

Consequence	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
Likelihood					

- Unacceptable – Stop activity
- Adequate – Monitor for continual compliance
- Acceptable – No further action / monitor

Risk Assessment:	080 Office Location
Assessors Name:	Gabi Balint
Signature:	<i>G. Balint</i>
Date:	January 2022
Review:	January 2023

Location:

Likelihood	1 = Very unlikely	2 = Unlikely	3 = Fairly likely	4 = Likely	5 = Very likely
Consequence	1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic

Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Slips, trips and falls	Employees and others who access the office area. Potential for	4	4	16	Routes and areas are checked for obstructions and availability of space or other hazards i.e. wet floor, uneven or slippery surfaces, lifted carpeting and cables etc. Good housekeeping standards are maintained and inspected at all times. Ensure good lighting is maintained in all areas.	2	4	8
Movement of any item using manual handling.	Person undertaking the task. Serious musculoskeletal injury including hernias, back injuries and sprains etc.	5	4	20	All persons are trained in manual handling and follow training and instruction given. Personnel are instructed to use mechanical assistance wherever practically possible. Loads are broken down as far as is reasonably practicable and team lifting employed where necessary. Where larger loads are involved, a specific manual handling assessment will be required. Use of suitable gloves for loads involved.	2	4	8

Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Use of display screen equipment	Personnel who use DSE. Potential for ill health, musculoskeletal damage, headaches etc. through ergonomic issues	4	4	16	<ul style="list-style-type: none"> All personnel advised on the correct setting up of a workstation (contained within policy document). Personnel complete a DSE self-assessment that is reviewed at regular intervals by a competent person. Workstations maintained in a good condition. Lighting adequate without glare Work is planned to allow for regular breaks away from the screen Noise levels controlled 	2	4	8
Stress	All personnel who may be affected by poor control in the office environment Inc. workloads, bullying etc.	4	4	16	<ul style="list-style-type: none"> All personnel are aware of their job roles and responsibilities. Availability of supervisors / management if personnel have issues Inc. feeling unwell etc. No bullying policy in place and enforced 	2	4	8
Electrical	Potential for shocks or burns from faulty electrical equipment	3	4	12	<ul style="list-style-type: none"> Employees aware of electrical equipment and report damaged items to line manager. Defective equipment quarantined. Employees do not bring personal electrical items into the work environment. PAT testing regime in place 	1	4	4
Fire	All personnel in the office location and others who may be affected	3	5	15	<ul style="list-style-type: none"> Fire awareness is covered at induction with regular refreshers undertaken. Fire drills practiced at regular intervals. Escape routes maintained in a safe and clear condition. Adequate signage in place Emergency assembly point maintained in a clear condition. 	2	5	10

Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Lone working	Personnel working on their own at any given time, potential for injury / ill health to go unnoticed.	3	4	12	<ul style="list-style-type: none"> Lone working policy in place which discourages lone working. Personnel working away from the office location report in at regular intervals. Checks on facilities prior to securing premises. 	1	4	4