

General Office Risk

RA Ref No: OFF01

Assessor

Assessment Date

Review Dates / Initials

Assessment location:

Persons at risk

Frequency

Details

Staff

Contractors

Visitors

Gen. Public / Others

disabled?

Comments

No ☐No ☐No ☐No ☐

Existing controls

Further controls / action

[None]

[Repair/renew carpet. Short-term use warning signage. Re-route cable or have new socket fitted.]

Hz No.	Hazard description	How are persons affected
1.	E.g. [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 over the cable if using the exit in emergency]
2.		
3.		
4.		
5.		
6.		

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

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

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7.		
8.		
9.		
10.		

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