





Building Manager RA 047





Consequence	5	10	15	20	25	 Unacceptable – Stop activity  Tolerable – Look to improve  Adequate – Look to improve at next review  Acceptable – No further action / monitor
	4	8	12	16	20	
	3	6	9	12	15	
	2	4	6	8	10	
	1	2	3	4	5	
Likelihood						

Risk Assessment:	047 Building Manager
Assessors Name:	Gabriela Balint
Signature:	<i>Balint</i>
Date:	January 2022
Review:	January 2023

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Residual risk is measured after the controls have been put in place, deemed as an acceptable R = Risk

Hazard	Who can be harmed & how	Risk Rating			Control measures in place	Residual Risk		
		L	C	R		L	C	R
Dealing with the public/tenants/visitors	Potential for violence, aggression, assault. Person being unfamiliar with site	2	3	6	Employee should not aggravate situation, if possible, try to defuse the situation: and keep calm Mobile phone to be taken and available at all times Phone emergency services where issues arise – 999 if possible Keep radio contact with security team and police if possible Access controlled security doors installed where possible If possible have two staff/buddy system if dealing with aggressive members of the public/tenants/visitors. Employees carry a mobile phone at all times Personal alarms available to staff and carried when they feel necessary Emergency procedure/information signage provided for members of the public Keep in contact with Line Manager on site regularly	3	1	3
Site inspections	Slips ,trips ,falls ,moving vehicles Inclement weather Disease/infections Stab and infection risk from sharps/syringes Exposure to asbestos, hazardous substances Unfamiliarity with site	2	3	6	High visibility clothing/vests available to be worn when appropriate when inspecting external areas and areas where there are traffic movements Good lighting levels are in place Torch available in the event of poor lighting Defect reporting procedures in place for site hazards Site inspections to roof etc postpones in the event of high-risk conditions i.e. poor weather, poor lighting, construction and refurbishment works All employees made aware of good hygiene practice to reduce the risk of infection Waste is not touched by hand. Litter build ups reported to suitably trained site contractor Follow procedures if needles / sharps are discovered Asbestos register reviewed before inspection to ensure high exposure locations are removed from the inspection scope Employees aware not to handle any chemical substance without reading warning information and COSHH assessment	3	1	3

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Accessing roof	Serious injury or fatality from falls from height Falls through fragile roof materials Slips, trips or falls on roof	3	4	12	Site risk assessment of the work at height hazards to cover physical aspects of design and management controls Procedures observed for work at height Employees are not generally required to work at height, but may access safe roof areas of the property If there is no safe access to the roof area and no safe place to work on the roof, the roof areas are not accessed On rare occasions employees could access unprotected roofs. This only occurs when there is a clear demarcation of safe routes Fragile roof areas are not accessed, and warning signage is provided on the approach to danger zone Roof areas are not accessed in poor weather conditions i.e. high winds/icy temperatures Stepladders and portable ladders are not used to access roof areas Safety shoes and other PPE are available and worn as necessary Roof access routes well maintained and regularly cleaned Good lighting levels provided Where appropriate measures in place to prevent birds nesting and roosting on roof areas Employees carry mobile phone for assistance in the event of an emergency	3	1	4
Manual Handling Taking deliveries Moving paper Moving office furniture Dealing with post	Injuries Musculoskeletal problems	2	3	6	Employees not to carry out any repetitive manual handling tasks unless suitably trained Manual handling risks are reduced as far as possible Specific manual handling risk assessment to be carried out where manual handling activities are identified Assistance available for manual operations e.g. colleague or equipment (trolley) Employees aware of manual handling risk	3	1	3

