



Risk Assessment – Office Working.

Company:	SES Engineering (Newark) Ltd	Date:	16.05.2022	Review Date:	16.05.2023	Ref:	SES/0023
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Operation:	Office Working.			Persons at risk:	Employees, 3 rd parties		
HAZARD	Assessment			CONTROL MEASURES TO REDUCE THE RISK	Re-assessment		
	S	L	R		S	L	R
Manual handling.	3	4	12	Refer to the risk assessment for manual handling (Ref: SES/0021). Use trolley to transport stationary and other office equipment.	3	1	3
Display screen equipment/ workstation.	3	3	9	Adjust equipment to suit individual requirements for comfort. Blinds are provided to control ambient light. D.S.E. assessments to be carried on workstations. (Ref: DSUSES0016) Operation training for users.	3	1	3
Electrocution.	4	3	12	Ensure all portable electrical appliances are P.A.T. tested, report any that are not. Do not overload plug sockets and report any defective plugs or cables.	4	1	4
Fire.	4	3	12	Induction to inform personnel of fire exits and fire extinguisher's locations. No smoking policy adopted in the building. Report any defective firefighting equipment. Do not obstruct any firefighting equipment or fire notices. All emergency routes are kept clear at all times. Waste removed from offices daily. Fire risk assessment carried out.	4	1	4
Slips, trips, falls. Floors, staircases, and entrances.	3	4	12	Reasonable housekeeping standards are to be maintained at all times. Cabinet drawers and doors should be kept closed when not in use. Trailing cables from electrical equipment needs to be managed to prevent any trips, slips etc. Floors are kept clean by the cleaners and any repairs and maintenance are carried out when necessary. The stairs are well lit, and a handrail is provided.	3	1	3
Falling objects.	4	4	16	Items stored on shelving are to be secure and the shelves are not to be over loaded. Store only light weight items at height.	4	1	4
Harassment, violent or abusive behaviour, stress.	4	3	12	If subjected to any of these follow the procedure as set out in the company handbook and safety manual. Report any problems to your manager or the Employee Development Manager.	4	1	4



Likelihood →	Likely (5)	Probable (4)	Possible (3)	Unlikely (2)	Very unlikely (1)
↓ Severity					
Death (4)	20	16	12	8	4
Major Injury (3)	15	12	9	6	3
Minor Injury (2)	10	8	6	4	2
No Injury (1)	5	4	3	2	1

KEY: S = Severity

L = Likelihood

R = Risk rating

12-20 High risk
8-10 Medium risk
1-6 Low risk

PPE Required:

Hard hat	As necessary
High vis clothing & boots	As necessary
Eye/ ear protection	As necessary
Suitable gloves	As necessary
Respiratory equipment	As necessary
Safety harness	As necessary

Risk assessment to be reviewed every 12 months or following an accident / incident.