

RISK ASSESSMENT – NEW ACRE HOUSE AND ACRE HOUSE OFFICES

Subject of Assessment	Office Risk Assessment	RA No.	4
Task/Activity	General working within the office		
Assessor	MATTHEW BENNETT	Location of Assessment	New Acre & Acre House, Shentonfield Road, Manchester, M22 4RW
Authorised	NEIL GARVIN	Date	16/6/2020

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	R R	Adequately controlled?
	Fire	All employees, specifically office workers but also visitors Burns, Smoke inhalation Death	<ul style="list-style-type: none"> • Fire evacuation procedure is in place and has been communicated to all employees and visitors • Fire action signs have been displayed in a prominent position stating what to do in the event of a fire • Adequate fire exits have been provided • Regular checks are carried out of on fire exits to ensure that they are kept clear and that fire doors are not wedged/propped open. • A means of detecting fire and raising the alarm has been provided. • An assembly point and signage has been provided in a safe location. This has been communicated to all employees so they aware of it's location. • The fire alarm is tested via a different call point on a weekly basis to ensure that it works and can be heard in all areas of the premises. • A means of knowing who is in the building in the event of evacuation (including visitors) has been established to ensure all get out safely. 	H	H	H	Yes

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	Slips, trips and falls	All employees, specifically office workers but also visitors Minor injuries- broken bones, bruises, sprains	<ul style="list-style-type: none"> Adequate storage facilities have been provided and items are not permitted to be stored in gangways or where they obstruct fire exits or exit routes. Cabinet doors and drawers are kept closed when not in use. Items and systems are provided to prevent/reduce the need for trailing cables. Defective floor coverings are reported and repaired or replaced promptly. Spills are mopped up as soon as they occur. Offices have sufficient lighting for moving around safely. Lighting is checked on a regular basis and defective lights are replaced promptly. Litter from the office is removed on a daily basis, waste bins are regularly emptied and cleaned. 	M	M	M	Yes

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	Storage	All employees, specifically office workers but also visitors Injuries from falling objects or collapsed shelves	<ul style="list-style-type: none"> Storage facilities that have been designed for the purpose and are suitable for the items being stored are in use. Cabinets or shelves are not to be overloaded Filing cabinets should be loaded from the bottom and no more than one drawer should be pulled out at any time. 	M	M	M	Yes

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	Manual handling	All employees, specifically office workers but also visitors Back strain, musculoskeletal injuries	<ul style="list-style-type: none"> Individual risk assessments of all manual handling tasks to be conducted Manual handling training has been provided to all staff Trolleys are used where required Large deliveries are broken down into smaller manageable amounts Staff have been instructed not to move large items. Persons with existing medical conditions e.g. hernia, back problems etc. are not permitted to undertake any lifting Pregnant workers or nursing mothers are not permitted to handle heavy items. Heavy items are moved by two or more people when necessary 	M	H	H	Yes

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	Security	Security Staff, All employees, visitors Major injury	<ul style="list-style-type: none"> • Unauthorised access to the premises is controlled by reception staff • All staff members are required to wear their badge whilst onsite • A system is in place for raising the alarm • The building would benefit from installing an access control system 	M	H	H	No – Access control system required

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Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	R R	Adequately controlled?
	Display Screen Equipment	All office workers Musculoskeletal injuries, eye strain, headaches, RSI, Stress etc.	<ul style="list-style-type: none"> All employees who use computers for any significant part of their work complete an online DSE assessment. All new starters complete the online DSE assessment which guides the user into using the correct posture and positioning of equipment. Any issues identified from the online DSE assessment are acted upon and resolved quickly, a further assessment by a qualified DSE assessor is undertaken if required. All staff undertake the online DSE assessment on an annual basis. Regular eye tests are paid for by the company and a financial contribution is made towards glasses required for DSE use. Users are encouraged to take regular breaks away from their workstation. All equipment is suitable for tasks and are inspected and tested as required. 	H	H	H	

