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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* |
| --- | --- | --- | --- | --- |
| **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 RSIHeadachesEye 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.
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| **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 / injuryDropping / 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. |