


ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Moving around the office	All staff and visitors	Slips, trips and falls as a result of trailing cables, damaged floor coverings, spillages etc.	4	3	12	<ul style="list-style-type: none"> • Good housekeeping, including cleaning up spillages. • Trailing cables to be managed. • Floors and walkways to be maintained to a satisfactory standard. • Supervisors to regularly check all office areas to ensure standards are maintained. 	3	1	3
Manual handling	All staff	Incorrect lifting and handling techniques, lifting excessive or awkward weights etc. leading to back pain	3	3	9	<ul style="list-style-type: none"> • Mechanical aids to be used where possible, e.g. trolleys. • Loads to be broken down into smaller sizes and weights, e.g. split boxes of copying paper into individual packs. • Manual handling training to be considered for staff if lifting becomes a regular task. 	3	1	3
Using Display Screen Equipment (DSE)	Staff who work using computer screens	Staff may suffer from upper limb disorders (RSI), back pain and headaches from incorrect usage, posture, glare etc.	4	2	8	<ul style="list-style-type: none"> • Seating and screens to be adjustable. • Staff to be educated in setting up their workstations. • Either staff to complete a self-assessment of their workstations or a full DSE assessment should be completed. • Supervisors to carry out regular checks to ensure correct posture. • The screen to be placed between overhead light fittings. Also, direct sunlight should not be allowed to shine on the screen. 	3	1	3
Using electrical equipment, e.g. copiers, printers, kettle, toaster etc.	All staff	Staff could be affected by electrical shock or burns through incorrect usage or poorly maintained equipment	4	4	16	<ul style="list-style-type: none"> • Office equipment to be regularly checked. • PAT testing to be arranged for specific items. • Staff to be encouraged to report faulty equipment to supervisor. • No personal electrical equipment to be brought into the workplace. 	3	2	6

G F Holding Procedure	Document – General Office Duties RA Reference – GFH-056-V2-May 2020 Controlled by – H&S	
--------------------------	---	---

Action in the event of fire	All staff and visitors	Staff and visitors trapped in the office may suffer from smoke inhalation, burns and possibly death	3	5	15	<ul style="list-style-type: none"> • Action in the event of fire to be communicated to all staff. • Evacuation procedures to be placed around the building at strategic points. • Regular fire alarm checks to be carried out. • Fire drill to be regularly carried out. • Fire extinguishers to be provided and maintained on a contract. • Fire exits to be kept clear of obstructions. • Supervisor to walk the building on a regular basis to check that fire instructions are being complied with. 	2	2	4
-----------------------------	------------------------	---	---	---	----	--	---	---	---

G F Holding Procedure	Document – General Office Duties RA Reference – GFH-056-V2-May 2020 Controlled by – H&S	gfholding
--------------------------	---	------------------

Covid 19 – Actions to aid control	All staff and visitors	Staff and visitors may spread or catch Covid-19.	4	5	20	<ul style="list-style-type: none"> • All staff to be made aware of situation and to be made aware of measures in place to combat spread. • Homeworking to continue as per government guidelines. • Hand wash available at each floor level – both sink and sanitiser. Signage to be applied to remind and reinforce handwashing throughout. • Cars to be parked a suitable distance apart in car park. • Regular cleaning throughout site to include anti-bacterial spray to obvious points – doors, handles, WCs, surfaces, microwaves, fridges, desktops, screens, desk partitions. • Screens to be applied to certain areas where a 2m gap may not be available at all times. • Back to back working if office is occupied by 2 people – allied to social distancing. • Working in office to be staggered so office is not full at any point. Working from home used to support this. • Office capacities to be reduced to allow larger space around each desk. Board room available for laptop users – 2 at a time. • Any meetings to take place using social media conferencing allied with office time for those who need it. • Signage and floor marking to be used in communal areas to highlight safe distances. • PPE available if required - shouldn't be required under normal conditions. • In event of emergency evacuation then staff must vacate safely as usual, but when gathering at assembly point leave a 2m gap under usual social distancing government rules. 	1	5	5
---	------------------------------	--	---	---	----	--	---	---	---

G F Holding Procedure	Document – General Office Duties RA Reference – GFH-056-V2-May 2020 Controlled by – H&S	
--------------------------	---	---

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			L	S	DR		L	S	DR
Work causing stress	All staff	Staff could be affected by excessive pressure due to work demands, working long hours, etc. causing anxiety and stress	3	2	6	<ul style="list-style-type: none"> Work loads to be agreed with staff and managed in conjunction with supervisor. Staff to be encouraged to raise issues that affect their well-being. A company stress policy to be developed and staff to be kept informed. 	3	1	3
Working in the office with poor hygiene and welfare conditions	As above	Poor hygiene and welfare conditions leading to staff discomfort or illness	3	2	6	<ul style="list-style-type: none"> Toilets to have a regular supply of hot and cold water complete with soap and towels. Kitchen area to have a safe supply of mains cold water. Toilets and kitchen area to be regularly cleaned. Facilities in the kitchen area provided to store food, drink and kitchen utensils etc. 	2	1	2
Working in the office in uncomfortable conditions	As above	General discomfort	3	1	3	<ul style="list-style-type: none"> Office temperatures to be monitored and heating provided when cold. Windows to be openable for ventilation. No overcrowding. 	2	1	2
Use of cleaning chemicals	Cleaner, possibly staff	Skin irritation or eye injury from bleach or acid-based product	3	3	9	<ul style="list-style-type: none"> Safer alternatives to be considered. To be used in accordance with manufacturers' instructions. Rubber gloves to be used. Splashes or spillages to be avoided. Staff to be aware of first aid action. 	3	1	3

LIKELIHOOD (L) = Frequent (5) - Probable (4) - Occasional (3) - Improbable (2) - Remote (1)

SEVERITY (S) = Catastrophic (5) - Major (4) - Reportable (3) - Serious (2) - Minor (1)

Degree of Risk (DR) = LIKELIHOOD x SEVERITY

* Numbers used are for illustrative purposes only.

** Residual risk is the level of risk that remains after suitable and sufficient control measures are introduced.