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Using Office Equipment

Assessor	Job Title
A.N Other	Office Manager

Equipment assessed/location: Ricoh Photocopier and networked Samsung

Persons at risk	Details	Relevant legislation
Staff	All office staff	Regulation 4 of the Health and Safety (First Aid) Regulations 1997
Contractors	IT maintenance	Mobile phone use

Hazard No.	Hazard description	How are persons affected?
1	Slips trips and falls - trailing extension lead across floor to printer	Cable holder not fixed, exposed has caused some people to trip.
2	Fire – copier in fire exit corridor	Restricted egress through escape route. Wheelchair user unable to use this route
3	Manual handling – boxes of paper are stored on shelves above printer	Repeated or poor lifting technique can cause muscular skeletal injury
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	Entanglement, pinch injuries	Staff may suffer pinch injuries when changing toner cartridges

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 are in place

Form RA Ref No: Off1

Assessment Date	Review Dates / Initials
22 nd Jan 2013	21 st Jan 2014

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

Existing controls	Further controls / action
Cable holder supplied but not properly fixed own	Re-fix cable cover or have new socket fitted
Equipment has full service annually	Relocate copier to leave emergency exit route clear
None	Relocate boxes. Ensure all staff attend appropriate manual handling training
None	Ensure all staff attend appropriate manual handling training
None	

25=high risk, stop operation & implement control measures
