



## HEALTH & SAFETY SERVICES GENERIC OFFICE RISK ASSESSMENT

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|---|---|---|
| <b>Assessment Reference No. 6</b>                                     | <b>DOCKLANDS ACADEMY, LONDON<br/>11 Selsdon Way, London E14 9GL</b> | <b>Offices, Classrooms, Cafe area, Library,<br/>Reception, IT suite</b> |
| <b>Assessment date</b>  | <b>07/08/2020</b>   |   |
| <b>Persons who may be affected by the activity (i.e. are at risk)</b> | Staff, visitors, students/ Contractors                              |   |

**SECTION 1: Identify Hazards** - Consider the activity or work area and identify if any of the hazards listed below are significant (tick the boxes that apply).

|    |                                      |   |     |                                       |   |     |                                      |   |     |                                |  |     |                                    |  |     |  |   |
|----|--------------------------------------|---|-----|---------------------------------------|---|-----|--------------------------------------|---|-----|--------------------------------|--|-----|------------------------------------|--|-----|--|---|
| 1. | Fall of person (from work at height) | ✓ | 6.  | Lighting levels                       | ✓ | 11. | Use of portable tools / equipment    |   | 16. | Vehicles / driving at work     |  | 21. | Hazardous fumes, chemicals, dust   |  | 26. | Occupational stress                      |   |
| 2. | Fall of objects                      | ✓ | 7.  | Heating & ventilation                 | ✓ | 12. | Fixed machinery or lifting equipment | ✓ | 17. | Outdoor work / extreme weather |  | 22. | Hazardous biological agent         |  | 27. | Violence to staff / verbal assault       | ✓ |
| 3. | Slips, Trips & Housekeeping          | ✓ | 8.  | Layout , storage, space, obstructions | ✓ | 13. | Pressure vessels                     |   | 18. | Fieldtrips / field work        |  | 23. | Confined space / asphyxiation risk |  | 28. | Work with animals                        |   |
| 4. | Manual handling operations           | ✓ | 9.  | Welfare facilities                    | ✓ | 14. | Noise or Vibration                   |   | 19. | Radiation sources              |  | 24. | Condition of Buildings & glazing   |  | 29. | Lone working / work out of hours         | ✓ |
| 5. | Display screen equipment             | ✓ | 10. | Electrical Equipment                  | ✓ | 15. | Fire hazards & flammable material    | ✓ | 20. | Work with lasers               |  | 25. | Food preparation                   |  | 30. | Other(s) – specify<br><b>Site visits</b> | ✓ |

**SECTION 2: Risk Controls** - For each hazard identified in Section 1, complete Section 2. For more complex activities or projects you are advised to use Form RA2.

| Hazard No. | Hazard Description  | Existing controls to reduce risk   | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible)</i>  |
|------------|---|--|-----------------------|-----|-----|--|
|            |   |  | High                  | Med | Low |  |
| 5          | <p><b>Work with Display Screen Equipment (DSE)</b></p> <p>Prolonged poor seated posture at DSE workstation ⇒ musculoskeletal problems.</p> <p>Repetitive movements (e.g. use of keyboard and mouse).</p> <p>Eye strain, fatigue</p> | <ul style="list-style-type: none"> <li>• Staff/ Students/ Contractors who are 'DSE users' are identified</li> <li>• DSE assessor appointed and trained</li> <li>• Workstation assessments carried out for DSE Users, using University checklist in Safety Guide 13 – reviewed annually</li> <li>• Free eyesight tests offered to all DSE Users</li> <li>• Ergonomic office chairs and desks, foot rests, wrist rests etc. provided</li> <li>• Good office organisation and layout to allow sufficient working space around each desk</li> <li>• Adequate storage space provided</li> <li>• Provision of adequate lighting and window blinds</li> </ul> |                       |     | ✓   | <ul style="list-style-type: none"> <li>• <i>Each user has signed DSE assessment form and posture diagram pasted on each user desk.</i></li> <li>• <b>Staff does take regular breaks as planned</b></li> <li>• Staff are encouraged to report any DSE related health symptoms</li> <li>• Staff are discouraged prolonged use of laptop / PCs</li> <li>• Conduct regular workplace health and safety inspections</li> <li>• <b>We will be doing visual H&amp;S inspection once in a month.</b></li> <li>• When possible, staff should be allowed select their own DSE chair</li> </ul> |

