General H&S Risk Assessment

A checklist of Safe Working Practices can be found at the foot of this assessment

Location / Activities Assessment

Date: **31st March 2025**	Assessed by: **Andrew Brayam**	Description: **Generic Office / Workplace Risk Assessment**	Assessment No: **Office** Review Date **March 2026** or earlier if significant changes

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	Introduction - Generic Office / Workplace Risk Assessment Conducting a risk assessment is a vital step in ensuring the health, safety, and welfare of employees and visitors within an office environment. In the United Kingdom, this process is governed by the Health and Safety at Work Act 1974, which places a legal duty on employers to identify and mitigate risks to prevent harm.		Additionally, the Management of Health and Safety at Work Regulations 1999 require employers to carry out regular risk assessments and implement appropriate control measures. This document outlines the potential hazards in the office setting and provides recommendations to maintain a safe and compliant workplace.								
01	**Slips trips and falls:** Staff and visitors may be injured if they trip over objects ors slip on spillages. Strapping from copy paper boxes. Loose packaging.	Employees Managers Local-Leaders Volunteers	• General good housekeeping is maintained by contracted cleaners. • All areas are generally well lit including the stairs. • Staff are encouraged to mop up or report spillages. • Maintained awareness.	3	3	9	M	• Further attention must be paid to trailing cables or wires and they should be moved out of the way or better protected. Staff must be encouraged to keep their work areas clear e.g. no boxes left in the walkways, under desks. Any incoming deliveries should be stored away immediately.	3	1	3 L

Key:	S = Severity	L = Likelihood	S x L = R: R = Residual Risk Rating or Priority
	5 – Fatality	5 – Certain	**1 – 4 Low Priority**. Action required to reduce risk. Time effort & cost proportionate to risk.
	4 – Major Injury	4 – Very Likely	**5-10 Medium Priority**. Action required soon to control. Interim measures may be required.
	3 – Up to three days injury	3 – Likely	**11–16 High Priority**. Urgent action required. Further resources may be needed.
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								• Generally better internal housekeeping should be encouraged.			
02	**Manual handling:** Staff risk injuries or back pain from handling or moving heavy/bulky objects, for example deliveries of paper. Young people are frequently used by Tribe to load and unload vans with promotional material or camp equipment.	All as above.	• Trolleys are generally used to transport boxes of paper and other heavy items when collecting incoming deliveries from reception etc. • Heavy items are located and stored away on an appropriate height shelves.	3	2	6	M	• General manual handling training is required for those undertaking activities on a regular basis.			
03	**Working at Height:** Falls from height may cause bruising and sprains and fractures. In extreme	All as above.	• Stable platforms are available for staff to file on shelves.	3	3	9	M	• Staff are discouraged from undertaking working at height and particularly for maintenance issues.			

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	circumstances this could cause a fatality.		• Appropriate step-ladders are available for use if necessary. • Ladders are locked away and not available for general use.								
04	**Well-being of workers in the office environment.** All staff could be affected by factors such as lack of job control, bullying, not knowing their role fully etc.	All as above.	• All staff have a management structure to help and instruct them in their duties and responsibilities. • Staff can speak confidentially to their supervisors or managers if they are feeling unwell or ill at ease in respect of things at work.	3	2	6	M				

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05	**Computers, laptops and similar equipment:** Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands, arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes could occur e.g. if the light is poor. Additionally upper limb disorders, along with repetitive strain injury if work stations are incorrectly set.	All as above.	• Assess work stations, reduce risks and provide information and training. • The employer pays for eye tests for display screen equipment users.	3	3	9	M	• Implement better follow up process to poor work station assessment results.			
06	**Fire:**	All as above.	• Fire alarm is tested on a regular basis.	4	2	8	M	• A Fire Risk Assessment has been completed.	3	1	3 L

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	If trapped staff could suffer fatal injuries from smoke inhalation or burns.		• Fire drills are conducted a minimum of once per annum. • Fire exit doors and routes are unobstructed at all times. • An evacuation plan has been documented and communicated to staff.					• An emergency plan has been compiled and is practiced.			
07	**Work equipment:** Staff could get electrical shocks or burns from using faulty electrical equipment. Staff may also suffer injury from moving parts of equipment or unbalanced loads. (Manual handling injuries)	All as above.	• All new equipment is checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.	3	2	6	M				

