

RISK ASSESSMENT: **Office Based Duties**

LOCATION: **Headquarters, Bridgend**

COMPLETED BY: **50660 Sharon James**

DATE COMPLETED: **01/04/21**

REVIEW DATE: **01/04/22**

OTHER RELEVANT RISK ASSESSMENTS:

#### Office duties

Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
1.	Dealing with members of the public	Isolated location, lone working  Personal Safety	M	<ul style="list-style-type: none"><li>• Provision of adequate and secure work environment</li><li>• All staff to receive training for emergencies or unusual situations</li><li>• Introduce “safe and sound” procedure</li><li>• Investigate whether swipe machine could be put onto right hand side of the entrance so that staff will not need to get out their vehicles to access the complex.</li><li>• Installation of automatic external lighting when gates open. Ensure external and internal building is kept</li></ul>	<ul style="list-style-type: none"><li>• Provision of a</li></ul>		

				well lit at night.			
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Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
2.	Dealing with colleagues/ telephone/ computer equipment	(Physical and mental fatigue, illness and stress caused by) <ul style="list-style-type: none"> <li>• overcrowding</li> <li>• overload</li> </ul>	L	<p>Ensure that total volume of room when empty (using 3 metres as a mean height) divided by the number of people working in it, is at least 11 cubic metres.</p> <p>Limit access to area</p> <ul style="list-style-type: none"> <li>• Provide support at peak periods</li> <li>• Ensure adequate rest and meal breaks and suitable cover by a competent person(s) during these periods</li> <li>• Develop safe system of work to manage resources</li> <li>• Monitor at regular intervals the workload by spot checks and rota system</li> <li>• Monitor sickness absences through examination of quarterly reports (as a minimum)</li> </ul>			
3.	Access/Egress	Slips, trips falls	L	<p>Keep entrances and corridors clear of obstructions</p> <p>Inspect areas regularly</p>			

Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
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4.	Use of VDU Equipment	<p>Working position: (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.)</p> <p>Equipment/environment causing eye watering, headaches, tiredness and visual fatigue.</p>	M	<ul style="list-style-type: none"> <li>Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any: <ul style="list-style-type: none"> <li>incorrect seating arrangement</li> <li>insufficient work area, worktop or equipment</li> <li>incorrectly positioned display screen or key board</li> <li>screen glare or flicker.</li> </ul> </li> <li>Provide staff with regular breaks and changes in activity</li> <li>Monitor through health surveillance by managers</li> <li>Encourage staff to raise concerns</li> </ul> <p>Repeat assessment whenever staff, equipment or layout change</p> <p>Ensure "Users" are aware of the entitlement to request an eye and eyesight test and provide those who request one with an appropriate eye and eyesight test and any special corrective spectacles or appliances which may be prescribed for VDU use by the optician</p>			



	Office Duties (cont.)	Inadequate lighting	L	Ensure that lighting is sufficient to allow safe movement and working without eyestrain. (Recommendations on lighting levels for different tasks are published by HSE – see <b>HSG 38</b> “Lighting at Work”)			
	Office Duties (cont.)	Poor ventilation	L	Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant			

Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
Ref No	Description					By when	Person responsible
	Office duties (cont.)	Excessive heat or cold	L	<p>Install thermometers and take steps to ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees celsius.</p> <p>Where the temperature in a room is uncomfortably high, steps should be taken to achieve a reasonably comfortable temperature, for example by:</p> <ul style="list-style-type: none"> <li>• Insulating hot pipes</li> <li>• Providing air-cooling plant</li> <li>• Shading windows</li> <li>• Siting workstations away from heat sources</li> <li>• Local cooling</li> <li>• Adequate supply of drinking water</li> <li>• a system of work (for example, task rotation) to ensure that the length of time</li> </ul>			

				for which individual workers is exposed to uncomfortable temperature is limited.			
	Office duties (cont.)	Poor standards of hygiene	L	Inspect regularly to ensure that maintenance of premises and equipment is ongoing and a satisfactory standard of hygiene is maintained.			
	Office duties (cont.)	Slips, trips and falls caused by <ul style="list-style-type: none"> <li>poor cable management due to insufficient power sources</li> <li>unsafe floors</li> </ul>	L	Inspect regularly to ensure sufficient power sources are provided and floors are free from holes or uneven surfaces.  Staff to be informed of system for reporting such faults			
6.	Dealing with Stationery	Manual Handling	L	<ul style="list-style-type: none"> <li>Undertake Manual Handling Assessment.</li> <li>Change the system if significant risk of manual handling injury e.g. store stationery on ground level</li> <li>Provide mechanical assistance such as trolley</li> <li>Provide Manual Handling training, if appropriate</li> </ul>			
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**Signature of assessor: Sharon James**

**Name and rank: Sharon James P06**

**Date: 01/04/2021**

**Signature of head of division/department: Andrew James**

**Name and Rank: Andrew James P07**

**Date: 01/04/2021**