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SECTION 2 continued: Risk Controls

| Hazard No. | Hazard Description   | Existing controls to reduce risk   | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible for action)</i>   |
|------------|--|--|-----------------------|-----|-----|--|
|            |  |  | High                  | Med | Low |  |
| 1, 2       | <p><b>Falling materials</b> from insecure stacking or storage</p> <p><b>Fall of persons</b> during storage or retrieval of equipment and materials</p>   | <ul style="list-style-type: none"> <li>Adequate amount of storage space /shelving is provided</li> <li>Safe storage arrangements ensure that objects are stable and easily accessible</li> <li>Kick stool provided to reach high shelves in stationary room</li> <li>Filing cabinets – either have safety feature (only one draw can be opened at a time) or warning notice affixed</li> </ul>   |                       |     | ✓   | <p><b>We have 2 kick stool situated in each floor</b></p>  |
| 3, 8       | <p><b>Slips, trips &amp; housekeeping hazards</b></p> <p>Spillages, slippery or sloping surfaces</p> <p>Uneven surfaces / changes in floor level</p> <p>Damaged or loose floor surfaces</p> <p>Trailing cables, obstructions such as boxes, bags, files etc.</p> <p>Striking against objects</p> | <ul style="list-style-type: none"> <li>All floor surfaces are in good condition</li> <li>Good housekeeping standards</li> <li>Gangways are free of obstructions/protrusions</li> <li>Storage along fire escape routes /near fire exits is prohibited</li> <li>Provision of hangers for bags and coats</li> <li>Liquid spillages are cleared up promptly</li> <li>Cabinet doors &amp; drawers are kept shut when not in use</li> <li>Good office organisation and layout to allow sufficient working space around each desk and provide gangways that are wide enough for ease of movement (e.g. at least 1 metre wide)</li> <li>Provision of adequate lighting</li> <li>Guidelines provided to staff to raise awareness (Area H&amp;S Policy)</li> </ul> |                       |     | ✓   | <ul style="list-style-type: none"> <li>All damaged flooring to be reported and repaired promptly</li> <li>Carry out regular workplace health and safety inspections</li> <li><b>We will be doing visual H&amp;S inspection once in a month.</b></li> <li>Staff are encouraged to keep the area around and under their desks clear</li> <li>Encourage regular clearouts of waste, and archiving of paperwork</li> </ul> |

# Health and Safety Risk Assessments – continuation sheet

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## SECTION 2 continued: Risk Controls

| Hazard No. | Hazard Description   | Existing controls to reduce risk   | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible for action)</i>   |
|------------|--|--|-----------------------|-----|-----|--|
|            |  |  | High                  | Med | Low |  |
| 4          | <p><b>Manual Handling</b></p> <p>Musculoskeletal problems from lifting &amp; carrying - e.g. collecting deliveries of HSE leaflets &amp; stationary; carrying training handouts &amp; IT equipment, tea urn &amp; display boards etc.</p> <p>Possible back injuries, other muscle strains &amp; sprains, hernias, cuts, scalding from hot water.</p> | <ul style="list-style-type: none"> <li>Manual handling leaflet provided to staff re. safe lifting techniques</li> <li>Two people / team lifting encouraged for heavy/awkward objects</li> <li>Trolleys and sack trucks available (located in reception Area). Staff to use the lift whenever possible when moving heavy loads.</li> <li>Staff drive to training venue if possible, when they need to carry lots of equipment &amp; handouts</li> <li>Safe storage arrangements (e.g. heavier items stored at waist height to facilitate safe lifting, weight of objects stored at low or high level minimised.</li> <li>Purchase of insulated hot water urn with handle</li> </ul> |                       |     | ✓   | <ul style="list-style-type: none"> <li>Staff are encouraged to seek help when lifting heavy or awkward loads.</li> <li>Minimise carrying distances where possible</li> <li>( e.g. arrange delivery of supplies to office)</li> <li>Prior to lifting, ensure route is free of obstructions, floor surfaces are in good condition etc.</li> <li>Ensure easy access and manoeuvrability during manual handling</li> <li>Ensure sufficient rest and recovery time is taken during repeated lifting</li> <li>Identify vulnerable staff (e.g. pregnant, those with health problems) – assess capability to lift, prohibit from certain tasks if necessary; seek advice from Occupational Health Service when appropriate.</li> </ul> <p><b>ADVISED ALL STAFF ACCORDINGLY</b></p> |
| 6, 7       | <p><b>Lighting, heating &amp; ventilation</b></p>  | <ul style="list-style-type: none"> <li>Reasonable fluorescent strip lighting provided. Additional angle-poise lamps available also.</li> <li>Blinds provided at windows.</li> <li>Windows can be opened to provide ventilation.</li> </ul>   | ✓                     |     |     | <ul style="list-style-type: none"> <li>All Windows above ground floor must be restricted on opening, safe system of work to be used for window cleaning</li> </ul> <p><b>WINDOWS ARE ALWAYS KEPT LOCKED AND CLOSED</b></p>   |

