

Risk Assessment Form

Task/ Activity:	Office Activities – Doggetts Barn	Assessed by:	Caroline Leet
Date Assessed:	24 June 2022	Review Date:	June 2023
		Reference No.:	

Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Waste Handling	Office staff	<ul style="list-style-type: none"> Adequate suitable receptacles for waste provided – bins, waste bags, personal hygiene bins Rooms kept tidy; waste removed regularly Floors kept clear Trolley provided for moving bulkier items 	3	2	6	
Routes for personnel movement	Office staff/councillors/visitors	<ul style="list-style-type: none"> Courtyard free from trip hazards, salt grit applied freezing weather Internal floors clear from trip/slip hazards Floor covering in good condition Handrail fitted to stairs External lighting on; sensor covers access Internal lighting combines natural and artificial light Sufficient space to move to/from work stations 	3	2	6	
Faulty electrical equipment	Office staff	<ul style="list-style-type: none"> Fixed electrical wiring test in date. Portable Appliance testing carried out at specified frequency. Users carry out pre-use checks. 	4	2	8	
Display Screen Equipment (DSE) use		<ul style="list-style-type: none"> DSE assessments carried out of workstations. Eye-tests offered to DSE users. Contribution to purchase pf corrective appliance where required for DSE use (under Private Health Care scheme members). Regular breaks from keyboard and screen use encouraged (5-10 minutes every hour). 	3	2	6	

Trip hazards	Staff/Councillors/Visitors	<ul style="list-style-type: none"> • Electrical cables routed around walls and furniture. • Gangways and corridors kept clear of obstructions. • Floor coverings maintained without defect. • Housekeeping maintained. 	4	2	8	
Slip hazards		<ul style="list-style-type: none"> • Spillages cleared immediately. • Salt grit provided in colder weather for outside area • Internal floors clear from trip/slip hazard • Floor coverings in good condition • Handrail on stairs • Good internal and external lighting • Sufficient space to move to/from work stations 	4	2	8	
Falling object hazards		<ul style="list-style-type: none"> • Items are stored securely. • Shelving is not overloaded. • Furniture maintained without defect. 	4	2	8	
Temperature control		<ul style="list-style-type: none"> • Temperature maintained suitable: 16°C after first hour of work. • Wall mounted thermometers to monitor • Open Windows to clear air, freshen. To cool room. • Additional fans/air condition units to cool in warmer weather • Heaters available to warm in colder weather • No smoking policy on premises 	3	2	6	
Sanitation/welfare arrangements	Staff	<ul style="list-style-type: none"> • Sanitary conveniences provided and kept clean • Hot water, soap and means of hand drying (disposal hand towels) • Adequate water supply • Drinking water provided (bottled water protected from sunlight) • Fridge and freezer for food storage provided 	4	2	8	

Risk/Priority Indicator Key

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		SEVERITY (CONSEQUENCE)				

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so