



Appendix 1: Health and Safety in Offices

Sunderland City Council – Risk Assessment Form – HSRA2 (front)

Directorate: Beacon of Light School	Service area:	Date of assessment: 08/06/2020	Date of previous assessment:	Review date: 08/06/2021
Section:	Work activity: Office Activities.	Persons involved in assessment:		Number of pages: 1 of 7
Hazard identified:	People at risk:	Significant risks to health and safety and likely injury or illness:	Control measures:	
1 General movement around office.	Employees and visitors	1a. Slips, trips, falls and collisions	<p>1a. Ensure Section 3 of Corporate Health and Safety Code of Practice for Offices is applied.</p> <p>Appendix 2 to the code, the Corporate Guidance to Employees should be issued and applied by all staff.</p> <p>Any damage or defects in floor surfaces etc. should be reported to Jackie Smith / In the absence of JS report defect to Duty Manager to arrange repair or replacement.</p> <p>The senior person responsible for ensuring the office area is kept tidy and uncluttered with incorrectly stored supplies or badly laid out furniture is All Staff</p>	

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Hazard identified:	People at risk:	Significant risks to health and safety and likely injury or illness:	Control measures:
<p>3. Use, handling and storage of typical office chemicals i.e. photocopier toner powders, correction fluids, screen cleaners etc.</p>	<p>Employees</p>	<p>3a. Very low risk of skin reaction or respiratory reaction due to low hazard potential and low quantities used.</p> <p>3b. Very low risk from fume and ozone from photocopiers.</p>	<p>3a. Section 3 of Corporate Health and Safety Code of Practice for Offices should be applied.</p> <p>The COSHH assessment file for the office is held By Steph Forster and contains advice on safe use of office chemicals.</p> <p>3b. This creates no risk when photocopiers are used in an average sized office. The very small quantities of fume and ozone produced rapidly dissipate without risk. Problems may rise if a photocopier is heavily used in a small room in which people work.</p>
<p>4. Use of Display Screen Equipment.</p>	<p>Employees.</p>	<p>4a. Frequent users of DSE could potentially suffer discomfort to eyes, neck, back, upper limbs and mental tiredness.</p>	<p>4a. Guidance contained in Corporate Health and Safety Code of Practice; Use of Workstation and Display Screen Equipment should be applied.</p> <p>All workstations should be assessed using the on line DSE Assessment System available via the Learning Hub.</p> <p>Vision Screening tests should be arranged by contacting Occupational Health</p> <p>Eyesight tests should be repeated every 2 years.</p> <p>Employees should report any early symptoms of aches or pains To their Line Manager</p> <p>Office supervisors should ensure employees follow the guidance on adjustment of workstations and good ergonomics.</p>

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Hazard identified:	People at risk:	Significant risks to health and safety and likely injury or illness:	Control measures:
<p>5. Lifting and handling of bulk stationary and other loads.</p>	<p>Employees</p>	<p>5a. Risk of a range of manual handling injuries such as strains or sprains. Injuries may be traumatic from one off incidents or cumulative in nature. Employees most at risk are those with duties that involve storage or distribution of bulk stationary and other heavy packages.</p>	<p>5a. Guidance contained in Corporate Health and Safety Code of Practice; Manual Handling should be applied. This will assist in conducting a manual handling assessment.</p> <p>Equipment provided to reduce manual handling risks is...trolley (Breakfast Club).....</p> <p>.....2 wheel trolley.....</p> <p>and is kept...Kitchen</p> <p style="text-align: center;">Beacon Reception (see duty Manager)</p> <p>Employees trained in manual handling techniques Are All Staff</p>
<p>6. Access to storage at height.</p>	<p>Employees</p>	<p>6a. Falls from height could result in a range of injuries including potential major injuries.</p>	<p>6a.Guidance contained in Corporate Health and Safety Code of Practice, Work at Height should be applied regarding use of stepladders.</p> <p>The following equipment is available for access to storage at height N/A</p> <p>and is kept N/A</p> <p>Employees must be shown how to use the equipment safely By N/A</p> <p>Monthly inspections should be undertaken and recorded By N/A</p>

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Hazard identified:	People at risk:	Significant risks to health and safety and likely injury or illness:	Control measures:
7. Disposal of sharp objects	Employees, especially cleaning staff.	7a. Cuts to hands and legs potentially.	<p>7a. Sharp objects must be disposed of safely as described in section 3 of Health and Safety in Offices.</p> <p>If possible, correctly wrapped sharps should be placed in the final outside bin for the office which can be found Beacon level 0, Bin Store</p>
8. Dealing with difficult situations involving members of the public on work premises or away from the place of work.	Employees, especially front-line staff.	8a. Risk of staff suffering verbal abuse, threat of or actual physical violence.	<p>8a. If there is a foreseeable risk of a situation occurring (considering the nature of the service and previous experiences of the staff) physical security measures should be taken in the office accommodation.</p> <p>Interview and reception areas should be designed to minimise safety risks.</p> <p>If cash is handled arrangements should be made to link in with the Council’s Security Section and Internal Audit re: cash handling procedures.</p> <p>More detailed arrangements should be developed if employees are exposed to personal safety risks away from the office as part of their work activities.</p> <p>Guidance contained in Corporate Health and Safety Code of Practice: Violence at Work should be applied.</p> <p>The person responsible for developing further guidance and providing information to employees is Denise Taylor</p>

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Hazard identified:	People at risk:	Significant risks to health and safety and likely injury or illness:	Control measures:
9. Use of filing cabinets/ storage racks.	Employees	9a. Toppling of cabinets or collapse of racking leading to a range of potential injuries.	9a. Ensure section 3 of Corporate Health and Safety code of Practice for offices is applied. The person to report any damage or defects in filing cabinets or racking equipment is. All Staff
10. Use of Mobile telephones	Employees	10a. Current medical and technical knowledge does not show a health risk from use of mobile phones.	Office supervisors should identify which members of staff use mobile telephones in connection with work and issue employee guidance. The person responsible for this is Denise Taylor
11. Home working office activities.	Employees and employees' family.	11a. Risks associated with office work as described above. Risk to other home users due to employee working from home.	11a. Guidance contained in Corporate Health and Safety Code of Practice; Guidance on Home Working should be applied.

Sunderland City Council – Risk assessment form – HSRA2 (Back)

To be completed by the manager undertaking the risk assessment

Name: Jackie Smith

Job Title: School Business Manager

Signature: J Smith

Date: 08/06/2020

To be completed by the Senior Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.

Name:

Job Title:

Signature:

Date:

NB – if senior managers do not agree that the risk assessment is suitable and sufficient then the assessment must be revised.

Shared with Staff by Denise Taylor 12/06/2020

