

# Risk Assessment Form(RA1)

<b>Department:</b> <i>General</i>	<b>Service:</b> <i>education</i>	<b>Reference:</b> <i>1.0</i>	
<b>Activity:</b> <i>Office work</i>		<b>Site:</b> <i>Various</i>	
<b>People at Risk:</b> <i>Staff and visitors.</i>		<b>Additional Information:</b>	
<b>Name of Person Completing Form:</b> <b>MDA</b>	<b>Job Title</b> <b>H&amp;S</b>	<b>Date</b> <b>20/06/20</b>	<b>Review Date:</b> .....

## Risk Evaluation

Hazard	Risk	Initial Rating (L, M, H,)	Existing Control Measures	Final Rating (L, M, H,)	Additional Action Required (action by whom and completion date)
Slips and Trips	Sprains, fractures	M	Defects reported immediately. Adequate lighting provided. No trailing cables or leads. Work areas and walkways kept clear. Filing cabinet draws and doors kept closed when not in use. Good housekeeping. Floors cleaned on a regular basis. Spillages cleaned up immediately. Floor surfaces maintained to good standard, defects reported to the Manager.	L	
Electrical Appliances	Electric shock, injury. Fire.	M	All electrical equipment has a portable appliance test (PAT). Liquid spills mopped up immediately. Any defects reported immediately, defective equipment taken out of use and promptly replaced. Sockets not overloaded.	L	
Fire	Smoke inhalation, burns or fatality.	M	Fire drills carried out regularly. Fire drill procedures included in all staff inductions. Trained Fire Wardens in place.	L	

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			<p>All fire exits kept clear.</p> <p>Fire alarm points, emergency lighting and fire extinguishers tested and maintained.</p> <p>Any heaters in use switched off at the end of the working day.</p> <p>Combustible materials kept away from heaters and disposed of daily.</p> <p>Waste bins emptied on a regular basis.</p> <p>Fire risk assessment completed for premises (see Fire Log Book)</p>		
Display Screen Equipment	Back pain, headaches, eyesight deterioration.	M	<p>Adjustable blinds to avoid glare.</p> <p>Regular breaks taken.</p> <p>DSE workstation assessments carried out and reviewed as appropriate.</p> <p>Lighting and temperature suitably controlled.</p> <p>Eye tests provided for those who need them (paid for by employer).</p> <p>Laptops used with docking station, screen, keyboard and mouse.</p>	L	
Manual Handling	Back injuries, cuts and abrasions	M	<p>Trolley available where required.</p> <p>High shelves used for storing light and infrequently used items.</p> <p>Heavy items stored at low level.</p> <p>Separate manual handling assessment undertaken as required. Training in manual handling carried out, where necessary..</p>	L	
Poor storage	Injury from dislodged items or collapse of shelves	M	<p>High shelves used for storing light and infrequently used items. Heavy items to be stored at low level.</p> <p>Access equipment available, for example, hop-up step, step ladders for higher shelves.</p>	L	
Use of Step Ladders	Falls/fractures/bruising	M	<p>Only industrial class ladders used by trained staff.</p> <p>Loads not carried whilst climbing the stepladder.</p> <p>Where carried loads should be placed at an</p>	L	

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			intermediate height or passed up by an assistant. Only one person ascends the stepladder at any one time. Over-reach from the stepladder is avoided. Ladders always used on stable flat floor whilst ensuring floor area around base of stepladder is kept clear Stepladder to be inspected prior to use. Any defects to be reported & damaged equipment taken immediately out of use.		
Poor standards of hygiene and welfare	General discomfort/illness	L	Premises cleaned on a regular basis Staff maintain high standard of hygiene. Building maintained and all defects reported to the manager. Toilets supplied with hot and cold water, soap and hand drying facility. Staff room/kitchen facilities provided.	L	
Any inappropriate activity carried out by an expectant mother.	Harm to unborn child/ expectant mother.	M	Expectant mother risk assessment to be completed following notification to Supervisor/Manager.	L	
Inexperienced young person undertaking work placement/ apprenticeship.	Harm to self and others.	M	Student work placement/Apprenticeship risk assessment to be completed.	L	
<i>Working closely together</i>	<i>Possible covid - 19</i>	<i>H</i>	<i>All desks to be spaced to allow 2m distance Where possible, offices not to be shared</i>	<i>L</i>	
<i>Sharing equipment</i>	<i>Possible covid - 19</i>	<i>H</i>	<i>Wipe down any equipment touched immediately before and after use, Wipe down computer and desk at end of use</i>	<i>L</i>	