**SGUL General Office Risk Assessment:**

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| **Department:** |  | **Location: (Site/Building/ Room, space)**  **Use SGUL Floor map** |  |
| **Date of Risk Assessment:** |  | **Review Date:** |  |
| **Carried out by:** |  | **Job Title:** |  |
| Reason for risk assessment: (Equipment, function or activity) | Risk assessment for the activities associated with work in the office environment. | | |

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| **Ref no** | **What are the hazards and how might people be affected?** | **Who might be harmed?**  **(e.g., staff, students, visitors etc)** | **Control measures in place** | **Risk Rating (without further control measures)** | | | | **Control Measures Operational and/or Actions Required** | **Risk rating (with control measures** | | | **Risk Rating**  **(No action, Low, Medium, High)** |
| **L** | **S** | **R** |  | | **L** | **S** | **R** |  |
| 1 | **Slip, Trips and Falls**  Could suffer injury e.g., sprains and fractures if they trip and fall because of:  Obstructions, trailing cables, spillages, worn or raised floor coverings etc on walkways  Poor office layout and storage arrangements resulting in insufficient circulation space. |  |  |  |  |  |  | |  |  |  |  |
| 2 | **Manual Handling**  Could suffer from back pain and work-related upper body disorder (WRULD) due to:  Using incorrect handling techniques when handling office items (deliveries, boxes, filing etc).  Young people, New and expectant mothers may be more susceptible to injury. |  |  |  |  |  |  | |  |  |  |  |
| 3 | **Display Screen Equipment (DSE)**  WRULD could develop from:  Working for prolonged periods without change of posture or sufficient break.  Poor workstation layout or lack of awareness resulting in poor posture being adopted when using Display Screen Equipment (DSE)  Use of faulty or unsuitable equipment |  |  |  |  |  |  | |  |  |  |  |
| 4 | **Electrical safety**  Could suffer electrical shock or burns:  If using damaged portable electrical appliances, their cables, plugs e.g., lamps, fans, photocopier, extension leads, PC etc |  |  |  |  |  |  | |  |  |  |  |
| 5 | **Fire**  Could suffer from smoke inhalation or burns if trapped in office.  Hazards include:  Over accumulation of rubbish.  Over loading of electrical sockets.  Portable heaters in unsafe condition and/or inappropriately located or used.  Combustible materials in contact with or near heat sources.  Inappropriate action in the event of discovering a fire or hearing the fire alarm |  |  |  |  |  |  | |  |  |  |  |
| 6 | **Filing Cupboards/Cabinets**  Could topple over if loading is unbalanced.  Cabinet drawers that have been left open could be a trip hazard.  Falling when retrieving items stored at height  Dropping items onto others when stored at height |  |  |  |  |  |  | |  |  |  |  |
| 7 | **Working environment**  May feel too hot/cold or suffer other general discomfort  Contact with furniture if space is insufficient to allow free movement.  May suffer eyestrain if lighting is insufficient or of the wrong type. |  |  |  |  |  |  | |  |  |  |  |
| 8 | **Inadequate hygiene and welfare facilities**  General discomfort or stress: |  |  |  |  |  |  | |  |  |  |  |
| 9 | **Lone working including out of hours.**  Staff unable to promptly summon emergency assistance in the event of serious injury, sudden illness, or personal threat. |  |  |  |  |  |  | |  |  |  |  |
| 11 | **Workplace Stress**  Prolonged periods of excessive demands being placed on and experienced by staff.  Staff having conflicting roles.  Harassment from, or poor relationships with colleagues, line managers etc.  Staff receiving little or no support to enable them to effectively carry out their work. |  |  |  |  |  |  | |  |  |  |  |

**Scoring Matrix**

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|  | **Likelihood** | | | | |
| **Severity (S)** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 - Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 - Major** | 4 | 8 | 12 | 16 | 20 |
| **3 - Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2- Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 – No Harm** | 1 | 2 | 3 | 4 | 5 |

The hazard is given a score for the likelihood and the score for the severity, rated on a scale 1-5, then the rate of likelihood of occurrence 1 – 5 in line with the likely severity 1 – 5. The risk score is calculated by multiplying the likelihood score by the severity score:

**Likelihood (L) x Severity (S) = Risk Score (R)**

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| **Overall Risk (R)** | **Risk rating** | **Description** |
| 1-3 | NO ACTION | **No action required.** |
| 4-6 | **LOW**  **(Action should be taken within 6 months if appropriate)**. | Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes. |
| 8-12 | MEDIUM  **(Action should be taken within 4 weeks)**. | Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined period. |
| 15 – 25 | **HIGH**  **(Action within 24 hours)**. | High risks activities should not be started or cease immediately until further control measures to mitigate the risk are introduced. Immediate action is required to reduce exposure. The continued effectiveness of control measures must be monitored periodically.  A detailed mitigation plan must be developed, implemented, and monitored by senior management to reduce the risk before work is allowed to commence. |

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| **SEVERITY SCORE** | **DESCRIPTION OF SEVERITY** |
| **5** | Catastrophic - Death |
| **4** | Major- Specified Injury |
| **3** | Moderate- Unfit for Normal Duties for More Than 7 Days |
| **2** | Minor - Unfit for Normal Duties for Less Than 7 but More Than 3 Days |
| **1** | No harm |