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| RISK ASSESSMENTInsert School Name | **Office – General Risk Assessment** | | Insert school logo - optional |
| **Assessment completed by:** | **Date Completed:** |  |
| **PRINT NAME:** | **Next Review Date Due:** |  |

| **Hazard / Risk** | **Who is at Risk?** | **How can the hazards cause harm?** | **Normal Control Measures** | **Are Normal Control Measures** *Y/N/NA* | |
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| **In Place** | **Adequate** |
| **Use of photocopier/ laser printers** | Staff | Ozone, Carbon monoxide & dust emission & noise– eye irritation, headaches | * Adequately separated from pupils. * Sited to allow adequate ventilation (offices are considered to be well ventilated provided copier is not in constant use) |  |  |
| **Use of other equipment**  Shredder etc | Staff | Cuts, person injury | * Equipment to be suitable for purpose and appropriately located. * Regular servicing / maintenance arrangements. * Staff to receive demonstration in use. * Report any defects immediately. |  |  |
| **DSE use** | Staff | Musculo skeletal problems including back pain and RSI  Headaches  Eye strain | * Separate DSE assessment to be completed for staff identified as a “user” (someone that uses a PC continuously for more than 1 hour a day. . * Adequate work space provided. * Workstations properly established for all users, with appropriate supportive seating and a desk large enough to accommodate the work. * Adequate lighting with blinds provided on windows to reduce glare and reflection. * Users must be encouraged to take regular breaks away from the screen. * Users must be made aware of their entitlement to eye tests and payment towards glasses. * Users must be encouraged to report any faults with equipment or any medical problems. * Supplementary equipment such as foot rests, document holders etc. Must be provided if needed. * DSE assessment reviewed for pregnant staff. |  |  |
| **Storage** | Staff |  | * Ensure shelves are not overloaded and that items do not overhang. * Ensure office furniture (shelving, cupboards etc.) are well maintained and any defects reported immediately and actioned. |  |  |
| **Manual handling of office supplies / equipment** | Staff | Musculoskeletal strain / injury  Dropping / Falling items | Office supplies arrive in small amounts   * Heavy items stored at waist height with light objects on top & bottom shelves. * Effective use of storage facilities- these should be accessible, not overloaded, items not stored on tops of cupboards. * Avoid heavy / bulky loads. * Ensure staff do not overload themselves, team handling to be used where necessary. * Ensure staff use appropriate handling aids where necessary. * Staff to have been trained in the use of such equipment. * Staff contact site team to move heavy items |  |  |

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| **Additional Control Measures**  *(to take account of local/individual circumstances including changes such as working practices, equipment, staffing levels).* | **Action by Whom**  *(list the name of the person/people who have been designated to conduct actions)* | **Action by When**  *(set timescales for the completion of the actions – remember to prioritise them)* | **Action Completed**  *(record the actual date of completion for each action listed)* | **Residual Risk Rating** |
|  |  |  |  |  |
| **Reviewed by:**  **Signature:** | **COMMENTS:**  *Record any comments reviewer wishes to make. Including recommendations for future reviews.* | | | |
| **PRINT NAME:** |

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| **RESIDUAL RISK RATING** | **ACTION REQUIRED** |
| **VERY HIGH (VH) Strong likelihood of fatality / serious injury occurring** | **The activity must not take place at all.**  You must identify further controls to reduce the risk rating. |
| **HIGH (H) Possibility of fatality/serious injury occurring** | You must identify further controls to reduce the risk rating.  Seek further advice, e.g. from your H&S Consultant. |
| **MEDIUM (M) Possibility of significant injury or over 7 day absence occurring** | If it is not possible to lower risk further, you will need to consider the risk against the benefit. Monitor risk assessments at this rating more regularly and closely. |
| **LOW (L) Possibility of minor injury only** | No further action required. |