

GSA Office Risk Assessment



School/Professional Support Area:	Registry	Location: (Site/ Building/ Room)	6 Rose Street – 2 nd Floor
Assessment Date:	26.01.18	Review Date:	26.01.19
Assessors Name:	Kerrie Wynn	Job Title:	Health and Safety Advisor
Task: Risk assessment for the activities associated with work in an office environment.			

What are the hazards? (See list of sample hazards)	Who might be harmed? (e.g. Staff, students, visitors)	What are the risks	Are the following control measures in place to eliminate or reduce the risks?	Yes/ No/N.A	Corrective actions required/Observations	Risk Evaluation			Risk Rating
						Consequence (1 – 5)	Likelihood (1 – 5)	Overall risk (C x L)	Low, Medium or High
Slips, trips and falls	Staff, students	<p>Could suffer injury e.g. sprains and fractures if they trip and fall as a result of:</p> <ul style="list-style-type: none"> Obstructions, trailing cables, spillages, worn or raised floor coverings etc on walkways. Poor office layout and storage arrangements resulting in insufficient circulation space. 	<ol style="list-style-type: none"> Work areas should be kept clear of obstructions. Any spillages should be cleaned up immediately. All areas should be well lit, especially stairs. Any hazards such as torn carpets, trailing cables, defects to floor coverings, faulty lighting etc. should be reported immediately to the line manager or local person responsible for safety. 	Yes	Staff are aware of control measures and ensure good housekeeping to avoid any slips, trips or falls.	2	1	2	Low
Manual Handling*	Staff	<p>Could suffer from back pain and work related upper body disorder (WRULD) due to:</p> <ul style="list-style-type: none"> Using incorrect handling techniques when handling office items (deliveries, boxes, filing etc). Poor workstation layout and insufficient working space resulting in poor posture. Individuals with health conditions, previous back injuries etc affecting ability to safely handle items 	<ol style="list-style-type: none"> A risk assessment must be completed for lifting heavy and bulky loads that present a risk of injury e.g. stretching, stooping, twisting). A trolley should be used to transport boxes of paper or other heavy items. Using low shelves for storing heavy items and only using high shelves for light items only. Training in lifting techniques should be provided for anyone 	Yes	<p>Janitorial staff responsible for dealing with deliveries/movements of manual handling loads.</p> <p>Remind staff that they should not try to lift objects that look or appear too heavy to handle.</p> <p>When lifting paper boxes refer to the manual handling procedure on GSA's website: http://www.gsa.ac.uk/media/1359183/GSA-Manual-Handling-Assessment-Procedure-v1.pdf</p>	2	1	2	Low

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		<ul style="list-style-type: none"> New and expectant mothers may be more susceptible to injury. 	who undertakes lifting of heavy loads.						
Display Screen Equipment (DSE)*	Staff	WRULD could develop as a result of <ul style="list-style-type: none"> Inappropriate layout or lack of awareness resulting in poor posture being adopted when using Display Screen Equipment (DSE) Working for prolonged periods without change of posture or sufficient break. 	<ol style="list-style-type: none"> Where desktops, laptops and notebooks are used as a significant part of day-to-day work, a Display Screen Equipment assessment must be carried out. Work should be planned to include regular breaks from the computer. Training on general office or specialist applications may be required for software proficiency 	Yes	All staff in Registry have completed DSE assessments.	2	2	4	Low
Electrical safety *	Staff, students	Could suffer electrical shock or burns if using <ul style="list-style-type: none"> Damaged portable electrical appliances, their cables, plugs e.g. lamps, fans, photocopier, extension leads, PC etc. 	<ol style="list-style-type: none"> All portable electrical equipment must be tested for electrical safety at correct intervals and labelled with the date of the test. Electrical cables and plugs should be regularly visually inspected by the user for damage. Any defective equipment should be reported immediately to the responsible person e.g. line manager or estates, then suitably labelled and taken out of use until the repair has been carried out. Electrical equipment must always be operated in accordance with manufacturers' instructions. 	Yes	No evidence of daisy chaining in the Registry office. Floor boxes in use – being used correctly. All equipment PAT tested 31.10.17	2	1	2	Low

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Fire *	Staff, students	<p>Could suffer from smoke inhalation or burns if trapped in office.</p> <ul style="list-style-type: none"> • Combustible materials coming into contact with or in close proximity to heat sources. • Portable heaters in unsafe condition and/or inappropriately located. • Over accumulation of rubbish. • Over loading of electrical sockets. • Inappropriate action in the event of discovering a fire or hearing the fire alarm. 	<ol style="list-style-type: none"> 1. The storage of empty cardboard boxes should be kept to an absolute minimum. 2. Equipment should be switched off when not in use for long periods. 3. All portable electrical equipment must be tested for electrical safety at appropriate intervals. 4. The fire alarm system is installed, maintained and tested. 5. Fire risk assessments for each building should be carried out periodically. 6. Everyone must be acquainted with the Emergency evacuation procedure for their area. 7. Area Fire Marshals and depute must be appointed to cover offices and general areas. 	Yes	<p>PAT testing was carried out October 2017.</p> <p>Fire alarm tested between 9.00am and 10.00am on a Wednesday. Fire Risk Assessment was carried out by FRCO 20.02.17, with a review of this assessment done 07.02.18.</p> <p>There are two Fire Marshalls within the Registry office.</p> <p>There is an occasional issue with homeless persons sleeping in main fire exit doorway on Sauchiehall Street. The Estates Department and the FRCO address this issue when it arises.</p>	4	1	4	Low
Lone* working and Out of Hours work (LOOH)	Staff	Staff unable to promptly summon emergency assistance in the event of serious injury, sudden illness or personal threat.	<ol style="list-style-type: none"> 1. LOOH work should be minimised or avoided where feasible. 2. If unavoidable, conduct a LOOH Risk Assessment 3. Specific LOOH Risk Assessment may be required in circumstances where any potential risks are increased (e.g. expectant mothers, persons with mobility issues or medical conditions). 	Yes	Registry staff advised that staff finish work at 5.00pm. Very occasionally, some staff may stay on, but only work until 5.30pm at the latest.	2	1	2	Low
Falling* from height	n/a	<ul style="list-style-type: none"> • Falling when retrieving items stored at height • Dropping items onto others when stored at height 	<ol style="list-style-type: none"> 1. Chairs or desks must not be used for reaching heights; step stools should be used instead. 2. If a stepladder is used, staff/students should read an appropriate risk assessment 	n/a	No staff work at height in the Registry office.				

