



## Generic Office Risk Assessment

Do not copy this generic risk assessment example. This would not satisfy the law and would not protect your employees.

You must think about the specific hazards and controls your department needs.

For support in carrying out a more detailed assessment, please contact the Health, Safety and Welfare Team by e-mailing: [safetyadvice@gov.im](mailto:safetyadvice@gov.im)

Name of Assessor		Date	
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Time		Work area	
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Task being assessed	Office Environment and working practices.
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### Risk Rating Calculator

<b>Likelihood that hazardous event will occur:</b> 1 – very unlikely 2 – unlikely 3 – fairly likely 4 – likely 5 – very likely	<b>Consequence of hazardous event:</b> 1 – insignificant – no injury 2 – minor – minor injuries needing first aid 3 – moderate – up to three days' absence 4 – major – more than seven days absence 5 – catastrophic - death
<b>Action Level</b>	

Isle of Man Government | Internal Use Only



Risk Rating (L X C = R)	Action
20-25	Stop – stop activity and take immediate action
15-16	Urgent action – take immediate action and stop activity if necessary, maintain existing controls rigorously
8-12	Action – improve within specified timescale
3-6	Monitor – look to improve at next review or if there is a significant change
1-2	No action – no further action but ensure controls are maintained and reviewed

What is the hazard	Who might be harmed?	How might people be harmed	Existing risk control measures	Risk rating (see above)			Additional controls	New risk rating (Residual) (see above)			Action/monitored by whom?	Action/monitored by when?
				L	C	R		L	C	R		
Slips and trips around the office due to poor housekeeping and storage	Staff. Visitors. Contractors (including evening cleaners and security patrol)	<ul style="list-style-type: none"> <li>Trip over trailing cables and Slips from wet floor/spillages may result in minor injuries and more serious such as broken bones.</li> </ul>	<ul style="list-style-type: none"> <li>General good housekeeping.</li> <li>All areas well lit, including stairs.</li> <li>No trailing leads or cables.</li> <li>Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.</li> <li>Offices cleaned every evening.</li> <li>First aider appointed with provision of fully stocked first aid kit</li> </ul>	3	3	9	<ol style="list-style-type: none"> <li>Better housekeeping in staff kitchen needed – especially for spills. With easy access to clean up items such as mops and wet floor signage</li> <li>Arrange for loose carpet tile on the second floor to be repaired / replaced</li> <li>Housekeeping inspections to be carried out and formally recorded on a monthly basis by safety representatives</li> </ol>	2	3	6	<ol style="list-style-type: none"> <li>All staff to monitor kitchen and act on safety concerns.</li> <li>Facilities Manager to attend to carpet tile.</li> <li>Office Manager to coordinate housekeeping inspections with safety representatives</li> </ol>	05.10.2022



Manual handling of paper, office equipment etc	Staff.	<ul style="list-style-type: none"> <li>Staff risk injuries and discomfort from handling heavy/bulky objects eg deliveries of paper.</li> <li>Incorrect lifting and handling techniques can result in musculoskeletal injuries such as sprains, strains and torn muscles and ligaments.</li> </ul>	<ul style="list-style-type: none"> <li>Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc.</li> <li>High shelves for light objects only.</li> </ul>	4	4	16	<ol style="list-style-type: none"> <li>Remind staff that they should not try to lift objects that look or appear too heavy to handle.</li> <li>Do not overload trolley with items and to make use of scales for weighing items before storing / stacking onto trolley</li> <li>Ensure that trolley is suitable for the task and is maintained as per manufactures recommendations with defects being acted upon</li> <li>All staff to review online manual handling training on an annual basis – except for every 3rd year.</li> <li>All staff to attend in-person manual handling training every 3 years.</li> </ol>	3	3	9	<ol style="list-style-type: none"> <li>Manager to supervise</li> <li>Manager to ensure that staff complete online training</li> <li>HR Manager to arrange for training and records to be held</li> <li>Facilities Manager to assist with purchase of suitable trolley and to train staff in its maximum load and appropriate usage and storage.</li> </ol>	01.02.2023
Office equipment – MFU – printer/scanner/fax machine	Staff.	<ul style="list-style-type: none"> <li>Noise emitted by the machine can become a distraction and can result in stress.</li> <li>Heat and other emissions from the machine can contribute towards ill-health</li> </ul>	To ensure health and hygiene manufacturers recommendations for equipment space, ventilation, service and maintenance is adhered to. GTS & Argon carry out service visits and	3	2	6	<ol style="list-style-type: none"> <li>Where possible create print areas rather than having them within work zones.</li> <li>Staff to notify GTS when there is any defect such as excessive noise/heat/smell</li> </ol>	2	2	4	<ol style="list-style-type: none"> <li>Team leader to review bulk print arrangements</li> <li>GTS to ensure that placement is in accordance with manufacturer guidance for good</li> </ol>	30.10.2022



