Risk Assessment - Working in Offices at the GWSR

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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) Administrative: If undertaking a yard tour the route must be pre-walked to assess any risks and if any are noted an alternative route must be used or if necessary the tour can be cancelled - 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.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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: Have a copy of the HSE manual handling at work booklet available to admin staff and volunteers - Effective	2 x 2 = 4 Low - Risk to be monitored to ensure it remains adequately controlled to an acceptable level.	1) Administrative: Consider providing Manual Handling training - Effective 2) 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.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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: Staff to be trained in the use of ladders if required - Effective 3) CRITICAL - Administrative: Equipment, files and other items are not to be stored at height - Effective 4) CRITICAL - Administrative: Items such as chairs, tables and boxes should not be used in place of ladders - 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 Volunteer Liaison 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 VLD 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

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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 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	2 x 3 = 6 Medium - Risk to be minimised and controlled so far as is reasonably practical.	1) Administrative: Consider training all workers in the us of fire extinguishers - Effective 2) Administrative: Create an emergency plan - Effective 3) 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.

Type	Hazard Cause	Persons Affected	Control Measures	L S T Overall	Additional Control Measures	L S T Overall	Owner/Action
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 is only allowed if a suitable risk assessment is in place - 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