

STFC RISK ASSESSMENT

Ref:	Description:
Assessment Date:	Location/Site:
Assessor:	Department:
Assessment Team:	Persons Exposed:

Activity/Task: STFC Generic Office Area Risk Assessment (including office kitchen areas) – THIS IS NOT AN EXHAUSTIVE LIST, PLEASE ADD TO IT IF NEEDED (OR DELETE ITEMS WHICH DO NOT APPLY).

All fire measures are covered by individual building fire risk assessments which are held on the SHE database.

RoE – fire risk assessments are held by Estates.

Step 1 What are the hazards? (May be helpful to break task down)	Step 2 Who might be harmed and how?	What are you already doing?	H Harm	L Likelihood	R Risk (Rem to prioritise risks, highest risks first)	Step 3: What further action is necessary? – to reduce risks ‘so far as is reasonably practicable’, one way of doing this is to compare against accepted good practice.	Step 4: How will you put the Assessment into action?		
							Action by who	Action by when	Done
<b>Manual handling, e.g. boxes of printer paper, small equipment, etc.</b>	<b>Who:</b> Employees <b>How:</b> Could suffer from back pain or other musculoskeletal disorder if they carry heavy/bulky objects in awkward areas – for example printing or photocopying paper or equipment	<ol style="list-style-type: none"> <li>All staff attend mandatory manual handling training. Refresh every 5 years.</li> <li>Trolleys available to transport boxes of paper etc.</li> <li>Site specific Business Support provide “heavy gang/riggers” for other heavy loads.</li> <li>Top shelves used for storage of light boxes only and wherever possible material not stored above head height.</li> <li>Where materials are stored above head height, STFC registered steps/kick stools provided.</li> </ol>							
<b>Working in an environment with cables, rubbish,</b>	<b>Who:</b> Staff and visitors <b>How:</b> May slip, trip or fall and suffer	<ol style="list-style-type: none"> <li>Housekeeping standards maintained through Safety Tours and by local management.</li> </ol>							

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<b>boxes, spillages, etc in walkways.</b>	bruises, sprains or fractures.	<ol style="list-style-type: none"> <li>2. Cabinet drawers and doors kept closed when not in use.</li> <li>3. Trailing cables from electrical machinery managed, permanent trailing leads fixed and covered.</li> <li>4. Floors, windows and doors cleaned on a regular basis by site operations</li> <li>5. Repairs and maintenance carried out when necessary by Site Operations and as reported by STFC staff.</li> <li>6. Minor spillages cleaned up by staff in a timely fashion.</li> </ol>							
<b>Regular computer use (Display Screen Equipment)</b>	<b>Who:</b> Staff and visitors <b>How:</b> May All employees could suffer from upper limb disorders, eye strain, headaches from regular use of PCs	<ol style="list-style-type: none"> <li>1. Adjustable equipment, i.e. chair, footrest and height of monitor available to all staff.</li> <li>2. All staff undertake DSE training as part of their SHE induction.</li> <li>3. Blinds provided to control ambient lighting or any glare issues.</li> <li>4. <a href="#">Eye test provided</a> to staff working regularly with PCs (cost reimbursed by Dept).</li> <li>5. Suspected occupational eye related issues reported to STFC Occupational Health.</li> <li>6. Staff working from home or hybrid working may require a specific risk assessment for this. <a href="#">See SHE guidance on hybrid working.</a> [Note, if control measures are the same for all staff then a single Dept RA can be produced for home working.]</li> </ol>							

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<b>Stress</b>	<b>Who:</b> Staff and visitors <b>How:</b> May Employees could be affected by excessive pressure at work from e.g. work demands, lack of job control, poor support from manager etc.	<ol style="list-style-type: none"> <li>1. Work plans and work objectives are discussed and agreed with staff annually through APR.</li> <li>2. Employee Assistance Programme (EAP) includes provision of free counselling services for staff. Information found on Intranet.</li> <li>3. Staff speak to Line Manager, mental health first aider and/or HR.</li> <li>4. STFC policy for Stress located in Research Council Health Promotion Policy.</li> </ol>							
<b>Electrical</b>	<b>Who:</b> Staff <b>How:</b> Could incur electrical shocks or burns if they use faulty electrical equipment.	<ol style="list-style-type: none"> <li>1. Sufficient sockets provided in offices, note: “daisy” chaining of extension leads is not permitted.</li> <li>2. Staff report defective plugs, cabling, electrical equipment to manager and item taken out of use.</li> <li>3. Photocopiers maintained on contract.</li> <li>4. All equipment brought onto STFC sites PAT tested before use and all existing electrical equipment subjected to annual or 4 yearly PAT tests, see PAT code.</li> <li>5. Only authorised staff permitted to work on electrical equipment.</li> </ol>							
<b>Use of shelving</b>	<b>Who:</b> Staff	<ol style="list-style-type: none"> <li>1. All shelving to be installed by competent staff on load bearing structures.</li> </ol>							

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<b>and filing cabinets in offices.</b>	<b>How:</b> May suffer bruise or fracture from materials falling from overloaded shelves or all drawers of filing cabinets opened at once to causing it to tip forward.	2. Shelf loading and state of office furniture an issue addressed by safety tours. 3. Filing cabinets have “one draw open at time labels” or are restricted.							
<b>Burns</b>	<b>Who:</b> Staff. <b>How:</b> May get distracted while preparing hot food, utilising kitchen equipment e.g. kettle or wall mounted hot water point of use.	1. Kettles, cookers and microwaves are examples of domestic equipment for which staff need no specific training. The equipment should be used as directed in instruction manuals.							
<b>Use of photo-copiers</b>	<b>Who:</b> Staff. <b>How:</b> Could be exposed to UV radiation and ozone.	1. Staff employ photocopiers as directed in instruction manuals. 2. Photocopiers not located in small offices with poor ventilation.							
<b>Hygiene and welfare</b>	<b>Who:</b> Staff <b>How:</b> May feel too hot, cold or suffer other general discomfort.	1. Toilets supplied with hot and cold water, soap and drying facilities. 2. Wash-up/kitchen areas provided with drinking water and as appropriate fridge and microwave, cleaned on office cleaning schedule.							

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		3. Buildings kept reasonably warm and light with opening windows to provide fresh air, plenty of space in offices.							
Smoking	Who: Staff. How: Passive smoking can cause lung cancer, etc. if people are exposed.	2. ‘No Smoking’ policy adopted in STFC buildings. Smokers must smoke or vape outside building, at least 5m from periphery of building, specifically entrances or exits.							
Distribution List:			Signed:			Date:			
If the risk is significant, has it been entered into the Evotix Assure database?			Yes <input type="checkbox"/> No <input type="checkbox"/>			Evotix Assure Reference No:			
Step 5 Review Date:			<ul style="list-style-type: none"> <li>STFC policy is to review risk assessments every 2 years unless there is an incident or a significant change in which case it should be reviewed to ensure it is up to date.</li> <li>Review your assessment to make sure it reflects current practice and all groups of people exposed are considered.</li> </ul>						