

# Office Risk Assessment

Organisation name: Stanwick Parish Council

Date of assessment: 4th January 2017

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by who?	Action by when?	Done
<b>Slips and trips</b>	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> <li>General good housekeeping is carried out.</li> <li>All areas are well lit, including stairs.</li> <li>Trailing leads or cables are moved or protected.</li> <li>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</li> <li>Staff mop up or report spillages.</li> </ul>				
<b>Manual handling</b>	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> <li>Heavy items are stored/accessible at the appropriate height.</li> <li>Staff are aware/trained on how to split heavy loads and make them easier to handle.</li> </ul>	Consideration to be given to purchasing a suitable trolley	Parish Council	01/05/2017	
<b>Working at height</b>	Falls from any height can cause bruising and fractures.	I have considered this and it doesn't apply to my office.				
<b>Health of workers in the office environment.</b>	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	I have considered this and it doesn't apply to my office.				
<b>Computers, laptops and similar equipment</b>	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> <li>Assess workstations, reduce risks and provide information and training.</li> <li>Work planned to include change of activity or regular breaks.</li> </ul>				
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> <li>Fire risk assessment has been completed and adequate fire safety measures are in place.</li> <li>Evacuation plan has been implemented and tested.</li> <li>Regular checks made to ensure escape routes and fire exit doors are not obstructed.</li> </ul>	Find out if the fire alarm is tested regularly & what the procedures are	Clerk	01/02/2017	

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<b>Work equipment</b>	Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced equipment.	I have considered this and it doesn't apply to my office.				
<b>Lone working and visiting</b>	Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices.	<ul style="list-style-type: none"> <li>▪ Staff leave details of visits in the office and give a contact number.</li> <li>▪ Staff responsible for locking up at night check all areas before leaving.</li> </ul>				

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your office, such as new work equipment or work activities.