

**RANDSTAD CONSTRUCTION, PROPERTY AND
ENGINEERING (CPE)**

**OFFICE BASED GENERIC
RISK ASSESSMENTS**

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1 OPERATION & HAZARDS

- EMPLOYEE STRESS RELATED TO WORK DUTIES**
1. From not being adequately trained to carry out tasks in job description
 2. From being asked to do much work in the time allocated
 3. From not having adequate resources and/or facilities to carry out duties
 4. From not having correct information to carry out duties
 5. From lack of management support & guidance in carrying out duties – lack of access

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL (ASSUMING CONTROLS IN PLACE): HIGH / MEDIUM / **LOW** * delete or highlight as appropriate

6 CONTROLS:

1. Ensure employees have a current job description detailing their job
2. Ensure employees are adequately trained to carry out tasks in their job description
3. Ensure employees have adequate time allocated to complete tasks
4. Ensure employees have adequate resources and/or facilities to carry out duties
5. Ensure employees have all correct information to carry out duties
6. Ensure employees have full management support & guidance in carrying out duties – with access to refer any queries for resolution

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

MANUAL HANDLING - This process relates to the activities carried on within the offices for manual movement of a range of literature for storage and/or use.
The techniques for these activities are well established for this purpose and only using qualified personnel to control these activities ensure the safest working environment.
There are H & S risk effects associated with these activities from back or limb injuries or strains
The following controls will minimize or eliminate these identified risks in conjunction with correct

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL: HIGH / MEDIUM / **LOW** * delete or highlight as appropriate

6 CONTROLS:

1. ENSURE ONLY QUALIFIED / TRAINED PERSONNEL CARRY OUT PROCESS (i.e. have been given manual handling training)
2. ENSURE THAT ANY SUITABLE EQUIPMENT THAT CAN BE USED INSTEAD OF MANUALLY CARRYING OUT THE ACTIVITY IS UTILISED
3. ENSURE SUITABLE PROTECTIVE GLOVES ARE USED TO MINIMISE RISK OF INJURY TO HANDS
4. ENSURE SUITABLE WORKING OVERALLS ARE USED WHEN NECESSARY TO PROTECT AGAINST DIRT CONTAMINATION
5. OPERATORS MUST REVIEW COMPANY H & S POLICY FOR SPECIFIC ISSUES.

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

- ELECTRICALLY POWERED EQUIPMENT (I.E. COMPUTERS ETC...)**
1. Electric shock
 2. Repetitive Strain Injury
 3. Incorrect ergonomic set-up
 4. Static shock

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL: Risk levels are low where and when tools are well maintained

6 CONTROLS:

1. All power feeds, electrical, to be to European or British Standards and maintained in good condition, PAT tested annually.
2. Ensure all operators have undergone VDU risk assessment to establish correct positioning of equipment and its use and are trained for correct use.
3. Ensure risk assessment takes account of repetitive activities carried out to prevent RSI
4. Check risk of static shock and earth equipment or operator as necessary

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

USE OF LADDERS

1. Falls from ladders
2. Ladders collapsing

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL: HIGH

6 CONTROLS:

1. Class 1 industrial heavy duty or Class 2 light trade ladders only will be permitted to be used and must be free from defect.
2. Ladders will carry an identification mark and be inspected before use and by a competent person every 12 months.
3. Ladders will be set on a firm level base, at an angle of 75 degrees at the top where practicable, by lashing on both stiles, or if not possible 'footed' or lashed at the bottom and prevented from sagging and swaying.
4. Ladders will extend 1.07m above a landing and must not rest against surfaces that can move or are fragile.
5. If vertical ladder is over 9m, an intermediate landing will be provided.
6. Ladders will not be misused.
7. Only one person will be on a ladder at any time.
8. Both hands must be free for holding a ladder.
9. Heavy loads must not be carried either ascending or descending ladders.
10. Tools requiring two hands to operate must not be used from a ladder.
11. Operatives, working from a ladder, must not over-reach or 'jump' the ladder to reposition.
12. Ladders will not be erected off tower scaffolds or trestles.
13. Ladders left standing, after working hours, will be 'boarded'.

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

- OFFICE SAFETY**
1. Possible trips or slips on floor – upturned mats, wet floor etc...
 2. Employee injury from items falling from shelves
 3. Employee injury from lifting heavy items
 4. Employee injury from sharp edges

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL (ASSUMING CONTROLS IN PLACE): HIGH / MEDIUM / **LOW** * delete or highlight as appropriate

6 CONTROLS:

1. Check regularly condition of mats etc... and replace if worn
2. Check regularly for wet floors from rain, spills etc... and dry as necessary
3. Only store light items on higher shelves
4. Customers to only access the shop front area which is to be kept free of risks
5. Support customers by helping to carry heavy items to their vehicle etc...
6. All employees required to manually handle items must be trained in manual handling techniques
7. Ensure no "sharps" are uncovered and advise customers to take care when handling "sharp" items
8. Check shelf and desk edges ongoing to minimise cuts/scratches from sharp edges.

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

- STORAGE SAFETY**
1. Possible trips or slips on stairs – things left on stairs, loose surfaces etc...
 2. Employee injury from items stored on floor
 3. Employee injury from lifting heavy items
 4. Fire hazard from flammable materials

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL (ASSUMING CONTROLS IN PLACE): HIGH / MEDIUM / **LOW** * delete or highlight as appropriate

6 CONTROLS:

1. Check regularly condition of stairs etc... remove obstacles and replace surface if worn
2. Ensure all emergency exit signs are in place for egress from offices & storage area
3. Check regularly for wet floors from spills etc... and dry as necessary
4. Only store light items on higher shelves
5. Clear access ways to be maintained in mezzanine area which is to be kept free of risks
6. Support employees by helping to carry heavy items downstairs
7. All employees required to manually handle items must be trained in manual handling techniques
8. Ensure no "sharps" are uncovered and advise employees to take care when handling "sharp" items
9. Minimise storage of flammable materials
10. Maintain Fire Extinguisher in close proximity of 9. Above

ADDITIONAL COMMENTS

1 OPERATION & HAZARDS

FIRST AID SUPPORT – OFFICES & SITE

- 1 Injury risk in workshops re. cuts, bumps, etc...
- 2 Injury risk in offices from possible trips, paper cuts etc...
- 3 Injury risk on site re. cuts, bumps, etc...

2 HAZARD POTENTIAL : Major Serious Slight

3 RISK = HAZARD SEVERITY x LIKELYHOOD OF OCCURRENCE

4 RISK POTENTIAL: High Medium Low

5 RISK LEVEL (USING CONTROLS): HIGH / MEDIUM / **LOW** * delete or highlight as appropriate

6 CONTROLS:

- 1. Ensure there are adequate trained first aiders available to support both office and workshop requirements based on number of employees working in areas in question.
- 2. Ensure their qualifications remain in date by a flag-up system for refresher training
- 3. Ensure signs are strategically placed in all working areas identifying who the current first aiders are and how they can be contacted
- 4. First Aiders must make themselves familiar with the possible injuries and risks within the working environment and have first aid kits available with adequate amounts of FA materials. This must be maintained with replacements when used and should include eye wash stations.
- 5. First aiders must also make themselves familiar with local FA support and contacts (i.e. hospitals / A&E depts... etc...
- 6. Additional site requirements will involve liaison with the main contractor to establish their support and ensure that GEC employees are supported and what those mechanisms are, where they are located etc... This information must be included in GEC site inductions.

ADDITIONAL COMMENTS