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|  | **General Office Risk Assessment** | | | | **ORA** | **001** |
| Logo, company name  Description automatically generatedSite |  | | | | | |
| Area |  | | | | | |
| People at Risk | Employees | Visitors | Contractors | Young Persons | New & Expectant Mothers | |
| Assessor(s) Name (s) |  | |  | |  | |
| Assessment Date |  | | | | | |
| Assessment Review Dates | | | | | | |
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| **Hazard** | | **Display Screen Equipment (DSE)** |  |
| Potential Harm | | Employees risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor. |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | | All employees who use DSE equipment for 1 hour or more continuously every day will be assessed to determine if they are a ‘DSE User’. |  |
|  | | DSE training and assessments of workstation carried out by all new starters. |  |
|  | | Workstation and equipment set to ensure good ergonomic posture and to avoid glare and reflections on the screen. |  |
|  | | Shared workstations are assessed for all users. |  |
|  | | Where identified additional DSE equipment will be provided (document holders, foot supports, wrist rests, screens, etc.). |  |
|  | | Work planned to include regular breaks or change of activity. |  |
|  | | Lighting and temperature suitably controlled. |  |
|  | | Adjustable blinds at window to control natural light on screen. |  |
|  | | None reflective computer equipment is provided. |  |
|  | | Noise levels controlled. |  |
|  | | Equipment is subject to periodic Portable Appliance Testing (PAT) to ensure electrical safety. |  |
|  | | Electrical cables are routed away from walkways or where damage may occur. |  |
|  | | Vision screening/eye tests provided to employees where identified. |  |
|  | | Suitable corrective spectacles are provided regular users of visual displays. |  |
|  | | Laptop users trained to carry out own DSE assessment for use away from office. |  |
|  | | When used at office, laptop should be used with docking station, screen, keyboard and mouse. |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Electrical** | |  |
| Potential Harm | Employees could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Periodic inspection of the fixed wire electrical installation is undertaken and remedial action identified corrected – certificate available on site? | |  |
|  | Electrical installations are maintained by competent electrical personnel to current standards. | |  |
|  | Equipment is subject to periodic Portable Appliance Testing (PAT) to ensure electrical safety. | |  |
|  | Defective/damaged equipment taken out of use safely and promptly replaced. | |  |
|  | Employees trained to spot and report any defective plugs, discoloured sockets or damaged cable/equipment. | |  |
|  | Electrical powered extension leads are maintained to a minimum. | |  |
|  | All electrical equipment is provided by the business within kitchen/welfare facilities. | |  |
|  | Sufficient electrical sockets are provided. | |  |
|  | Electrical adaptors are prohibited from use. | |  |
|  | Employees are instructed to refrain from placing electrical cables on radiators and portable heaters. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Fire** | |  |
| Potential Harm | If trapped, staff could suffer fatal injuries from smoke inhalation/burns. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Fire risk assessment has been completed for the premises. | |  |
|  | Remedial actions from the fire risk assessment have been completed. | |  |
|  | Smoking in the premises and office environments is prohibited. | |  |
|  | As suitable smoking area is provided away from the premises with waste receptacles provided for discarded smoking materials. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Asbestos** | |  |
| Potential Harm | Employees carrying out normal activities at very low risk. Asbestos only a risk, if fibres are released into air and inhaled and contaminate the office environment. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | An Asbestos survey has been undertaken for the premises and office environment. | |  |
|  | All asbestos containing materials have been identified and clearly identified. | |  |
|  | A management plan is in place with documented periodic condition inspections undertaken. | |  |
|  | Employees told to report any accidental damage immediately. | |  |
|  | Systems are in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Housekeeping** | |  |
| Potential Harm | Employees and visitors may be injured if they trip over objects or slip on spillages. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Sufficient storage is made available within the office environment and floors are clear of unnecessary obstructions. | |  |
|  | A ‘clean as you go’ policy is adopted by all employees within the office and kitchen/welfare facilities. | |  |
|  | A clear desk policy is in place. | |  |
|  | Sufficient lighting is in place within the office. | |  |
|  | Emergency escape routes are maintained clear and unobstructed. | |  |
|  | Safe routing of electrical cables to eliminate tripping hazards | |  |
|  | Daily cleaning is undertaken throughout the office environments. | |  |
|  | Floor coverings are maintained in good condition and do not pose slip, trip or fall hazards. | |  |
|  | Good office organisation and layout to allow sufficient working space around each desk and provide gangways that are wide enough for ease of movement. | |  |
|  | Cabinet doors and drawers are kept in the closed position when not in use. | |  |
|  | Liquid spillages are cleared up promptly and a wet floor warning sign displayed. | |  |
|  | Regular workplace (office) health and safety inspections are undertaken on a 6 monthly cycle and records kept. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Office Equipment** | |  |
| Potential Harm | Coming into contact with moving, cutting or other dangerous parts, clothing, long hair etc. becoming entangled. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Equipment is used in accordance with manufacturer’s instructions. | |  |
|  | Employees using office equipment have been made aware of how to use it safely e.g. verbal instruction, signage etc. | |  |
|  | Equipment periodically checked for safe condition and taken out of use if any damage found. | |  |
|  | Any passenger lift, and/or other lifting equipment, used in the office is subject to the required statutory inspection and has a maintenance contract in place. | |  |