## Health and Safety Risk Assessments – continuation sheet

**Assessment Reference No**

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**Continuation sheet number:**

**3**

### SECTION 2 continued: Risk Controls

| Hazard No. | Hazard Description   | Existing controls to reduce risk   | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible for action)</i>   |
|------------|--|--|-----------------------|-----|-----|--|
|            |  |  | High                  | Med | Low |  |
| 10         | <p><b>Electrical equipment</b></p> <p>Office, kitchen &amp; portable electrical equipment.</p> <p>Electric shock or burns from contact with live parts due to damaged cables and casing</p> <p>Faults or overloading of sockets causing overheating and fire</p> | <ul style="list-style-type: none"> <li>• Electrical installation meets BS and is maintained in a safe condition as per IEE Wiring Regulations.</li> <li>• All equipment purchased meets EC standards</li> <li>• Sufficient socket outlets are provided in each office.</li> <li>• Portable appliance testing is carried out by an approved contractor as per University Guidance Safety Guide no.s 11 &amp; 12</li> <li>• Appliances are appropriately labelled to denote last and next test date (last test 22<sup>nd</sup> June 2011).</li> <li>• Staff do not attempt any electrical repairs themselves – only competent and authorised persons to work on electrical systems.</li> </ul> |                       |     | ✓   | <ul style="list-style-type: none"> <li>• Instruct staff not to use equipment which has not been tested.</li> <li>• Staff should be encouraged to visually check equipment before use. If they are in any doubt about the safety of equipment, it must not be used and must be reported to CEO / Principal.</li> <li>• Ensure sockets are not overloaded, include item in regular health and safety inspection.</li> <li>• Ensure cabling is not subjected to damage by furniture (e.g. desk legs, chairs and cabinets) or pedestrians. All cables that must traverse traffic routes should be protected by cable covers if they cannot be safely re-routed or tied back out of the way.</li> </ul> <p><b>ADVISED ALL STAFF ACCORDINGLY</b></p> |
| 9          | <p><b>Welfare facilities</b></p>   | <ul style="list-style-type: none"> <li>• Tea &amp; coffee making facilities provided with running water supply.</li> <li>• Adequate toilets &amp; washing facilities nearby.</li> <li>• First aider in the team, see notice board, First Aid kit on each floor with accident book at reception</li> </ul>  |                       |     | ✓   | <ul style="list-style-type: none"> <li>• Signs displayed in tea and coffee area to highlight dangers and risks</li> <li>• Maintain cleaning rota for fridge</li> <li>• Put list of other local first aiders on staff notice board.</li> </ul> <p><b>DONE</b></p>   |
| 24         | <p><b>Condition of buildings, glazing</b></p>  | <ul style="list-style-type: none"> <li>• Good structural condition, no low level glazing</li> <li>• Asbestos survey of building carried out, results in office file</li> </ul>   |                       |     | ✓   | <ul style="list-style-type: none"> <li>• Window in Room Monthly checks to be made</li> <li>• Yearly review</li> </ul>  |

## Health and Safety Risk Assessments – continuation sheet

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| Assessment Reference No    | 11 |
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### SECTION 2 continued: Risk Controls

