

RISK ASSESSMENT: **Office Based Duties (Generic)**

LOCATION: **Pontypridd**

REFERENCE:

COMPLETED BY: PHIL DALLYN

DATE COMPLETED: 21-04-22

REVIEW DATE: AS REQUIRED

OTHER RELEVANT RISK ASSESSMENTS:  
N/A

#### 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	N/A		N/A			

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	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 <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	Keep entrances and corridors clear of obstructions Inspect areas regularly			



		causing eye watering, headaches, tiredness and visual fatigue.		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			
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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
4.	Use of VDU Equipment	Ill health and stress due to working environment, pressures and hours of work		Supervisors to: <ul style="list-style-type: none"> <li>◦ monitor and analyse sickness reports, and</li> <li>◦ where necessary liaise with Health Care and Safety Team</li> </ul>			
5.	Use of Audio Equipment	Noise: Possibility of hearing damage if operator needs to increase volume to counter surrounding noise levels  Earpieces causing infections	N/A	Consider: <ul style="list-style-type: none"> <li>◦ erection of acoustic barrier or other measures to reduce background noise</li> <li>◦ audiometric testing of staff on appointment and at regular intervals thereafter</li> </ul> <ul style="list-style-type: none"> <li>• Personal issue earpieces</li> <li>• Provide information to staff on hygiene and use of earpieces</li> </ul>			
6.	Office Duties	Fire/smoke	L	<ul style="list-style-type: none"> <li>• Fire certificate in force where appropriate. Current fire risk assessment available at premises</li> <li>• All staff to received written</li> </ul>			

		Fire caused through overheating or short circuiting of electrical equipment		<p>information in relation to emergency procedures</p> <ul style="list-style-type: none"> <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> </ul> <ul style="list-style-type: none"> <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>			
	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 for which individual workers is exposed to uncomfortable temperature is limited.</li> </ul>			



	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			
7.	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>			
8.	Leaving office at unsociable hours	Personal attack	L	<ul style="list-style-type: none"> <li>• Where parking is provided, ensure it is adequately lit and secure</li> <li>• If parking is not provided, consider making local 'reasonable' arrangements.</li> </ul>			

**Name and rank: DI Dallyn**

**Date: 21-04-22**

**Name and Rank: DCI C RITCHIE**

**Date: 21-04-22**