

## Risk Assessment

Title	General Office and Business	Date Of Assessment	Mon 11 July 2022
Site	Academic Families	Location	111 Swanston Rd
Risk Assessor	Lorna Clayton	Assisted By	Sophie Clayton
Non-Employees Involved	-	People At Risk	Visitors, Employees
Task Description			
Review Date	Mon 10 July 2023	Reviewer	Lorna Clayton

## Hazards

Hazard	Fire
Risk Of Harm	Staff and visitors being trapped and overcome.
Existing Control Measures	A premises fire risk assessment is completed by the office management company as required by law. All staff are made aware of the fire evacuation procedure.

Hazard	Electrical
Risk Of Harm	Electrocution, burns and fire
Existing Control Measures	Staff should report any defective plugs, discoloured sockets, damaged cables, on off switches and to take any defective equipment out of use immediately. The Office Manager will report to the office service company. PAT testing is conducted periodically.

Hazard	Uneven, wet or slippery floors
Risk Of Harm	Possible injury as a result of slip or trip hazards not being effectively managed.
Existing Control Measures	Door mats are provided at the main entrance during wet weather. Floors are maintained in good condition any damage is reported to the Office Manager immediately with appropriate maintenance carried out. Office cleaning takes place out of normal working hours. Staff are encouraged to wear sensible shoes whilst at work.

All areas of the workplace are well lit and failed lights are replaced accordingly.

**Hazard** Manual handling  
**Risk Of Harm** Muscle or back strain  
**Existing Control Measures** Wherever practically possible heavier items are broken down into lighter loads to be carried.  
High shelves are used for lighter items (above shoulder height) and heavier items stored at waist height.  
Good standards of housekeeping maintained at all times.

**Hazard** Display screens  
**Risk Of Harm** Eye strain and back ache  
**Existing Control Measures** All staff are provided with a flat screen monitor with low reflective properties to reduce glare.  
Workspace is ergonomically designed with clear desk space, and staff are given instructions on how to adjust their monitor correctly.  
Staff are provided with suitably designed chairs for the work they are undertaking and given instructions on how to adjust them.  
Staff are encouraged to rotate their work tasks to prevent lengthy periods of work in front of the screen.

**Hazard** Scanner Printer Copier  
**Risk Of Harm** Burns from hot surfaces inside the copier when clearing jammed paper  
**Existing Control Measures** Where possible only the Office Manager will clear jammed paper.  
Hot surfaces inside the machine are well shielded to prevent anyone coming into contact with them.

**Hazard** Shredder  
**Risk Of Harm** Injury if clothing or hair caught in shredder or possible injuries to hand.  
**Existing Control Measures** Shredder is fitted with reverse button to help clear jammed documents.  
Shredder fitted with interlock device which cuts power if door is opened.  
Care must be taken if clearing jammed documents.

### Past Reviews

#### Review Date

Thu 15 Oct 2021  
Mon 20 Jun 2022

#### Reviewer

Lorna Clayton  
Lorna Clayton

#### Comments

Initial assessment  
No change since initial assessment