

Health and safety risk assessment training

Office case study



Premises area or work activity	Hazard	Who is at risk? Any special considerations?	Controls in place Are they adequate?	Level of risk Low medium or high?	Action to take and order of priority
Whole premises.	Slips, trips or falls.	Anyone entering premises.	All areas well lit, staff aware of keeping walkways clear, cable covers in use. Maintenance carried out when necessary.	Medium.	Regular inspections to ensure hazards are minimised. Repairs to flooring/lighting to be carried out immediately if required.
Moving and delivering supplies.	Manual Handling.	All staff, delivery and maintenance personnel. (1 pregnant member of staff).	Only selected, trained personnel to move heavy equipment/supplies.	Low to medium.	All staff to be briefed on correct lifting procedures for paper supplies etc. at next staff meeting. Pregnant members of staff to request assistance.
Whole premises.	Fire.	All persons present in building.	No smoking on premises. Regular fire drills. Fire safety notices and extinguishers in main office. (N.B. no fire extinguisher in kitchen area).	Low to medium.	Regular checks to ensure fire exits clear. Get fire extinguisher for kitchen area - within 1 week. By next month 1. Fire Safety inspection. 2. Paper bins to be emptied daily.

Display Screen Equipment.	Seating posture, RSI, lighting.	All admin staff (1 pregnant member of staff).	Raised Screens, adjustable chairs. DSE risk assessment carried out 1 year ago.	Low to medium.	Remind all employees of correct seating and equipment use.
Office and Kitchen area.	Electrical Equipment.	Admin staff, anyone using kitchen facilities.	Annual appliance safety testing. Multi adapters provided but still occasional overloading of sockets.	Medium.	Replace Kitchen worktop to stop liquid from sink flowing towards kettle. Remind all staff of where to get multi adapters, and when to use them.
Copying, printing and cleaning.	Hazardous chemical agents (toner, cleaning products).	All admin staff, cleaning staff.	Cleaner wears gloves + protective overalls. No controls for copier/printers. COSHH Regulations apply - separate assessment required.	Medium	Move photocopier to well ventilated area. Only trained staff to replace toner cartridges - immediate effect. COSHH assessment by next month.
Storage.	Falling objects or collision with stationary objects.	Anyone entering the office.	All admin staff briefed on importance of closing filing cabinets, not storing heavy items at height etc.	Low to medium.	Reminder of correct storing procedures at next staff meeting. Replace old filing cabinets with modern auto-locking ones - if within budget.
Shredding.	Trapping hazard and noise.	Admin staff.	Machine supplied with guards, auto stopping mechanism and instructions.	Low	Move shredder from main office to large store cupboard to contain noise. No further action

			Complaint of noise from shedding machine.		necessary.
Whole Office.	Heating, lighting, ventilation.	All permanent staff, anyone remaining in office for long periods.	New temperature control system introduced last year. Some complaints of strong sunlight in afternoon.	Low.	By next month - 1.Get vertical blinds for west-facing windows. 2. Annual heating/ventilation system maintenance.
Toilet and wash facilities.	Water overflowing from blocked sink - slip hazard.	All staff and visitors to office.	'Caution - wet floor!' sign up, but sink regularly blocks and overflows.	Medium.	Arrange for plumbing maintenance immediately.
Window cleaning.	Falls from height.	Contract workers, especially if newly hired or temporary.	Paired working & use of ladders. Formerly assumed to be responsibility of contracting company.	Very high.	Office manager to liaise with contractor to discuss joint responsibility and safe systems of work.
General.	Stress.	Full time staff, especially complaints team.	Staff must take 15 min break every 4 hours.	Medium.	Workload management seminar arranged for next month.