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	Photocopiers / Printers	All office workers Cuts, electric shock, fire	<ul style="list-style-type: none"> All maintenance is carried out by authorised and competent persons. Positioned in a well ventilated area. To be switched off before opening to remove jams Toner changed in accordance with manufacturer's instructions. Disposable vinyl gloves worn when skin contact with toner is likely e.g. when changing cartridges. Proprietary chemicals/substances used as directed by the manufacturer. All spills are cleared up immediately and waste appropriately disposed of. Heavily used photocopiers situated in well ventilated areas. 	M	L	L	Yes

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	Shredders	Those using the shredder Entanglement, cuts, major injury	<ul style="list-style-type: none"> Manufacturers operating instructions to be followed Adequate training on safe use to be provided to newly trained operators Ties, scarves, neck chains or similar are to be removed before use Regular checks are carried out to ensure the equipment is in good condition and the blades are oiled regularly. Repairs are only to be undertaken by trained personnel. 	L	M	L	Yes

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	Electrical Equipment e.g. PCs, lamps, fans, heaters etc.	All office workers Cuts, electric shock, fire	<ul style="list-style-type: none"> Manufacturers operating instructions to be followed Portable Appliance Testing (PAT) is carried out annually on all equipment by trained professionals and a report is generated detailing faulty equipment. Defective plugs, cables, equipment etc. are reported to the Facilities Manager for repair or replacement. Sufficient power sockets are provided to reduce the need for extension cables. Circuit breakers are provided where necessary. Staff are discouraged from bringing in their own electrical equipment as maintenance cannot be assured. Kettles and water heaters are positioned so water spills cannot contact the electricity supply or equipment. Liquid spills are mopped up immediately, paper towels are provided in the kitchen. Items are to be switched off when not in use. The fixed electrical installation is inspected and tested by a competent electrician every 5 years. 	M	H	H	Yes

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	Stress	All staff Mental health Physical health Heart disease, high blood pressure, anxiety	<ul style="list-style-type: none"> All staff receive an induction and appropriate training to adequately undertake their jobs. Work rates and demands are not to be excessive Managers support their staff by giving help to prioritise and renegotiating deadlines when necessary. Workloads are covered during staff absences. Staff are encouraged to communicate concerns. Regular meetings are held with staff. Advice and support are provided especially during periods of change. Staff are involved in discussions about how jobs might be developed and changed and in generating ways of solving problems. Managers ensure their staff take their annual leave entitlement and their meal breaks. Individual risk assessments are carried out where applicable. 	M	H	H	Yes

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	Environmental – Thermal, Space & Lighting	<p>Staff & visitors</p> <p>Staff may feel too hot/cold or suffer other general discomfort.</p> <p>Contact with furniture if insufficient space to move around.</p> <p>May suffer eyestrain if lighting is insufficient or of the wrong type</p>	<ul style="list-style-type: none"> • Building temperatures kept as reasonable as possible with supplementary heating/cooling available via Facilities when necessary. • Office is adequately ventilated. • Space provided is sufficient to enable free movement around the office, and for carrying out tasks. • Individual space requirements are re-considered when additional equipment & furniture is acquired. • Lighting levels sufficient for the room, tasks undertaken and glare is minimised. • Window blinds fitted where necessary to adjust lighting levels. • Local lighting (e.g. lamps) is provided for close work where necessary. • Light switches are easily accessible and lights are switched off when the rooms are vacated. 	H	L	M	Yes

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	Lone Working	Staff - if presence not known in the event of an emergency or if there is a threat to personal security Minor and Major injury, inadequate provision of first aid, sudden illness	<ul style="list-style-type: none"> • There must always be 2 persons onsite. In the case of Easidrive Manchester this can be 1 member of staff and 1 member of security. • Out of hours working arrangements to be put in place to indicate the presence of people in the office • Staff should be informed of how to contact Security • A system should be put in place to ensure the last person out informs security • Depots should always have 2 members of staff onsite • In the rare event there cannot be 2 staff onsite at any one time (during a pandemic for example) the staff member must check in with their line manager once an hour 	M	H	H	
	Falls from height	Staff - retrieving items stored at height Broken bones, sprains, bruises	<ul style="list-style-type: none"> • Stepladder/kick stool available from housekeeping • Equipment checked annually for defects and by user before each use • Staff are trained in safe use of stepladder/kick stool – mandates signed 	M	H	H	