Gloucestershire Warwickshire Steam Railway Plc
Risk Assessment for Working in Offices at the GWSR - Admin

Risk Assessment - Working in Offices at the GWSR

Reference No: ADM-44216-30
Version No: 4
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Department: Admin
Date Of Assessment: 20 January 2021
Review Due Before: 10 September 2029
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Working in GWSR Offices

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
Health and Safety	Slips/Trips/Falls Tripping over objects or slipping on spillages	Volunteers & Staff	1) CRITICAL - Engineering: Ensure that work areas are well lit - Effective 2) CRITICAL - Engineering: Do not have trailing leads in walkways - Effective 3) CRITICAL - Engineering: Keep boxes and other clutter out of walkways - Effective 4) CRITICAL - Engineering: All spillages to be cleared up immediately - Effective 5) CRITICAL - Administrative: Clear and tidy work areas - Effective 6) CRITICAL - Administrative: Maintain a good standard of housekeeping - Effective 7) CRITICAL - Administrative: Store deliveries so as not to create a hazard - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Any hazards identified must be reported to the HoD and action taken to correct the matter - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Score and Control Measure Notes. Risk is low if all control measures are followed. Risk remains low.							
Health and Safety	Manual Handling of equipment and supplies Poor technique, lifting beyond capability, lapse in attention	Volunteers & Staff	1) CRITICAL - Substitution: Make sure workers are aware of the availability of a trolley for moving heavy objects and use it where appropriate - Effective 2) CRITICAL - Administrative: Ask others for help to reduce the load - Effective 3) CRITICAL - Administrative: Maintain a good posture when lifting. Keep back straight and bend the knees. - Effective 4) CRITICAL - Administrative: All staff and volunteers to have completed the GWSR Manual Handling training. - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Erect posters in suitable locations to encourage safe working practices - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Score and Control Measure Notes. Risk score remains low if all control measures are followed. Risk remains low.							
Health and Safety	Faulty or unsuitable equipment Damaged or unsuitable equipment can introduce a hazard to the office area	Volunteers & Staff	1) CRITICAL - Engineering: Inspect all equipment before use to ensure that it is in good condition - Effective 2) CRITICAL - Administrative: Make sure that all equipment purchased meets current legislation and guidelines - Effective 3) CRITICAL - Administrative: Encourage staff and volunteers to report faulty equipment and take action to repair/replace - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

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Health and Safety	Injury caused by Display Screen Equipment (DSE) Risk of injury due to poor posture or excessive use	Volunteers & Staff	1) CRITICAL - Engineering: Ensure lighting and heating/ventilation in office areas is suitable - Effective 2) CRITICAL - Engineering: Ensure that equipment can be adjusted to ensure a good working environment and make sure that users know how to do this - Effective 3) CRITICAL - Administrative: Keep noise levels controlled - Effective 4) CRITICAL - Administrative: Provide a copy of the HSE guidance on DSE to staff and volunteers - Effective 5) CRITICAL - Administrative: Take suitable breaks so as not to cause issues and provide relief - Effective 6) CRITICAL - Administrative: DSE users to be instructed to report any health issues that could be related to this activity - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Engineering: Consider window blinds to control strong sunlight - Effective 2) Administrative: Provide training to all staff and volunteers who use DSE - Effective 3) Administrative: Carry out assessments of DSE in the office areas and follow up on any required actions - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Score and Control Measure Notes. Risk score is low if all control measures are followed. Risk remains low.							
Health and Safety	Working at Height Accidents caused by use of ladders or steps or by items falling from height	Volunteers & Staff	1) CRITICAL - Administrative: Any steps or ladders used must be inspected and in date of certification - Effective 2) CRITICAL - Administrative: Equipment, files and other items are not to be stored at height - Effective 3) CRITICAL - Administrative: Items such as chairs, tables and boxes should not be used in place of ladders - Effective 4) CRITICAL - Administrative: All staff and volunteers to have completed the GWSR Working at Height training - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Incapacitation due to stress Stress has many causes such as job overload, pressure of work, lack of understanding/capability, bullying etc.	Volunteers & Staff	1) CRITICAL - Administrative: Ensure that all staff and volunteers are fully aware of and capable of performing the required tasks - Effective 2) CRITICAL - Administrative: Provide training to ensure that workers are capable of completing required tasks - Effective 3) CRITICAL - Administrative: Encourage people to talk to their HoD or the HR Director if they feel under stress - Effective 4) CRITICAL - Administrative: Remind those who may be feeling stressed that any discussion with their HoD or the HR Director are confidential - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Health and Safety	Chemical Burns People coming into contact with hazardous chemicals	Volunteers & Staff	1) CRITICAL - Engineering: Store all chemicals appropriately and do not leave them in the workplace - Effective 2) CRITICAL - Administrative: Only chemicals that have a current COSHH assessment can be used in the workplace - Effective 3) CRITICAL - Administrative: Follow all of the instructions on both the COSHH assessment and chemical package labelling - Effective 4) CRITICAL - PPE: Ensure that all of the required PPE is worn to protect the worker - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Electrical Shock or Electrocution Faulty, damaged or overloaded equipment	Volunteers & Staff	1) CRITICAL - Engineering: All portable equipment to be PATS tested by the GWSR team - Effective 2) CRITICAL - Engineering: Visually inspect all equipment before each time it is used - Effective 3) CRITICAL - Engineering: Defective equipment must be taken out of use immediately and either repaired or disposed of - Effective 4) CRITICAL - Engineering: Equipment must be used as per the manufacturers instructions - Effective 5) CRITICAL - Administrative: People should not use electrical equipment unless they are competent and suitably trained - Effective	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	None	2 x 5 = 10 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a