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			• Staff are trained in use of equipment where required. • Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment. • Defective equipment taken out of use safely and replaced as soon as is practicable.								
08	**Cleaning:** Staff risk skin irritation or eye damage from direct contact with cleaning chemicals, Vapour from cleaning materials may cause breathing problems.	All as above.	• Cleaning products are marked "irritant" have been preplaced by milder alternatives where possible. • Mops, brushes and protective gloves are	3	2	6	M				

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			provided and must be used. • Cleaning materials are properly stored. • Responsibility is contracted out to an outside contractor.								
09	**Young persons, disabled or pregnant workers.** Vulnerable workers may be at greater risk from harm from low-risk hazards.	All as above.	• Manager agrees action plan to address any specific needs. • Manager goes through main duties and Health and Safety controls with all new staff and asked if there are any problems. • Check if staff can use the main escape routes from the building.	3	3	9	M	• Better procedures could be implemented to ensure new and expectant mothers are assessed risks.	2	2	4 L

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			• Check if staff have any pre existing medical or other conditions that may be aggravated by handling or coming into contact with items or substances that may be found in the office. E.g. asthmatics or other breathing difficulties; back or other joint/muscle conditions. • Process/working conditions are altered when necessary to reduce the risks to new or expectant mothers. • Appropriate processes are in place to take in to account the								

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			characteristics of young people and activities which present significant risk to their health and safety.								
10	**Lone Working and visiting:** Staff could suffer injury or ill health while working alone in the office or while out of the office, e.g. When visiting other sites, or when visiting the elderly or unwell.	All as above.	• Staff responsible for locking up at night must check all areas before leaving. • Staff must leave details of visits in the office and give contact numbers. • Staff who are not planning to return to the office after a visit should call in to report.	3	3	9	M	• Further controls could be put in place to ensure lone working is better understood.	2	2	4 L

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11	**Gas appliances.** Staff could suffer from injury or ill health due to a poorly maintained gas appliance.	All as above.	• Arrangements are in place for periodic examinations e.g. annual checks of appliances and remedial actions are conducted as necessary. • Staff are encouraged to spot and report signs of faulty appliances.	3	2	6	M				
12	**Asbestos:** Staff and others carrying out normal activities, are at very low risk providing the ACM is maintained in good condition. Asbestos only poses a risk if fibres are released into the air and inhaled.	All as above.	• Asbestos is not present at 305 Ballards Lane. • In any other premises establish whether asbestos may be present. • If asbestos is considered present, individuals who are responsible for building maintenance, must take planned	5	1	5	M				

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	Maintenance workers and contractors are at most risk.		measures to ensure the management of asbestos and warnings to workers are implemented.								

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Safe Working Practice for Generic Office Environment

Introduction

Ensuring a safe working environment is paramount to the well-being of all employees. This document outlines general, non-specific safe working practices aimed at identifying and mitigating typical office and workplace hazards.

Remember, safety is everyone's responsibility, and proactive measures are key to preventing accidents and injuries.

Slips, Trips, and Falls

- Maintain good housekeeping by ensuring all areas are well-lit and free from obstructions.
- Promptly clean up spillages and use appropriate signage to warn of wet floors.
- Secure trailing cables and wires to prevent tripping hazards.
- Store boxes and other items properly, avoiding clutter in walkways and under desks.

Manual Handling

- Use trolleys or other mechanical aids to transport heavy items.
- Provide manual handling training to staff.
- Store heavy items at an appropriate height to minimise the need for bending or reaching.

Working at Height

- Use stable platforms or appropriate step-ladders for tasks that require working at height.
- Ensure ladders are locked away and only used by trained personnel.
- Discourage staff from undertaking maintenance tasks that require working at height.

Well-being of Workers

- Establish a clear management structure to support staff in their duties.
- Encourage open communication and provide a confidential channel for staff to discuss concerns.
- Promote a positive work environment and address any issues promptly.

Use of Computers and Display Screen Equipment

- Assess workstations and provide ergonomic equipment as needed.
- Offer training on proper workstation setup and use.
- Conduct regular eye tests for display screen equipment users.

Fire Safety

- Regularly test fire alarms and conduct fire drills at least once a year.
- Ensure clear and accessible escape routes.
- Provide fire safety training and information to all staff.

By adhering to these guidelines, we can collectively foster a culture of safety, reduce risks, and promote a healthy and productive environment for everyone in the office.

If you have any further questions or need additional information, feel free to contact the team safety@theus.org.uk