

Risk Assessment: **Offices/Work Room/Garden Equipment**

Reviewed: May 2021
 Next Review Date: May 2022
 Assessment undertaken by: Will Mills, Centre Manager
 L = LOW M = MEDIUM H = HIGH

Hazards	Effects	Who might be effected?	Risk		Methods to Avoid/Reduce Risk
			Likelihood	Consequence	
Offices					
Working with display screen equipment	Poor seating posture Repetitive movements Eye strain fatigue	Staff	L	RSI Eye strain Fatigue	Workstation assessments for all full time staff. Staff to ensure screens are set to avoid eye strain. Provision of adequate lighting and storage. Encourage staff to take regular breaks/ change activities. Encourage staff to report and DSE related health symptoms
Electrical equipment-office and portable	Death, shock, burns, trips and falls	Staff	L	Death, shock, burns, trips and falls	Tested annually. Keep wires away from thoroughfares. Electrical cables to run through rubber floor tracking to prevent tripping. Staff encouraged to visually check equipment before use. Ensure sockets are not overloaded
Tripping, falling, injuries and housekeeping hazards	Twisted, broken legs, ankles	Staff	L	Twisted, broken legs, ankles	Make staff aware of the need for tidiness in the offices. All floor surfaces kept in good condition. Storage along fire escape routes/ near fire exit avoided. Ensure cables are routed safely. Ensure regular clear outs of rubbish, paper etc.
Falling materials/ persons	Broken bones, head injury, back injury	Staff	L	Broken bones, head injury, back injury	Encourage staff to adopt safe working practises and use kick-stool/ ladders when appropriate. Check material not stacked dangerously. Minimise storage at high level- light objects only.
Fire hazards	Death, burns, smoke inhalation	Staff	L	Death, burns, smoke inhalation	Make sure none of the fire doors are obstructed or wedged open. Ensure that all new staff attending fire safety brief. Flammable materials stored in designated locked cleaner's storage. Stationary supplies stored inside cupboards. Minimise accumulations of paper by regular emptying of wastepaper. No portable naked flame heaters to be used. Fire extinguishers serviced by a professional annually. Fire doors kept shut except those on automatic release. No smoking policy. Designated smoking area near Tithe Barn to be used by any visitors.
Machinery with moving parts	Injury to hands/ fingers	Staff	L	Injury	Follow manufacturer's instructions. Photocopier regularly serviced. Seal toner cartridges used
Lone working	Attack/ injury/	Staff	L	Attack/	Ensure all outside doors and windows are locked. Phone available at all times.

Hazards	Effects	Who	Risk	injury/trauma	Methods to Avoid/Reduce Risk
Work Room			Likelihood	Consequence	
Maintenance tools/equipment	Death, shock, burns, cuts, bruises	Staff	L	Death, shock, burns, cuts, bruises	Staff training given for use of tools. Never leave tools unattended. Not to be used under the influence of alcohol. Always return tools to the work room. Make sure the work room is locked when not in use. Double check work area when job is finished to ensure all hazards have been removed. Where possible avoid using dangerous tools when children are around.
Heavy boxes stacked high up on shelves	Death, injury, bruises	Staff	L	Death, injury, bruises	Make sure staff do not handle these boxes on their own Stack the boxes securely and safely
Activity equipment	Injury, cuts, bruises	Staff	L	Injury, cuts, bruises	Make sure all activity equipment is securely packed away in the designated place
Garden Equipment			Likelihood	Consequence	
Lawn mowers	Death, cuts, bruises	Maintenance Staff only	L	Death, cuts, bruises	Staff training given. Keep shed locked. Protective clothing (eyes and ears) to be used. Not to be used under the influence of alcohol
Brush cutter and hedge trimmer	Death, amputation, cut, bruises, eye injury	Maintenance Staff only	L	Death, amputation, cut, bruises, eye injury	Staff training given. Keep shed locked. Wear appropriate clothing, ear protection and eye protection. Use well away from other people.
Leaf blower	Eye injury, bruises	Maintenance Staff	L	Eye injury, bruises	Wear goggles. Use well away from other people. Keep shed locked
Gardening hand tools	Death, amputation, cuts, bruises, eye injury, breaks	Staff	L	Death, amputation, cuts, bruises, eye injury, breaks	Never leave tools unattended. Always return tools to shed after use. Never leave tools unattended. Keep shed locked.
Flammable liquids	Fire, death, burns, shock	Staff	L	Flammable liquids	All flammable liquids to be stored in flam-vault in shed. Never leave flammable liquids unattended. Keep shed locked.
Weed killers	Death, serious illness	Staff	L	Death, serious illness	All weed killers stored away. Use appropriate clothing and gloves. Use well away from other people. Use appropriate tools that are labelled.
Ladders	Death, broken limbs, bruises	Staff	L	Death, broken limbs, bruises	Someone to hold the ladder while working at heights. Keep ladders locked away