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Health and Safety	Fire Fire can be caused by a variety of means including naked flames, electrical problems etc.	Volunteers & Staff	1) CRITICAL - Engineering: Make sure that suitable fire extinguishers are provided - Effective 2) CRITICAL - Engineering: Switch off and/or unplug equipment that is not being used - Effective 3) CRITICAL - Engineering: Store all flammable (COSHH) materials appropriately - Effective 4) CRITICAL - Administrative: Ensure housekeeping so as to minimise risk - Effective 5) CRITICAL - Administrative: Ensure that buildings have a fire risk assessment in place - Effective 6) CRITICAL - Administrative: Minimise the amount of combustible materials in the workplace - Effective 7) CRITICAL - Administrative: All staff and volunteers to have undertaken the GWSR Fire Awareness training - Effective 8) CRITICAL - Administrative: Fire Wardens to be appointed, trained and competent. - Effective 9) CRITICAL - Administrative: All buildings to have a current fire risk assessment in place - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Engineering: Consider fitting smoke detectors in key areas - Effective 2) Administrative: Consider training all workers in the us of fire extinguishers - Effective 3) Administrative: Create an emergency plan - Effective 4) Administrative: Consider training all staff in how to evacuate a building should a fire occur - Effective	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	n/a
Score and Control Measure Notes. Risk score is medium as if a fire did break out the consequences could be serious Risk score remains medium.							
Health and Safety	Lone Working An injury could occur while loan working leaving the worker incapacitated and unable to call for help	Volunteers & Staff	1) CRITICAL - Administrative: Lone working is to be avoided if at all possible - Effective 2) CRITICAL - Administrative: Lone working must be in accordance with the Lone Working Policy - Effective 3) CRITICAL - Administrative: Vulnerable persons should not be allowed to work alone - Effective 4) CRITICAL - Administrative: If lone working under a risk assessment the 'Sign-on' system should be used to indicate loan working and your contact details entered - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a
Health and Safety	Burn/Scald Injury caused by contact with hot surfaces such as heaters, kettles and other kitchen equipment	Volunteers & Staff	1) CRITICAL - Engineering: All equipment should be suitably installed and inspected to ensure that there is no risk - Effective 2) CRITICAL - Administrative: Equipment should not be left on when not being used - Effective 3) CRITICAL - Administrative: Known hot surfaces should not be left unattended - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	None	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	n/a

COSHH Assessments

There are no COSHH assessments associated with this risk assessment.

Reference Documents

• Original Admin Risk Assessment - Original Admin Risk Assessment

Ends