

**RISK ASSESSMENT
GENERAL OFFICE**



Task on which assessment is made: Working in an office, or from home	No. 04 Date of Review As required
<p>Hazard(s) identified:</p> <ul style="list-style-type: none"> • Work with DSE- Prolonged poor posture at DSE workstations can lead to musculoskeletal problems, eye strain and fatigue • Slips, trips and falls • Manual Handling injuries from lifting and carrying • Electrical hazards from equipment, electric shock or burns from contact with live surfaces. • Fire Hazards, including faults or overloading of sockets causing overheating and fire 	
<p>Likelihood of causing harm without control measures in place?</p> <p>Certain (High) <input type="checkbox"/> Possible (Medium) <input checked="" type="checkbox"/> Unlikely (Low) <input type="checkbox"/></p> <p>Resultant harm likely to be:</p> <p>Major Injury <input checked="" type="checkbox"/> Serious Injury <input type="checkbox"/> Slight Injury <input type="checkbox"/></p>	
<p>Person(s) considered to be at risk: Persons assisting in the running of the Community Hub.</p>	
<p>Control Measures required:</p> <ul style="list-style-type: none"> • Ensure all users have been provided with guidelines and that DSE Assessments have been carried out for everyone. • Encourage persons to take regular breaks, change work activities • Discourage prolonged use of laptop PCs unless stands or docking stations are provided • Ensure that filing cabinets either have safety feature (only one drawer can be opened at a time) or warning notice is affixed • All floor surfaces must be maintained in good condition and if not, then report to Trustees or if working from home, make repairs • Watch for rough edges or splinters on desks and chairs and report or repair As above. • Good housekeeping standards must be kept up including regular disposal of waste, archiving of paperwork and clearing up spills promptly • Persons should seek help when lifting heavy or awkward loads and when manual handling, should follow the guide provided in the separate risk assessment • Portable Appliance testing to be carried out as required • Ensure sockets are not overloaded and that any extension leads have single plugs affixed and not further extension leads or multi-use adapters on them • Do not attempt to repair, or in any way interfere with, electrical machinery of any kind • Never swing back on two legs on a chair. • Be aware of open desk drawers or cupboard doors when moving around the office and get into the habit of always closing drawers and doors • Climbing on chairs and furniture e.g. to open or close windows, or to reach high shelves is a not permissible. If items need to be stored or recovered from a position that is out of reach, proper equipment (e.g. a step-ladder or step-up) should be used 	

- Make every endeavour to conceal all wires leading from computers, electrical equipment, machines, telephones etc and if this cannot be done, ensure that they are kept away from walk areas. Use cable protectors where possible
- Persons should ensure that they are fully aware of all emergency procedures, particularly the evacuation procedure.

Training/Information required. No

Actions required to be implemented by: Trustees and persons assisting at the Community Hub

Health surveillance required. If YES, describe:

YES

NO

Residual risk with the control measures in place:

Certain (High)

Possible (Medium)

Unlikely (Low)

Resultant harm likely to be:

Major Injury

Serious Injury

Slight Injury

Person carrying out review: Helmsman Safety

5/10/2021