

Health & Safety Risk Assessment Register

Last Review Date: 25/05/2020

Next Review Date: 24/05/2021



QIS Ref	Cat.	Activity	Hazards	Who is at risk?	Risk Before			Control Measures	Risk After		
					Likelihood	Severity	Result		Likelihood	Severity	Result
RA 016	GEN	Office Based Activities	Slips and Trips	Staff and Visitors	4	4	16	<ul style="list-style-type: none"> General Good House Keeping All areas well lit, including stairs. No trailing leads or cables Staff to keep works areas clear (no boxes left in walkways, deliveries stored immediately) Offices cleaned regularly Staff to be reminded of their own responsibilities to keep kitchen tidy after use (spills to be tidied immediately) 	1	4	4
			Manual Handling	Staff	4	4	16	<ul style="list-style-type: none"> High shelves for light objects only Trolley used to transport boxes of paper and other heavy items when collecting deliveries Staff reminded that they should not try to lift object that look or appear heavy to handle 	1	4	4
			Display Screen Equipment	Operators	4	4	16	<ul style="list-style-type: none"> DSE assessments of workstation carried out by all new starters early on in induction. Any actions from assessments to be carried out ASAP. Reassessments to be carried out at any change to work feature, e.q equipment, furniture or the work environment such as lighting. Workstation and equipment set to ensure good posture and to avoid glare and 	1	4	4

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								<ul style="list-style-type: none"> reflections on the screen. Shared workstations are assessed for all users Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled Adjustable blinds at window to control natural light on screen Noise levels controlled Eyes tests provided for those who need them, dutyholder to pay for basic spectacles specific for VDU use (or portion of cost in other cases) Laptop users trained to 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. Staff to take regular breaks away from the computer Staff to inform manager of any pain they may have linked to computer use 			
1	5		Stress	All	4	4	16	<ul style="list-style-type: none"> Staff to understand what their duties and responsibilities are Staff can talk supervisor or manager if they are feeling unwell or at ease about issues are work No bullying policy Staff reminded can speak confidentially to managers or supervisor or HR if they are feeling unwell or ill at ease because of work. 	1	4	4

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		Electrical	Staff and Visitors	4	4	16	<ul style="list-style-type: none"> Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable/ equipment Defective equipment taken out of use safely and promptly replaced Staff not to bring in their own appliances, toaster, fans etc. 	1	4	4
		Fire	Staff and Visitors	4	4	16	<ul style="list-style-type: none"> Fire risk assessment to be carried out 	1	4	4
		Lone working	Staff and Visitors	4	4	16	<ul style="list-style-type: none"> Staff to write visit details in office diary and give a contact number Staff not returning to the office after visit call in to report this Staff to check all areas, including toilets, before locking up at night Whereabouts of staff 'out of the office' to be monitored by office-based staff. 	1	4	4
		Spread of Covid -19 Coronavirus	Staff And Visitors Cleaners Landlord's staff & Tenants Delivery Drivers	4	4	16	<ul style="list-style-type: none"> Staff to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. <p>Also reminded to catch coughs and sneezes in tissues – follow catch it, bin it, kill it and avoid touching face, eyes, nose or mouth with unclean hands. Tissues and anti-bacterial hand sanitiser will be made available throughout the office.</p> <ul style="list-style-type: none"> Posters and other materials are on display in predominant areas including all entry points. Frequent cleaning and disinfecting objects and surfaces that are touched regularly (touch points) such as; 	1	4	4

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							<ul style="list-style-type: none">○ Desktops and all work surfaces○ Doorknobs and door handles○ Intercoms○ Light switches○ Computer monitors, keyboards, mice○ Tablets and laptops○ Telephone equipment○ All chair rests and arms○ kitchen tables and chairs, crockery, trays and cutlery○ Sinks, taps and kitchen areas○ Toilets, including all surfaces○ Water / drinks dispensers, fridges and dishwashers.○ Lifts and their doors and buttons. <ul style="list-style-type: none">● Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. Signs to be posted in all predominant places including all access points, wayfinding floor signage introduced dictating one way systems where possible, only one member of staff is permitted to use the welfare facilities at any one time (two in the kitchen in Mincing Lane), desks are taken out of use and staff are reallocated to desks to ensure they are not sat adjacent to any other member of staff or within 2m of any other occupied desk space.			
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							<ul style="list-style-type: none">• Physical desk top barriers installed around each desk should prevent staff members encroach the 2 m exclusion zone.• No hot desk or sharing of desks / PC is permitted.• Tympanic temperature testing to be taken on arrival and logged, any staff member whom records a temperature of 37.8 degrees centigrade or more will be sent home and informed to follow the stay at home guidance. HR will maintain regular contact during this time.• No visitors to be permitted within the office, all communications with visitors must be undertaken via Zoom or other suitable alternatives.• All deliveries to be sent to the Barking Logistics centre and pre-notified prior to arrival, upon delivery this will be by contactless delivery.• Avoiding face to face meetings where possible using remote working tools. If this is not possible then only absolutely necessary participants are to attend and should maintain 2m separation throughout. Avoid transmission during the meetings i.e. do not share pens or other objects. Hand sanitiser will be provided in all meeting rooms for use before, during and after each meeting.			
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								<ul style="list-style-type: none">Regular communication of mental health information and open door policy for those who need additional support.			
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