

Risk assessment

All employers must conduct a risk assessment. Employers with five or more employees have to record the significant findings of their risk assessment.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

Organisation name: The Blackford Centre
Reviewed by Kit Sadgrove
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Next Review: March 2025

What are the hazards?	Who might be harmed and how?	What are you doing to manage the risks?
<i>Slips and trips</i>	<i>Staff and visitors may be injured if they trip over objects or slip on spillages</i>	<ul style="list-style-type: none">• Good housekeeping is carried out.• All areas are well lit including stairs.• Trailing leads or cables are moved or protected. Trunking added to offices after move.• Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. Extra racking has been implemented in each office for added storage.• Staff mop up or report spillages• Good quality banisters in stairwells.
Manual handling	Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper	<ul style="list-style-type: none">• Staff are aware/trained on how to split heavy loads and make them easier to handle.
Working at height	Falls from any height can cause bruising or fractures	<ul style="list-style-type: none">• Appropriate step ladder available for use if necessary• Staff are aware of uneven stairs.• Heavy items are stored on lower shelving in Despatch.
Health of workers in the office environment	All staff could be affected by factors such as lack of job control , bullying, not knowing their role etc,	<ul style="list-style-type: none">• Staff have management help to understand what their duties and responsibilities are.• Staff can speak confidentially to a supervisor or management if they're feeling unwell or ill at ease about things at work.• Change is managed and communicated effectively.• Each staff member has an annual Job chat, to discuss their thoughts, role, and any improvements or issues that need addressing.

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Electrical: Eg. Computers, laptops and similar equipment	Staff risk posture problems, pain, discomfort or injuries e.g. to their hands or arms, from overuse, improper use, or from poorly designed work stations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor. Issues such as Technical faults with equipment.	<ul style="list-style-type: none"> Assess workstations, reduce risks and provide information and training. Review assessment upon change to user or equipment. Work planned to include change of activity or regular breaks Screen Lifts, lumbar support, and other similar equipment provided for staff. All office have good artificial, and natural lighting.
Efficient Storage	Staff risk injuries from Falling Stock or unsecured racking.	<ul style="list-style-type: none"> Items are stored depending on weight. Heavy items are kept on lower shelving, lighter on higher shelving. Racking has been secured to walls for added stability.
Environment	<p>A safe and comfortable working environment is important for staff well-being and positivity.</p> <p>A run-down or un-inspiring working environment may lead to a decrease in staff happiness, positivity and motivation.</p>	<ul style="list-style-type: none"> Providing a water cooler to aid hydration. Office plants are in place to bring colour into the office and improve air quality. Recycling bins are provided to aid the environment. Boiler has been replaced to ensure staff have access to hot water, and heating in the winter. Door security has been reviewed, to ensure staff feel safe and comfortable at work.
COVID	<p>Staff are at risk of becoming unwell.</p> <p>The COVID 19 Virus can be spread through close contact, and cross contamination of surfaces.</p> <p>We have reduced our controls as the virus has receded, but are keeping a watching brief.</p>	<ul style="list-style-type: none"> 2 Metre rule is in force. Working from home implemented for most staff members during lock down, but we are now working from the office. Masks are no longer worn when conversing with others in the office. Cleaning supplies are readily available for surfaces that have been touched Hand drying towels have been replaced with paper towels, but we are reverting to cloth towels. Disposable wooden spoons have been replaced with stainless steel ones which go into the dishwasher.