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General Office

RA Ref No: Off1

Assessor	Job Title
A.N Other	Office Ma

Assessment Date	Review Dates / Initials
22 nd Nov 2012	21 st Nov 2013

Assessment location: First floor office, meeting room, staff kitchen

Persons at risk	Details
Staff	All office staff
Contractors	IT maintenance
Visitors	Sales reps, suppliers reps
Gen. Public / Others	Na

Any disabled?	Comments
No	One staff member uses a wheelchair
No	
No	
No	

Hazard No.	Hazard description	How are persons affected?
1	Slips trips and falls - damaged carpet by kitchen door - trailing extension lead across floor by rear fire exit	Ripped carpet by door has caused some people to trip People could trip over the cable if using the exit in an emergency
2	Fire	Smoke or fire could injure anyone in area No evacuation plan for wheelchair user
3	Manual handling - Boxes of folders are lifted onto high shelves	Repeated or poor lifting techniques can cause musculoskeletal injuries
4	Falling objects - poorly stacked boxes of folders/files can fall from the shelves	Being hit by falling boxes can cause cuts or bruises
5		

Existing controls	Further controls / action
one	Repair/renew carpet. Short term use warning signage Re-route cable or have new socket fitted
fire doors kept closed. extinguishers serviced annually regular fire drills held. alarm and sprinkler system fitted	Ensure new Fire RA is carried out taking wheelchair in account
one	Ensure all staff attend appropriate manual handling training
one	Ensure all staff attend appropriate manual handling training Re-arrange boxes so as to have heaviest or least stable at the bottom

<i>Probability (P)</i>	5=very likely, 4=likely, 3=quite possible, 2=possible, 1=unlikely
<i>Severity (S)</i>	5=fatal, 4=severe, 3=moderate, 2=slight, 1=negligible
<i>Risk (R)</i>	0-8=low risk, no action required. 9-15=medium risk, ensure action

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