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Accessing plant rooms and other hazardous areas	Impact injury from low headroom area Hazardous substances Noise Slips ,trips, falls Exposure to asbestos Moving machinery Unfamiliar with plant room layout Lone working	2	4	8	Employee enter plant room for inspection purposes only Risk assessment completed of plant rooms to cover physical aspects of design and management control Employees aware not to touch plant and equipment controls, unless specifically trained to do so by a competent person Safe access to all plant rooms provided Appropriate PPE is available and worn where appropriate Employees follow all mandatory signage such as hearing, head and eye protection as required Employees have regard to all safety and warning signage COSHH assessments/MSDS in place for hazardous substances Eyewash stations and spillage procedures in place Under no circumstances do employees attempt to carry out lift release Employees are aware of and have read asbestos register and up to date of management plan All relevant instructions in the asbestos management plan for the building followed If damaged asbestos is discovered on site, employees are aware to exit the area immediately, restrict access and invoke emergency procedures with regard to damaged asbestos containing materials	3	1	4
Lone Working	No other persons available to assist in the event of an accident, ill health or attack	2	4	8	Lone working procedures followed Meetings & site visits recorded Any known aggressive members of the public/tenants/visitors are not met alone Employees carry mobile phone at all time with emergency contacts on Personal alarms available to staff and carried when they feel necessary Employees instructed not to use lifts if working alone Employees are aware of building emergency procedures Employees have access to first aid materials either on site, on their person or vehicle	3	1	4

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Accessing areas under construction/refurbishment works	Accidents, incidents, damage caused by unsafe systems of work Contractors being unfamiliar with site Exposure to hazardous substances Slips, trips, falls, falling objects,	2	4	8	Contractors vetted and approved All activities undertaken in accordance with previously agreed safe system of work and method statement. Employees are aware of H & S issues in relation to tasks on site Contractors to sign in, permits access/work issued as required Contractor to sign permission to work where required Employee to ensure that the Contractor implements suitable control methods where appropriate e.g. cordoned off work area, suitable PPE worn Staff to report any activities of contractors on site which they consider unsafe to the person in control of the site and document Staff are aware that they have the authority to stop activities of contractors on site if they are concerned for health and safety	3	1	4
Use of ladders/stepladders	Operatives, serious injuries i.e. Hand arm vibration syndrome	2	4	8	Only equipment marked as Class 1 Industrial grade or EN131 are used on site Ladders and stepladders used for work that is of a short duration 15 – 20 minutes Ladders and stepladders used by persons who are trained and competent in its safe use Portable ladders must always be footed or secured at foot and top to prevent slipping out. Move the ladders/stepladder never overreach Ladder and stepladder work are restricted to work where three points of contact can be maintained at all times Portable ladders to be positioned at the correct angle ,75 degrees or a base height ratio of 1:4 Ladders and stepladders are checked prior to the commencement of each task to ensure they are correct type, length etc Ladders and stepladders are visually checked by employees to ensure they are in good repair Ladders and stepladders are detailed on an equipment inventory and inspected regularly by a competent person Position on a level surface facing the task. If this cannot be achieved a specialist contractor should be requested to carry out the task Provide warning signage or cordon off area if the task presents a hazard to others	3	1	4

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Use of IT comprising of: Using PC, laptop, tablet		2	3	6	Appropriate PPE is available for use and worn e.g. warm clothes, high visibility jacket/vest, anti-slip footwear. All incidents/accidents & near misses to be reported as soon as possible following company procedure Remedial action implemented as required Training provided in the correct DSE set up Employee work patterns currently allow for natural work breaks away from DSE All employees aware of the Company policy on eye and eyesight tests and assistance with the cost of spectacles for DSE work DSE checked regularly and kept in a condition that does not cause harm Employee aware to refer to Health & Safety for guidance i.e. working with computers DES risk assessment to be carried out at least every three years	3	1	3
Administration: filing, using PC, photocopying, printing, making phone calls	Use of office equipment – electrical, fire, moving parts, sharp edges, light sources, stress	2	2	4	Office equipment maintained and regular PAT regime in place Regular safety inspections by a responsible person Employees aware of defect reporting procedure Faulty equipment is to be taken out of service and marked “do not use” Training provided for office equipment where appropriate Drawers, cabinets are to be kept closed, other than when in use Distribute stored items evenly to prevent cabinets being unstable. Heaviest items stored at waist height Equipment is positioned in a safe working environment Staff aware of occupational health procedures Good housekeeping regime kept in place Staff aware of the need to keep drinks away from electrical equipment	4	1	2