|  | Loose clothing (e.g. ties) and long hair kept away from any moving parts (shredders, photocopiers, heat sealers and guillotines). | |  |
|  | Employees are instructed not to repair equipment, unless suitable training and authorisation has been provided. | |  |
|  | Employees are instructed to use all office based equipment only for its intended purpose. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Filing Cabinets** | |  |
| Potential Harm | Cabinet could topple over if loading is unbalanced. Cabinet drawers that have been left open could be a trip hazard. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Filing cabinets should be loaded from the bottom up to maintain stability. | |  |
|  | Where filing cabinets are of the type that allows more than one drawer to be opened at a time. | |  |
|  | Employees are instructed to ensure that drawers are closed immediately after use. | |  |
|  | Filing cabinets are located away from escape/pedestrian routes. | |  |
|  | Employees are instructed not to overfill filing cabinets with heavy items or equipment. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Office Furniture** | |  |
| Potential Harm | Unsuitable and defective office furniture may result in personal injury being sustained. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Employees are provided with suitable office furniture. | |  |
|  | Chairs have a five star based and limited to employees of 18 stone in weight or less. | |  |
|  | Where employees exceed a personal weight of 18 stone a suitable chair will be selected and provided. | |  |
|  | All office furniture is Display Screen Equipment compliant. | |  |
|  | Office furniture is maintain in a clean and undamaged condition. | |  |
|  | Employees are required to inform management of defective/damaged office furniture. | |  |
|  | All defective/damaged office furniture is taken out of service or removed from the office environment. | |  |
|  | Suitable and sufficient office furniture is provided to those employees who are within the scope of the equalities legislation. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Working at Height - Office** | |  |
| Potential Harm | Falls from any height can cause bruising and fractures. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Employee have been instructed that they are not to work at height within the office environments. | |  |
|  | Where step ladders have been authorised for use they must comply with current BS EN 131 professional standard. | |  |
|  | Only trained and authorised employees are permitted to work at height. | |  |
|  | 3 points of contact must be maintained when working at height is undertaken. | |  |
|  | Regular documented step ladder condition inspections are undertaken. | |  |
|  | Authorised employees who are required to work at height in the office have been instructed to undertake pre-use checks. | |  |
|  | Employees are instructed that suitable footwear is required to be used for all office based working at height activities. | |  |
|  | Employees are instructed that using desks, chairs, cabinets or other office equipment to gain access is prohibited in all instances. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Welfare Washroom Facilities** | |  |
| Potential Harm | Inadequate arrangements and hygiene standards poses a risk of infection and ill-health. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Suitable welfare wash room facilities (toilets, Sinks, etc.) are provided for males and females. | |  |
|  | Hot and cold water with liquid soap (dispenser) and paper towels is provided to maintain good personal hygiene standards. | |  |
|  | A supply of toilet paper is provided within each toilet. | |  |
|  | Toilets, sinks and floors are cleaned on a daily basis. | |  |
|  | Sanitary bins are provided within each female toilet and managed/disposed of via a specialist waste contractor. | |  |
|  | The welfare washroom facilities have sufficient fresh air ventilation circulation. | |  |
|  | Wet floor signs are available within the welfare washroom facilities. | |  |
|  | Shower facilities are subject to regular cleaning and shower head and hoses, chlorinated and descaled to prevent the risk of legionella contamination. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | | **Security and Lone Working** |  |
| Potential Harm | | Staff could suffer injury or ill health while out of the office, e.g. visiting clients’ offices, or while working alone in the office. |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | | A lone working policy has been produced and communicated to all employees. |  |
|  | | A lone working risk assessment has been undertaken for the office based employees and communicated to employees |  |
|  | | A lone working assessment is to be undertaken for individual employees with known medical/health conditions. |  |
|  | | The employee undertaking lone working in the office must notify a responsible person at the start, middle and end of their working time. |  |
|  | | Office based employees who visit clients, etc. are instructed to enter details their Outlook calendar and give a contact number. |  |
|  | | Office based employees who visit clients, etc. and not returning to the office are instructed to notify local management. |  |
|  | | Employees who become unwell or experience medical problems whilst lone working in the office are instructed to cease working and obtain assistance. |  |
|  | | Suitable arrangements established for authorised personnel addressing security out of hours, such as key holders. |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | | **Workplace Stress** |  |
| Potential Harm | | Prolonged periods of excessive demands being placed on and experienced by staff. Employees having conflicting roles. Harassment from, or poor relationships with, colleagues, line managers etc. Employees receiving little or no support to enable them to effectively carry out their work. |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | | A workplace stress policy has been produced and communicated to all employees. |  |
|  | | A workplace stress risk assessment has been undertaken for the office based employees and communicated to employees, where necessary. |  |
|  | | Line managers are aware of their roles and responsibilities under the management of work-related stress policy and carry these out. |  |