		<ul style="list-style-type: none"> <li>Poor housekeeping from boxes of paper/toner</li> <li>Toner dust being inhaled by people within close proximity</li> </ul>	<ul style="list-style-type: none"> <li>defects are attended to.</li> <li>Follow manufacturers guidance to ensure that the machine is placed into a suitably well ventilated area</li> <li>Ensure that contractors have access to carry out service and maintenance activities which are designed to prevent noise, dust and other emissions</li> <li>Ensure that the space allows for the storage of paper and the placement of uncollected prints without introducing other hazards such as trip, musculoskeletal and fire</li> <li>Health and hygiene through exposure to emissions from printer and toners</li> <li>Use original parts and toner only. The toner dust (not harmful), odour (not ozone)</li> </ul>			<p>3. Staff to not move equipment without the consent and guidance for its best placement from GTS</p> <p>4. Bulk printing should be sent to a print zone when the printer is sited away from members of staff/call handling areas due to the noise and heat printers can generate.</p> <p>5. Carry out a COSHH assessment for toners in use</p> <p>6. GTS to provide stats on machine usage to understand if the machine usage so that appropriate place for placement can be monitored.</p> <p>7. Listen to users of the equipment and those sat within the vicinity. If the machine is too loud/gives concern work with the employee to understand and look to improve the situation.</p>				<p>space and ventilation</p> <p>3. Health &amp; Safety to carry out COSHH assessments</p>	
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Working with Display Screen Equipment	Employees	<ul style="list-style-type: none"> <li>Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor</li> </ul>	<ul style="list-style-type: none"> <li>DSE training and assessments of workstation carried out by all new starters. Actions carried out asap.</li> <li>Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting.</li> <li>Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</li> <li>Shared workstations are assessed for all users.</li> <li>Work planned to include regular breaks or change of activity.</li> <li>Lighting and temperature suitably controlled.</li> <li>Adjustable blinds at window to control natural light on screen</li> <li>Noise levels controlled.</li> <li>Eye tests provided when needed,...</li> <li>Laptop users trained to</li> </ul>	4	4	16	<ol style="list-style-type: none"> <li>Supervisors to monitor to ensure staff continue to get breaks away from the computer.</li> <li>Check that identified actions from self assessments are followed up ASAP</li> <li>Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.</li> <li>Broken window blind near accounts section – email to estates</li> <li>Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues. Where possible a separate keyboard and mouse should be used.</li> </ol>	3	3	9	<ol style="list-style-type: none"> <li>Supervisors</li> <li>Manager</li> <li>All staff</li> <li>Company secretary</li> <li>Manager</li> </ol>	
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			carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse									
Working at height Filing on top shelves, putting up decorations etc	Employee. Contractors.	<ul style="list-style-type: none"> <li>Falls from any height can cause bruising and fractures.</li> </ul>	<ul style="list-style-type: none"> <li>Staff stand on chair to file on high shelves, put up decorations etc.</li> <li>Internal windows cleaned by contractor using a stepladder.</li> </ul>	3	4	12	<ol style="list-style-type: none"> <li>Chairs are too unstable. Buy appropriate stepladder and show staff how to use it safely. Ladder should be in accordance with EN131 for safety standards</li> <li>Staff to receive working at height training for step ladders</li> <li>Ladder safety checks to be carried out before each use by users and competent person on a six monthly basis.</li> </ol>	2	3	6	Manager to fund the purchase of appropriate ladders,. Facilities Manager to arrange for testing of step ladders	
Stress	Employees.	<ul style="list-style-type: none"> <li>All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.</li> </ul>	<ul style="list-style-type: none"> <li>Staff understand what their duties and responsibilities are.</li> <li>Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work.</li> <li>'No bullying' policy.</li> </ul>	3	4	12	<ol style="list-style-type: none"> <li>Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or ill at ease because of work.</li> <li>Managers and Team Leaders to attend Stress Awareness for Managers</li> <li>Employees have access to welfare and support</li> </ol>	2	3	6	Manager	