| Hazard No.    | Hazard Description   | Existing controls to reduce risk   | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible for action)</i>   |
|---------------|--|--|-----------------------|-----|-----|--|
|               |  |  | High                  | Med | Low |  |
| 12            | <p><b>Machinery (moving parts, blades etc.)</b></p> <p>Photocopier<br/>Shredder<br/>Guillotine<br/>Office fans</p> | <ul style="list-style-type: none"> <li>Fixed guarding preventing access to dangerous parts of machinery, an blades enclosed</li> <li>Follow manufacturers instructions</li> <li>Service contract for photocopier</li> <li>Photocopier located in separate room away from workstations to minimise distraction from noise ; window by photocopier can be opened to improve ventilation</li> <li>Sealed toner cartridges used</li> </ul> |                       |     | ✓   | None required  |
| 16            | <p><b>Driving at work</b></p> <p>RTAs<br/>Property damage<br/>Road rage - assault</p>                              | <ul style="list-style-type: none"> <li>Driving /parking in accordance with Road Traffic Act (i.e. not driving under the influence of alcohol / drugs) and permit conditions</li> <li>Route planning, leave in plenty of time for visit</li> <li>Dti guidance on use of mobile phones issued</li> </ul>   |                       |     | ✓   | <ul style="list-style-type: none"> <li>Consider checking driving licenses on appointment (review Univ. procedures)</li> <li>Staff should ensure they are adequately insured for business use</li> <li>Encourage accident reporting</li> </ul> <p><b>ADVISED ALL STAFF ACCORDINGLY</b></p>  |
| 27,<br><br>29 | <p><b>Lone working, out of hours work</b></p> <p><b>Violence to staff / verbal assault</b></p>                     | <ul style="list-style-type: none"> <li>College Safety Guides no. 7</li> <li>Whereabouts of staff logged on in/out board</li> <li>No high risk activity outside normal hours (defined in Area Health and Safety code)</li> <li>Two office mobile phones available</li> <li>Work activities usually non-confrontational, no cash handling – very low risk of assault</li> </ul>  |                       |     | ✓   | <ul style="list-style-type: none"> <li>Encourage staff to phone in prior to leaving site to go home.</li> <li>Inform staff that office mobile phone should be taken on visit when staff feel vulnerable or visit in pairs</li> <li>Ensure log includes location</li> <li>Encourage staff to use Building Occupants Register (reception Foyer)</li> </ul> |

# Health and Safety Risk Assessments – continuation sheet

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|----------------------------|----|
| Assessment Reference No    | 11 |
| Continuation sheet number: | 5  |

## SECTION 2 continued: Risk Controls

| Hazard No.         | Hazard Description   | Existing controls to reduce risk  | Risk Level (tick one) |     |     | Further action needed to reduce risks<br><i>(provide timescales and initials of person responsible for action)</i>   |
|--------------------|--|---|-----------------------|-----|-----|--|
|                    |  |   | High                  | Med | Low |  |
| 15                 | <p><b>Fire hazards</b></p> <p>Combustible material that may encourage the spread of fire</p> <p>Portable heaters</p> <p>Blocked means of escape</p> <p>Insufficient fire detection &amp; extinguishers</p> <p>Overloaded / faulty electrical equipment (see hazard No. 10)</p> | <ul style="list-style-type: none"> <li>Staff trained in fire safety prevention, fire evacuation routine and use of extinguishers – good level of awareness.</li> <li>Generally good housekeeping standards maintained in offices, staff responsible for own offices.</li> <li>No flammable materials used or stored</li> <li>Stationary supplies stored mainly inside cabinets, kept shut at night.</li> <li>Suitable means of escape provided, fire escape located nearby, assembly point identified as near corner of Selsdon way Regular fire drills organised</li> <li>Detector heads , alarm sounder and 2 fire call points located in corridor by H&amp;S offices</li> <li>CO<sub>2</sub> &amp; water extinguishers and fire blanket located just outside office door (by room 108)</li> <li>All fire doors kept shut, those in corridor on automatic release catches</li> <li>No smoking policy maintained</li> <li>College Safety Guides no.s 5,6 &amp; 34</li> <li>Non smoking sign at front at of building</li> </ul> |                       |     | ✓   | <ul style="list-style-type: none"> <li>All new members of staff receive fire safety induction, which is <b>included in Staff Handbook Pack</b></li> <li>Ensure all office furniture is in good condition with no damaged soft furnishing with exposed foam fillings etc.</li> <li>Staff should minimise accumulations of paper / empty boxes etc. that are no longer needed</li> <li>Regular clearouts of waste and archiving of paperwork required. 'Housekeeping days' to be arranged.</li> <li>Staff should always switch off portable heaters at night. Care should be taken regarding the positioning of portable heaters (keep away from combustible surfaces).</li> <li>See also entries made under 'Electrical Equipment'</li> <li>All visitors and contractors aware of non smoking policy</li> </ul> |
| <b>Name</b>        |  | Murat Ozbek   | <b>SIGNED<br/>PB</b>  |     |     | Number of continuation sheets used:<br><b>5</b>  |
| <b>Review date</b> |  | 08/08/2020  |                       |     |     |  |