This Document is used via a template it has been adapted, however once we start operating this will be updated to further comply with specific requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor (s)** | Paul Hurd Director  |  |  |
| **Faculty / Division** | Gymnastic Britannia | **Date** |  26/06/2021 |
| **Activity** | Office work |
| **For Medium/High Risks below**  |
| **Manager notified** |  | **Date** |  | **Date HWS notified** |  |
| **Register Name** |  | **Date Entered** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific Task/Activity** | **What is the hazard and what harm could it cause** | **Inherent Risk level** | **Control Measures****How effective are the current controls? What further controls are required? How will the controls be implemented?** | **Final Risk level** | **Risk Register****Y/N** |
| *Computer work* | * *Inadequate office furniture and equipment (chair, desk)*
* *Poor jobs or task design*
* *Inadequate lighting*
* *Poor keyboard and office work postures*
* *Repetitive keying or mouse work (overuse injuries)*
* *Inadequate or missed work breaks*
* *Poor workstation layout*
 | *H* | * *Early reporting encouraged*
* *Workloads to be monitored by supervisor*
* *Task variety*
* *Work-breaks are taken (10 minutes in the hour)*
* Manual Handling and Ergonomic Assessment
* *Awareness of good keyboard work practices*
* *Workstation ergonomic assessments*
* *Ergonomics awareness training*
 | *M* | Y |
| *Manual handling* | * *Application of high force*
* *Handling of loads which are difficult to grasp or hold*
* *Handling of unstable or unbalanced loads*
* *Poor storage practices leading to sprains and strains*
* *Sprains and strains from lifting, reaching, bending and twisting*
* *Manual handling of awkward or unstable objects including people and animals*
* *Frequent manual handling in awkward locations*
* *Handling weights over 15 kg*
* *Frequent handling over 5 kg*
* *Vibrating tools/equipment*
 | *H* | * *Redesign of tasks or objects*
* *Provision of equipment such as trolleys, shelving steps and platform ladders*
* Manual Handling and Ergonomic Assessment
* *Manual handling training in safe use of equipment periodically including lifting technique.*
* *Hazardous manual handling risk assessments*
* *Pre purchase checklist*
 | *M* | Y |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific Task/Activity** | **What is the hazard and what harm could it cause** | **Inherent Risk level** | **Control Measures****How effective are the current controls? What further controls are required? How will the controls be implemented?** | **Final Risk level** | **Risk Register****Y/N** |
| *Stress from workloads, behaviour of others* | * *Excessive workload and work demands*
* *Excessive multi-tasking*
* *Role conflict or unclear priorities*
* *Constant high work intensity*
* *Constant excessive or unreasonable client demands*
* *Poor feedback, lack of recognition*
* *Aggressive behaviour from colleagues, clients*
* *Inappropriate behaviour*
* *Fatigue (excessive or unsocial hours)*
* *Poor job or task design*
* *Workplace bullying and harassment*
* *Workplace conflict*
 | *H* | * *Staff training on workplace bullying, Code of Conduct and management of stress*
* *Manager and supervisor training and awareness (supportive management, prevention and early intervention practices)*
* *Local health and wellbeing program*
* *Awareness of* Codes od conducts and safe working practices
* *Awareness of the Stress Risk Assessment and guidelines*
* Grievance Procedures
 | *M* | Y |
| *Electrical equipment* | * *Faulty electrical equipment causing shock or electrocution*
* *Use of uncertified electrical equipment/appliances*
 | *M* | *General Controls:** Ensure Safety and Manufactures guidelines are followed
* *Annual Electrical Safety Checks*
* *Ensure Staff and Volunteers are aware that only safe practices should be used*
 | *M* | Y |
| *Storage space* | * *Difficult access to material storage areas*
* *Falling loads due to overloading of shelves*
* *Inadequate amount of storage (resulting in housekeeping hazards)*
* *Poor storage practices leading to sprains and strains*
 | *L* | *General Controls:** *Accessible planned storage*
* *Workplace inspections*
* *Ensuring housekeeping standards are maintained*
* *Periodic archiving of records, exam papers etc.*
 | *L* | N |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific Task/Activity** | **What is the hazard and what harm could it cause** | **Inherent Risk level** | **Control Measures****How effective are the current controls? What further controls are required? How will the controls be implemented?** | **Final Risk level** | **Risk Register****Y/N** |
| *Slips, Trips and Falls* | * *Poor housekeeping*
* *Inadequate maintenance*
* *Poor design*
* *Inadequate work practices*
 | *L* | *General Controls:** *Workplace inspections*
* *Hazard and near-miss reporting*
* *Housekeeping standards*
* *Preventative maintenance (Facilities)*
 | *L* | N |