|  | | Where identified and when necessary, discussions are undertaken discreetly with individual employees and assessments carried out to establish any factors causing, or the potential to cause work-related stress, and measures to address these. |  |
|  | | Employees are aware of their roles and responsibilities in relation to work-related stress through information and training. |  |
|  | | Employees can speak confidentially to manager or supervisors about work related concerns. |  |
|  | | Employees have access to a third party Employee Assistance Programme. |  |
|  | | Management monitor individual employee workload and adjust accordingly. |  |
|  | | Management monitor both absence and presenteeism as an indication of potential workplace stress issues. |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Manual Handling** | |  |
| Potential Harm | Employees could suffer from back pain and work related upper body disorder (WRULD) due to: Using incorrect handling techniques when handling office items (deliveries, boxes, filing etc.). Poor workstation layout and insufficient working space resulting in poor posture. Individuals with health conditions, previous back injuries etc. affecting ability to safely handle items. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | A manual handling risk assessment has been completed for lifting heavy and bulky loads within the office that present a risk of injury e.g. stretching, stooping, and twisting). | |  |
|  | A trolley is made available to transport boxes of paper or other heavy items. | |  |
|  | Using low shelves for storing heavy items and only using high shelves for light items only. | |  |
|  | Office based employees receive suitable training in lifting techniques, appropriate and relevant to the office environment, using the Task, Individual, Load, Environment (TILE) principles | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Hazardous Substances (COSHH)** | |  |
| Potential Harm | Exposure that office based hazardous substances poses a risk of acute health effects. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Minimal hazardous substances are used within the office environment. | |  |
|  | Suitable storage arrangements are in place for hazardous substances that are used within the office environment. | |  |
|  | A suitable and sufficient hazardous substance inventory has been produced and is available for all office based hazardous substances with a relevant safety data sheet obtained and a detailed risk assessment has been completed. | |  |
|  | First aiders are available for the office environment. | |  |
|  | First Aid equipment is made available within the office. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Respiratory Infections (inc. COVID 19)** | |  |
| Potential Harm | Persons made contract and/or pass on respiratory infections. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Regular cleaning within the office based environment, with cleaning records documented and retained. | |  |
|  | Adequate ventilation within the office environment – each Office Manager will need to decide which options work best for their particular office. Natural ventilation relies on doors, windows and other openings such as trickle vents, air bricks or grilles to provide air. Mechanical ventilation uses fans and air conditioning units to move air into and out of rooms | |  |
|  | Have CO2 monitors been considered, in the event that ventilation is viewed as poor? | |  |
|  | Waste bins are emptied on a daily basis. | |  |
|  | Hand sanitiser is made available throughout the office, and particularly in communal touch point areas such as photocopier rooms and reception. | |  |
|  | The kitchen areas are required to be maintained in a clean condition by employees. | |  |
|  | Antibacterial cleaning products in communal areas to encourage staff to wipe down surfaces after use. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **Office Kitchen** | |  |
| Potential Harm | Risk of hot water scolding injuries. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Equipment for the office kitchen has been provided by the business. | |  |
|  | Defective/damaged equipment taken out of use safely and promptly replaced. | |  |
|  | Electrical Equipment is subject to periodic Portable Appliance Testing (PAT) to ensure electrical safety. | |  |
|  | Employees have been instructed to ensure that hot water kettles are placed on a worktop and not on other electrical equipment. | |  |
|  | Employees have been instructed to use a suitable tray or carry single cups when moving around the office, to prevent accidental scolding. | |  |
|  | Cups are not over filled with hot water. | |  |
|  | A water boiler has been provided for hot drinks only. | |  |
|  | Employees have been instructed to ensure that all spillages are cleaned immediately. | |  |
|  | Employees have been instructed to maintain a clean and safe kitchen environment. | |  |
|  | Fire extinguishers and fire blanket is located within the office kitchen. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **First Aid - Office** | |  |
| Potential Harm | Inadequate first aid provision could lead to a more significant medical problem. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | First Aid personal have been trained within the last 3 years and available within the office with suitable holiday/absence cover. | |  |
|  | Details of the office First Aiders is clearly displayed within the office environment. | |  |
|  | First Aid equipment is located within the office and signage displayed to identify its location. | |  |
|  | Defibrillator installed in the office building, or location of nearest publically available defibrillator known. | |  |
|  | Employees are instructed to ensure that they report all accidents, incident and near misses within the office. | |  |
| Further Risk Control Measures | | |  |
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| **Hazard** | **General Access and Egress** | |  |
| Potential Harm | Slips trips and falls due to condition of external areas of premises. | |  |
| Existing Risk Control Measures | | | Yes / No / NA / Comment |
|  | Regular hazard inspection of external areas established, with records, in accordance with the relevant Persimmon Standard. | |  |
|  | Local plan for winter arrangements established – gritting, snow clearing, safe routes, flooding etc. – and communicated to all staff | |  |
| Further Risk Control Measures | | |  |
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