

# Office Risk Assessment

Organisation name: Parish Clerk

Date of assessment: 21/11/2016

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> </ul>				
<b>Manual handling</b>	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	I have considered this and it doesn't apply to my office.				
<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>Work planned to include change of activity or regular breaks.</li> </ul>	Carry out work station assessment	Clerk, reviewed by Council and monitored by Council at least annually	30/11/2016	
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	I have considered this and it doesn't apply to my office.				
<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.	<ul style="list-style-type: none"> <li>All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.</li> </ul>	PAT Test electrical appliances at recommended frequency	Clerk to arrange	31/12/2016	
<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>Members of the public not allowed to visit the Clerk's home unannounced. Members of public and contractors met in a public or pre-arranged place, ideally accompanied by at least one councillor</li> </ul>				

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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.