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			and be shown how to use it safely. 3. To prevent injuries heavy items must not be stored on upper shelves. They should be stored at waist height.						
Working environment	Staff	<ul style="list-style-type: none"> • May feel too hot/cold or suffer other general discomfort • Contact with furniture if insufficient space to move around. • May suffer eyestrain if lighting is insufficient or of the wrong type 	<ol style="list-style-type: none"> 1. Is the temperature of the office normally kept within a comfortable range? 2. Is the office adequately ventilated? 3. Is the space provided sufficient to enable free movement around the office, and for carrying out general tasks? 4. Are the lighting levels adequate for the tasks undertaken? 5. Are window blinds fitted where necessary to adjust lighting levels? 6. Are desk lamps provided if additional task lighting is required? 	Yes		2	1	2	Low
Inadequate hygiene and welfare facilities	Staff	General discomfort or stress.	<ol style="list-style-type: none"> 1. Are toilets supplied with hot/cold water, soap and towels, and deficiencies reported to the cleaning staff? 2. Is an area available for refreshment with drinking water available? 3. Is the 'No smoking' policy implemented? 	Yes		2	1	2	Low
Chemical risks*	n/a	Generally the risk will be very low within an office environment.	If any hazardous substances e.g. solvents or solvent-based glues are used within the office area, then a COSHH risk assessment must be completed and a safe system of work issued to the users.	n/a					

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Filing Cabinets	Staff, students	<ul style="list-style-type: none"> • Could topple over if loading is unbalanced. • Cabinet drawers that have been left open could be a trip hazard 	<ol style="list-style-type: none"> 1. Filing cabinets should be loaded from the bottom up to maintain stability. 2. Where filing cabinets are of the type that allows more than one drawer to be opened at a time, they must be labelled with a warning of a tipping risk. 3. Drawers should be closed immediately after use. 	Yes		2	1	2	Low
Office equipment	Staff	<p>Coming into contact with moving, cutting or other dangerous parts, clothing, long hair etc becoming entangled.</p> <p>e.g. shredders, guillotines</p>	<ol style="list-style-type: none"> 1. Equipment used in accordance with manufacturer's instructions 2. Those using the equipment have been made aware of how to use it safely e.g. verbal instruction, signage etc. 3. Equipment periodically checked for safe condition and taken out of use if any damage found. 4. Loose clothing (e.g. ties) and long hair kept away from any moving parts. 	Yes	<p>Only office equipment in use if printer. This was PAT tested October 2017.</p> <p>There is a service contract in place for this equipment.</p>	2	1	2	Low
Workplace Stress	Staff	<ul style="list-style-type: none"> • 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. 	<ol style="list-style-type: none"> 1. Line managers are aware of their roles and responsibilities under the GSA's management of work-related stress policy and carry these out. 2. Discussions with staff and assessments carried out to establish any factors causing, or the potential to cause work-related stress, and measures to address these. 3. Staff aware of their roles and responsibilities in relation to work-related stress through information and training. 	Yes	Remind staff that they can speak confidentially to manager or supervisors about work related concerns.	2	2	4	Low

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General Observations	Staff, students				All staff have had a health and safety induction. Reminder that any new members of staff should have this induction carried out upon commencing employment.				

Notes:

1. This template relates to section 8.2 *Use of Generic and Dynamic Risk Assessments* in the *GSA Health and Safety Risk Assessment Procedure* available at: <http://www.gsa.ac.uk/media/1278542/GSA-Health-and-Safety-Risk-Assessment-Procedure-v2.pdf>
2. An asterisk* in column one denotes relevant information available at <http://www.gsa.ac.uk/about-gsa/key-information/occupational-health-and-safety/> which may require specific risk assessment(s)
3. Where the control measure in place is deemed to be acceptable, you may want to include some observations to support this point.

LIKELIHOOD DESCRIPTION	RATING	SEVERITY DESCRIPTION
Highly Probable	5	Death (R*)
Probable	4	Specified Injury (R*)
Possible	3	Unfit for Normal Duties for More Than 7 Days (R*)
Unlikely	2	Unfit for Normal Duties for Less Than 7 but More Than 3 Days
Highly Unlikely	1	Minor Injury

OVERALL RISK (Based on Likelihood X Severity)						
		SEVERITY INDEX				
		1	2	3	4	5
LIKELIHOOD	5	5-MED	10-MED	15-HIGH	20-HIGH	25-EXTREME
	4	4-LOW	8-MED	12-HIGH	16-HIGH	20-HIGH
	3	3-LOW	6-MED	9-MED	12-HIGH	15-HIGH
	2	2-LOW	4-LOW	6-MED	8-MED	10-MED
	1	1-LOW	2-LOW	3-LOW	4-LOW	5-MED

OVERALL RISK	DESCRIPTION
1-4 LOW	Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes
5-10 MEDIUM	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 time period.
12-20 HIGH	High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.
25 EXTREME	Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence