# Risk Assessment Title: <Example Team Risk Assessment>

Directorate: <Enter Directorate> Service/Location: <Enter team and location> Task: Office/Meetings/Homeworking

| Hazard:  Activity/  Equipment/  Process | Possible injury/ harm | To whom | Before Controls Likelihood | Severity | Risk Rating | Existing Controls | After Controls Likelihood | Severity | Risk Rating | Further Controls | By whom and when |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mechanical trapping** e.g., office equipment | Injury to limb. Strangulation | Staff | **3** | **3** | **9** | * Staff will be instructed how to use and operate office equipment. * Equipment to be taken out of service and replaced or repaired if broken or defective. * Good housekeeping protocols in place. * Regular maintenance and servicing. | **2** | **2** | **4** |  |  |
| **Electrical – shock/ burn/ fire/ explosion**  e.g., office  equipment,  electrical  supplies,  electrical  equipment onsite | Shock/ Burn/ Fire/ Explosion | Staff | **3** | **4** | **12** | * Staff will not undertake any activity which exposes them to unguarded electricity. * Portable equipment is PAT tested. * Electrical work completed by competent contractors. * Staff advised to report any trailing cables, defective plugs, discoloured sockets or damaged cable/equipment to FM/Building Manager. * Staff advised not to bring in their own appliance i.e., chargers, fans, etc. | **1** | **3** | **3** |  |  |
| **Pedestrian Access internal and external** | Injury to head, limb, other body parts | Staff | **2** | **3** | **8** | * Area kept free from all trip and slip hazards at all times. * Work is conducted out of hours by FM and onsite to reduce the risk. * Staff have been advised to escalate any defects to FM. * Clear up spillages * Suitable lighting in place | **2** | **2** | **4** |  |  |
| **Manual Handling**  e.g., carrying  equipment or  meeting  materials | Muscle or back injury | Staff | **2** | **3** | **6** | * Staff will not lift heavy items as part of their role. * Avoid lifting and manual handling where possible (such as by use of a trolley, lifting equipment, etc). * Laptops will be carried in rucksacks/laptop bags. * Storage at height kept to a minimum. | **1** | **3** | **3** |  |  |
| **Use of display screen equipment,**  e.g., use of VDU | Eye strain, muscle or back injury RSI | Staff | **3** | **2** | **6** | * Periodic breaks away from the task will be encouraged. Staff advised to seek medical attention immediately if they experience any DSE related aches or pain. * Staff to follow DSE COP. * Staff to ensure DSE risk assessments are completed. * Any equipment is provided as required. * Provision of corrective lenses for employee (if applicable) and eye test. | **2** | **2** | **4** |  |  |
| **Work related stress**  e.g. overly  challenging or  monotonous  work activities  that result  in stress | Stress | Staff | **3** | **3** | **9** | * Staff advised to take regular breaks from their work/DSE. * Staff have relevant knowledge, training and experience to deal with incidents of stress. * Staff to report unmanageable levels of stress to their line manager. * Line Managers to monitor workload and work profile on a regular basis via 1-2-1's and catch ups. * Regular 1-2-1's, appraisals, team meetings etc. * Sharing of workload where possible and appropriate across the team. * Employee Assistance Programme and Occupational Health support available. * Staff to manage their time & wellbeing. | **2** | **2** | **4** |  |  |
| **Disease/**  **Sickness**  e.g., exposure to people with illness | Illness | Staff | **2** | **4** | **8** | * Staff advised to not attend the office if they feel ill with a communicable illness. * Staff advised if people around them are ill and should not be in the office, advise them to go home. * Staff to follow latest guidance from Council senior management/Public Health England regarding avoidance and mitigation for self and others. * Staff will be asked to clean and disinfect desks, keyboards, phones, mouse and chair handles before and after use.  Sanitiser wipes will be provided. * Staff will be reminded to wash their hands thoroughly before eating. Hand soap and paper towels will be available in the kitchens for staff to use to encourage handwashing. * ‘Health Vulnerability Risk Assessments’ to be updated/conducted by line managers where required. * Hand sanitiser is available for use * Cleaning will be enhanced in toilets throughout the day, particularly at high-tough points e.g., door handles and door locks. * Sanitiser wipes will be provided by each printer for printer use. Staff will be asked to wipe the printer after use. | **2** | **2** | **4** |  |  |
| **Home working** | Ill health or injury from inappropriate set up.  Isolation | Staff | **3** | **3** | **9** | * Home working guidance provided to staff. * DSE assessment undertaken online via Cornerstone & equipment provided. * Regular communications required via email/phone. call/teleconferencing with team members and line manager. * Employees reminded to always keep diaries up to date and ensure all team members have access. * Flexible working undertaken. | **2** | **3** | **6** |  |  |
| **Emergencies and Accidents** | Death, burns, asphyxiation, COVID | Staff | **3** | **5** | **15** | * Emergency escape routes free from obstruction at all times. * Staff will receive a copy of the appropriate evacuation procedure. * When onsite staff will read the Fire Evacuation notices. * Fire Risk Assessment in place for each site/building and regularly reviewed. * All fire provision is in place and maintained. Staff are to ensure they are aware of fire safety arrangements on a site. * Fire Wardens and First aiders are in place in all offices and contact details are available for staff. * Within OH, staff are advised to contact FM should they require first aid assistance who will arrange for the duty first aid officer to attend. * Alarm signal – continuous bell in office and public areas. Fire doors will close on office floors and all lifts will descend automatically to the ground floor. * Fire Assembly points are in place * Procedures in place for staff that have Personal Emergency Evacuation Plans (PEEPS). * Fire wardens will be located on each floor to carry out their responsibilities if a fire alarm sounds. | **2** | **5** | **10** |  |  |

**Name of Assessor:** <enter name>  **Date:** <enter date>

**Position:** <enter title> **Review Date:** <enter date>

**Managers Signature:** <enter signature / managers name>  **Date**: <enter date>