RISK ASSESSMENT: Admin Assistant

LOCATION: Digital Services Division SWP HQ

REFERENCE:

COMPLETED BY: Elisa McKee

DATE COMPLETED: **21/05/2019** REVIEW DATE: **21/5/2020** 

OTHER RELEVANT RISK ASSESSMENTS:

VDU RISK ASSESSMENT

DISABLED PERSONS RISK ASSESSMENT

Work Activity			Risk		In	Further Action Required	
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	By when	Person responsible
1.	Dealing with colleagues/ telephone/ computer equipment	(Physical and mental fatigue, illness and stress caused by) • overcrowding  • overload	M	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.  Limit access to area  Provide support at peak periods Ensure adequate rest and meal breaks and suitable cover by a competent person(s) during these periods Develop safe system of work to manage resources Monitor at regular intervals the workload by spot checks and rota system Monitor sickness absences through examination of quarterly reports.	<b>√</b>		
Work Activity		Risk		In	Furthe Requir	│ r Action ed	

Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	By when	Person responsible
2.	Access/ Egress	Slips, trips falls	М	Keep entrances and corridors clear of obstructions Inspect areas regularly	√		
3.	Use of VDU Equipment	Working position:  (Causing back ache, neck discomfort and longer term musculoskeletal disorders etc.)  Equipment/environment causing eye watering, headaches, tiredness and	M	Carry out an assessment with each user under the Health and Safety (Display Screen Equipment) Regs 1992 in order to identify and remedy any:  incorrect seating arrangement  insufficient work area, worktop or equipment  incorrectly positioned display screen or key board  Screen glare or flicker.  Provide staff with regular breaks and changes in activity  Monitor through health surveillance by managers  Encourage staff to raise concerns  Repeat assessment whenever staff, equipment or layout change  Ensure "Users" are aware of the entitlement to request an eyesight test and ensure any special corrective spectacles	√		
		visual fatigue.		which may be prescribed for VDU use by the optician, are worn.			
Work Activity			Risk		In	Further Require	r Action ed
Ref	Description	Hazard	(H-M-L)	Control Measures Required	Place	Ву	Person

No						when	responsible
3.	Use of VDU Equipment	Ill health and stress due to working environment, pressures and hours of work		Supervisors to:  o monitor and analyse sickness reports, and o where necessary liaise with Health Care and Safety Team	<b>√</b>		
4.	Office Duties	Fire/smoke  Fire caused through overheating or short circuiting of electrical equipment		<ul> <li>All staff to received written information in relation to emergency procedures</li> <li>All staff to receive fire evacuation training</li> <li>Designated fire wardens to receive practical fire safety training</li> <li>Ensure provision of suitable and sufficient notices</li> <li>Annual testing of extinguishing equipment</li> <li>Weekly testing of alarms</li> <li>Monthly check of emergency lighting</li> <li>Procedure for evacuation displayed and a fire drill every six months</li> <li>Prior to purchase assess integrity of all work equipment</li> <li>Ensure that electrical equipment is properly maintained and regularly inspected and tested for safety.</li> <li>Portable Appliance Testing</li> <li>Fixed Wire testing every 5 years</li> </ul>	√		
Work Activity			Risk		In	Further Action	
Ref	Description	Hazard	(H-M-L)	Control Measures Required	Place	Require By	Person

No						when	responsible
	Office Duties (cont.)	Inadequate lighting		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		Ensure that the fresh air supply rate does not normally fall below 5-8 litres per second per occupant	√		
	Office duties (cont.)	Excessive heat or cold		Ensure that the working temperature is reasonably comfortable and does not fall below 16 degrees celsius.  Where the temperature in a room is uncomfortably high, steps should be taken to achieve a reasonably comfortable temperature, for example by:  Insulating hot pipes Providing air-cooling plant Shading windows Siting workstations away from heat	√		
NA/	ouls Activity		Diak	<ul> <li>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 for which individual workers is exposed to uncomfortable temperature is limited.</li> </ul>	- In	Furtho	n Action
	ork Activity		Risk		In 	Required	
Ref No	Description	Hazard	(H-M-L)	Control Measures Required	Place	By when	Person responsible

	Office duties (cont.)	Poor standards of hygiene	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  • poor cable management due to insufficient power sources  • unsafe floors	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	V	
5.	Dealing with Stationery	Manual Handling	<ul> <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>	V	
6.	Leaving office at unsociable hours	Personal attack	<ul> <li>Where parking is provided, ensure it is adequately lit</li> <li>If parking is not provided, consider making local 'reasonable' arrangements.</li> </ul>	V	

Signature of assessor: *Elisa McKee*Name and rank: Elisa McKee PO 7

Date: 21/05/2019

Signature of head of division/department:

Name and Rank: Superintendent Matt Williams