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Using Office Equipment

Assessor

A.N Other

Job Title

Office Manager

Equipment assessed/location:

Guillotine/Paper slice, First floor office

Persons at risk

Details

Occurrence

Staff

All office staff

Contractors

Hazard No.

Hazard description

How are persons affected?

1

Cuts/amputations

Users or assistants could suffer severe cuts or amputations to hands from chopping blade.

2

Manual handling – heavy wooden base

Staff may suffer strains to upper lower back whilst carrying this.

3

4

5

Probability (P) 5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely

Severity (S) 5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible

Risk (R) 0-8=low risk, no action required. 9-15=medium risk, ensure adequate controls

Form

RA Ref No: Off1

Assessment Date

22nd Jan 2013

Review Dates / Initials

21st Jan 2014

Any disabled?

No

Comments

One staff member uses a wheelchair

Existing controls

One

Further controls / action

Recommend equipment be replaced with newer safety style with enclosed blade.

One

Arrange suitable manual handling training for all staff. Restrict amount of repositioning.

16-25=high risk, stop operation & implement control measures