Loading Bay Area). Staff use the lift whenever possible when moving heavy loads.</li> <li>Staff drive to training venue if possible, when they need to carry lots of equipment &amp; handouts</li> <li>Safe storage arrangements (e.g. heavier items stored at waist height to facilitate safe lifting, weight of objects stored at low or high level minimised.</li> <li>Purchase of insulated hot water urn with handle</li> </ul>			✓	<ul style="list-style-type: none"> <li>Encourage staff to seek help when lifting heavy or awkward loads.</li> <li>Minimise carrying distances where possible</li> <li>( e.g. arrange delivery of supplies to office)</li> <li>Prior to lifting, ensure route is free of obstructions, floor surfaces are in good condition etc.</li> <li>Ensure easy access and manoeuvrability during manual handling</li> <li>Ensure sufficient rest and recovery time is taken during repeated lifting</li> <li>Identify vulnerable staff (e.g. pregnant, those with health problems) - assess capability to lift, prohibit from certain tasks if necessary; seek advice from Occupational Health Service when appropriate.</li> </ul>

6, 7	<b>Lighting, heating &amp; ventilation</b>	<ul style="list-style-type: none"> <li>Reasonable fluorescent strip lighting provided. Additional angle-poise lamps available also.</li> <li>Blinds provided at windows.</li> <li>Can be cold in winter/ too hot in summer, particularly Room 111A. Additional portable heaters provided in all rooms.</li> <li>Windows can be opened to provide ventilation.</li> </ul>			✓	<ul style="list-style-type: none"> <li>Secretary to put on portable heater in room 111a on cold Monday mornings, when she first arrives.</li> <li>Window in Room 112 is difficult to open, monitor condition.</li> </ul>
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**Health and Safety Risk Assessments – continuation sheet**

<b>Assessment Reference No</b>	<b>HSS/OFFICE/04</b>
<b>Continuation sheet number:</b>	3

**SECTION 2 continued: Risk Controls**

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
10	<p><b>Electrical equipment</b></p> <p>Office, kitchen &amp; portable electrical equipment.</p> <p>Electric shock or burns from contact with live parts due to damaged cables and casing</p> <p>Faults or overloading of sockets causing overheating and fire</p>	<ul style="list-style-type: none"> <li>Electrical installation meets BS and is maintained in a safe condition as per IEE Wiring Regulations.</li> <li>All equipment purchased meets EC standards</li> <li>Sufficient socket outlets are provided in each office.</li> <li>Portable appliance testing is carried out by an approved contractor as per University Guidance Safety Guide no.s 11 &amp; 12</li> <li>Appliances are appropriately labelled to denote last and next test date (last test October 2003).</li> <li>Staff do not attempt any electrical repairs themselves - only competent and authorised persons to work on electrical systems.</li> </ul>			✓	<ul style="list-style-type: none"> <li>Instruct staff not to use equipment which has not been tested.</li> <li>Staff should be encouraged to visually check equipment before use. If they are in any doubt about the safety of equipment, it must not be used and must be reported to Head of Health &amp; Safety Services.</li> <li>Ensure sockets are not overloaded, include item in regular health and safety inspection.</li> <li>Ensure cabling is not subjected to damage by furniture (e.g. desk legs, chairs and cabinets) or pedestrians. All cables that must traverse traffic routes should be protected by cable covers if they cannot be safely re-routed or tied back out of the way.</li> </ul>

9	<b>Welfare facilities</b>	<ul style="list-style-type: none"> <li>Tea &amp; coffee making facilities provided in room 109, but no running water supply.</li> <li>Adequate toilets &amp; washing facilities nearby.</li> <li>First aider in the team (KO), First Aid kit kept in room 112, contents maintained by KO.</li> <li>Further first aiders provided in Physics &amp; IT Services. First Aid Room, Physics Rm</li> </ul>			✓	<ul style="list-style-type: none"> <li>With agreement, staff can use Maths Kitchen at end of corridor for water supply (to fill up 3 litre water container) and for washing cups.</li> <li>Maintain supplies of disposable cups, to use for visitors.</li> <li>Put list of other local first aiders on staff notice board.</li> </ul>
24	<b>Condition of buildings, glazing</b>	<ul style="list-style-type: none"> <li>Good structural condition, no low level glazing</li> <li>Asbestos survey of building carried out, results on WREN database</li> </ul>			✓	<ul style="list-style-type: none"> <li>Window in Room 112 is difficult to open, monitor condition.</li> <li>Loose ceiling tile, Room 111, not hazardous, monitor.</li> </ul>

### Health and Safety Risk Assessments – continuation sheet

<b>Assessment Reference No</b>	<b>HSS/OFFICE/O4</b>
<b>Continuation sheet number:</b>	<b>4</b>

### SECTION 2 continued: Risk Controls

Hazard No.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks <i>(provide timescales and initials of person responsible for action)</i>
			High	Med	Low	
12	<b>Machinery (moving parts, blades etc.)</b>  Photocopier Shredder Guillotine Office fans	<ul style="list-style-type: none"> <li>Fixed guarding preventing access to dangerous parts of machinery, an blades enclosed</li> <li>Follow manufacturers instructions</li> <li>Service contract for photocopier</li> <li>Photocopier located in separate room away from workstations to minimise distraction from noise ; window by photocopier can be opened to improve ventilation</li> <li>Sealed toner cartridges used</li> </ul>			✓	None required
16	<b>Driving at work</b>  RTAs Property damage Road rage - assault	<ul style="list-style-type: none"> <li>Driving /parking in accordance with Road Traffic Act (i.e. not driving under the influence of alcohol / drugs) and Univ. permit conditions</li> <li>Route planning, leave in plenty of time for visit</li> <li>Dti guidance on use of mobile phones issued</li> </ul>			✓	<ul style="list-style-type: none"> <li>Consider checking driving licenses on appointment (review Univ. procedures)</li> <li>Staff should ensure they are adequately insured for business use</li> <li>Encourage accident reporting</li> </ul>

30	<b>Site visits</b>	See separate risk assessment				<ul style="list-style-type: none"> <li>• To include radiation risks - <b>hazard 19</b></li> </ul>
26	<b>Stress</b>	See separate risk assessment				
27,  29	<b>Lone working, out of hours work</b>  <b>Violence to staff / verbal assault</b>	<ul style="list-style-type: none"> <li>• University Safety Guides no. 7</li> <li>• Whereabouts of staff logged on in/out board</li> <li>• No high risk activity outside normal hours (defined in Area Health and Safety Policy)</li> <li>• Staff must use Building Occupants Register</li> <li>• Two office mobile phones available</li> <li>• Work activities usually non-confrontational, no cash handling - very low risk of assault</li> </ul>			✓	<ul style="list-style-type: none"> <li>• Encourage staff to phone in prior to leaving site to go home.</li> <li>• Inform staff that office mobile phone should be taken on visit when staff feel vulnerable or visit in pairs</li> <li>• Ensure log includes location</li> </ul>