

**Risk Assessment**

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| **Assessors Name:** | Risk and Safety | **Date:** |  |
| **Activity:** | General Office Risk Assessment | **Next review date:** |  |

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| **Building:** | **Office Location(s):** |  |
| **Please note**;  This risk assessment covers generic risks that can be found within an office environment. Additional risks that have not been identified as part of this risk assessment must be included in the additional section at the end of this risk assessment. | | |

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| **Hazards and Risks** | | **Control Measures** | |
| Identify the Hazards? | Who might be harmed and how? | What is already being done? | Further action is required? |
| Slips and trips | Staff  Students  Visitors  Contractors   * May be injured if they trip over objects, damaged flooring or slip on spillages. | • General good housekeeping promoted.  • All areas kept tidy, well lit, including stairs.   * Loose or damaged floor coverings must be reported to Estates help desk by emailing a repair request and where possible, hazard warning sign displayed.   • No trailing leads or cables.  • Staff keep work areas clear, e.g., no boxes or personal belongings left in walkways, deliveries stored immediately.  • Offices cleaned every evening/ morning when office staff are not present.   * Trays used when carrying multiple drinks. * Cleaners available to assist with clearing up spills throughout the day. * Wet floor signs displayed when floor is cleaned by cleaners or has become contaminated. |  |
| Manual handling of paper, office equipment etc | Staff  Students  Risk of injuries or back strains (work related upper limb disorder (WRULD)) from:   * Handling heavy/bulky objects, e.g., deliveries of paper, sharp edges. * Bruises or damage to property from dropping objects etc. * Individuals with health conditions. | * Manual handling training provided to staff by HR. * Assess load to access – size, contents, weight, stability, damage * Trolley used to transport boxes of paper and other heavy items across the University and when collecting deliveries etc. * High shelves used for light objects only. * Heavier items stored at lower level not higher than waist height. * Staff complete online manual handling training on an annual basis. * Staff must not try to lift objects that look or appear too heavy or unstable to handle safely.   Manual handling guidance available on the HSE website: <https://www.hse.gov.uk/msd/manual-handling/index.htm> |  |
| Display screen 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.      * Poor lighting causing headaches or sore eyes. * Not taking rest breaks from tasks with repetitive movement when inputting information i.e., using keyboard. | • Online DSE training and assessments of workstation provided to all new starters by HR.   * Online DSE reassessments carried out on a scheduled basis, if there is a change to work location or feature e.g., equipment, furniture or work environment such as lighting, or if due to medical health. * Actions carried out as soon as possible.   • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.   * Specialist DSE assessments carried out or arranged with 3rd party by Human Resources. * Specialist DSE equipment sourced by Human Resources.   • Adjustable blinds at window to control natural light on screen. (glare)  • Eye tests provided when needed, duty holder to pay for basic spectacles specific for regular users of visual displays. Vouchers available from HR. |  |
| Working at height Filing on top shelves, putting up decorations etc | Staff  Students  Visitors   * Falls from any height can cause bruising and fractures. | • Staff instructed not to stand on chairs to file on high shelves, put up decorations etc.  Ladders or step-up stools used to reach items stored at higher levels.  • Internal windows cleaned by contracted cleaners.  Working at hight guidance can be found on portal  [**Working at Height (Guidance Note)**](https://portal.leeds-art.ac.uk/) |  |
| Use of filing cabinets/under desk cabinets | Staff   * Possibility of toppling over if contains an unbalance weight. * If drawers are left open, lower drawers can be a trip hazard. Higher drawers can be an impact hazard and top drawers may cause the cabinet to topple over if they contain heavy items. | * Cabinets evenly filled for stability. * Preferably load cabinet drawers from the bottom up. * Cabinet drawers closed after use. |  |
| Stress | Staff  Could be affected by factors such as lack of job control, bullying, not knowing their role etc. | • information on stress management is available on the Human Resources Portal page.   * [**Policy and Procedure on Stress Management**](https://portal.leeds-art.ac.uk/node/2125) |  |
| Electrical | Staff  Visitors  Could get electrical shocks or burns from:   * Using faulty electrical equipment. * Electrical faults can also lead to fires. | • Portable electrical equipment testing (PAT) carried out on an annual basis.   * Building electrical installation test carried out every 5 years. * Electrical items operated in accordance with manufacturers’ instructions. * Visual checks of electrical item, cables and plugs carried out by user for damage. * Staff informed to report the Estates team (via Estates Helpdesk email or by phone if imminent danger perceived) any broken/ defective plugs, discoloured sockets, damaged cable/equipment, or damage to lighting installations.   • Defective equipment taken out of use safely and promptly replaced.  • Staff told not to bring in their own appliances, toasters, fans etc. |  |
| Fire | Staff  Students  Visitors  Contractors   * If trapped, staff could suffer fatal injuries from smoke inhalation/ burns. | * Fire risk assessment carried out by 3rd party. See [HSE Introduction to Fire Safety](https://www.hse.gov.uk/fireandexplosion/fire-safety.htm) for guidance information on   necessary action to be taken.   * Fire guidance information for staff available on [Risk and Safety Resources](https://portal.leeds-art.ac.uk/health-safety/riskandsafetymanual) Portal page.   Doors identified as fire doors not wedged open at any time.   * Fire wardens located across University. * Fire action signs located in corridors across University sites. * No smoking permitted on University premises. * Good housekeeping encouraged. * Rubbish removed by 3rd party cleaning staff when cleaning the office. * Toasters or personal electrical appliances not permitted for use on University premisses. * Electrical heaters not permitted for use unless, issued by Estates. * Electrical heaters are not placed near sources of water i.e., kettle. * Electrical heaters not covered at any time. |  |
| Violence/Theft | Staff  Students   * Violence to staff with appointments with distressed students. * Distressed members of staff or students on University premises. * Theft of personal items. | * Silent alarm button linked to Reception situated in Student Welfare. * Building Services Operatives available onsite to provide support. * Staff reminded that personal and valuable items not be left out on display. * Office door to be locked when staff leave the room or not in use. * Students attending appointments to keep their belongings with them at all times. |  |
| Lone working | Staff  Could suffer injury or ill health when working alone in the office. | * Lone working risk assessment available on [Risk and Safety Resources](https://portal.leeds-art.ac.uk/health-safety/riskandsafetymanual) Portal page. |  |
| Use of other equipment | Staff   * Cuts/crushing * Shearing/impact | * Equipment suitable for purpose and appropriately located. * Regular servicing/ maintenance arrangements. * Staff report any defects to relevant department i.e., IT or Estates department. |  |
| Accidents and Incidents | Students, staff  Injury and harm | * Accident, incidents and near misses reported on the Simple Compliance online accident reporting system located on the [Risk and Safety Portal page](https://portal.leeds-art.ac.uk/health-safety/riskandsafetymanual) * Trained first aiders located across University. * First aid notices strategically located around the University. * Reception contacted to locate first aider to assist. * Fully automatic defibrillators situated in the reception areas of Blenheim Walk and Vernon Street. |  |
|  |  | **Please add any additional Hazards and Control Measures not covered by the Generic Risk Assessment Below** |  |
| Identify the Hazards? | Who might be harmed and how? | What is already being done? | Further action is required? |
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