

PROTECT - STAFF

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		Hazard	Risk	Control Measures Required	In	Further Action Required	
Ref No	Description		(H-M-L)		Place	By when	Person responsible
1.	Dealing with colleagues/ telephone/ computer equipment	(Physical and mental fatigue, illness and stress caused by) <ul style="list-style-type: none"> overcrowding overload 	M	<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"> 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. 	√		
Work Activity			Risk		In	Further Action Required	

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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 HSG 38 “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		<p>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"> • Insulating hot pipes • Providing air-cooling plant • Shading windows • Siting workstations away from heat sources • Local cooling • Adequate supply of drinking water • 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. 	√		
Work Activity		Hazard	Risk (H-M-L)	Control Measures Required	In Place	Further Action Required	
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	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 <ul style="list-style-type: none"> • 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	√		
5.	Dealing with Stationery	Manual Handling		<ul style="list-style-type: none"> • Undertake Manual Handling Assessment. • Change the system if significant risk of manual handling injury e.g. store stationery on ground level • Provide mechanical assistance such as trolley • Provide Manual Handling training, if appropriate 	√		
6.	Leaving office at unsociable hours	Personal attack		<ul style="list-style-type: none"> • Where parking is provided, ensure it is adequately lit • If parking is not provided, consider making local 'reasonable' arrangements. 	√		

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

Date: 21/05/2019

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