# 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., officeequipment,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>