Electrical	Employees. Visitors. Contractors. Members of the Public.	<ul style="list-style-type: none"> <li>Staff could get electrical shocks or burns from using faulty electrical equipment.</li> <li>Electrical faults can also lead to fires.</li> </ul>	<ul style="list-style-type: none"> <li>Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment.</li> <li>Defective equipment taken out of use safely and promptly replaced.</li> <li>Staff told not to bring in their own appliances, toasters, fans etc.</li> </ul>	2	4	8	<ol style="list-style-type: none"> <li>Ask Estates when the next electrical installation safety check is due. (Portable Appliance Testing and Fixed Wire)</li> <li>Confirm the system with for making safe any damage to building installation electrics, eg broken light switches or sockets.</li> </ol>	2	3	6	Office Manager	
Asbestos Asbestos containing materials (ACMs) are present in some partition walls	Employees. Visitors. Contractors. Member of the Public.	<ul style="list-style-type: none"> <li>Staff carrying out normal activities at very low risk. Asbestos only a risk if fibres are released into air and inhaled. Maintenance workers most at risk.</li> </ul>	<ul style="list-style-type: none"> <li>Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working.</li> <li>Partition walls in good condition and asbestos unlikely to be disturbed during normal activities.</li> <li>'Danger, asbestos, do not disturb' signs posted at partition walls.</li> <li>Staff told to report any accidental damage immediately.</li> <li>Condition of partition walls checked periodically.</li> </ul>	2	5	10	<ol style="list-style-type: none"> <li>At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately.</li> </ol>	2	5	10	Manager	



Fire	Employees. Visitors. Contractors. Member of the Public.	<ul style="list-style-type: none"> <li>• If trapped, people could suffer fatal injuries from smoke inhalation/ burns.</li> </ul>	<ul style="list-style-type: none"> <li>• Fire risk assessment carried out</li> <li>• Safety representatives carry out housekeeping checks which includes looking for overloaded circuits/defects</li> <li>• Electrical safety policy in place for portable equipment</li> <li>• Fire detection system installed, maintained and tested</li> <li>• Emergency evacuation plans in place with appointed fire wardens to support evacuation.</li> <li>• Fire fighting equipment installed, serviced and maintained.</li> <li>• Evac chair in place</li> </ul>	2	4	8	<ol style="list-style-type: none"> <li>1. Evacuation drills should be carried out every 12 months.</li> <li>2. All staff should be briefed on emergency procedures</li> <li>3. Fire evacuation procedures to be put on display</li> <li>4. Fire risk assessment to be reviewed.</li> <li>5. Train members of staff in the use of the Evac Chair</li> <li>6. Create personal emergency evacuation plans for those who may have difficulty during an evacuation.</li> </ol>	2	2	4	<ol style="list-style-type: none"> <li>1. Facilities Manager to arrange evacuation drill</li> <li>2. Office Manager to remind staff of evacuation procedures and to put Evacuation procedures on display</li> <li>3. Office Manager to review fire risk assessment</li> </ol>
Lone Working	Employees. Contractors.	<ul style="list-style-type: none"> <li>• Staff could suffer injury or ill health while out of toffice, eg visiting clients' offices, or while working alone in the office</li> <li>• Contractor may become injured or ill whilst on site under no supervision</li> </ul>	<ul style="list-style-type: none"> <li>• Staff write visit details in office diary and give a contact number.</li> <li>• Staff not returning to the office after a visit call in to report this.</li> <li>• Security staff check all areas, including toilets, before locking up at night.</li> </ul>	2	2	4	<ol style="list-style-type: none"> <li>1. Whereabouts of staff 'out of the office' to be monitored by officebased staff.</li> <li>2. Contractor not to work outside of normal working hours without arrangements being in place for supervision.</li> </ol>	2	2	4	<ol style="list-style-type: none"> <li>1. Office admin to monitor staff out and lone working.</li> <li>2. Facilities Manager to supervise contractors/no lone working</li> </ol>







Substances Hazardous to Health	Employees. Visitors. Contractors. Members of the Public.	<ul style="list-style-type: none"> <li>Inappropriate use can cause ill-health</li> <li>Inappropriate storage and handling can contribute towards incidents including environmental and fire.</li> <li>All staff have access to all chemicals on site and can accidentally mis use them causing risk of property damage and harm including irritation and skin burns</li> </ul>	<ul style="list-style-type: none"> <li>All substances hazardous to health are identified and registered</li> <li>COSHH assessment are in place for those in use by staff which are hazardous to health.</li> <li>Safety data sheets are shared with staff along with risk assessments.</li> <li>Safety data sheets are shared with first aiders</li> </ul>	3	4	12	<p>1. Staff who use, store or handle substances hazardous to health to attend COSHH awareness training</p> <p>2. Storage of substances to be reviewed. Appropriate fire rated cabinet to be purchased for the substances that are stored inside the garage area.</p>	2	2	4	Facilities Manager	
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Review date		Signature	
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