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.

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| **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** | |  |

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| **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 |

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| *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 |

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| **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 |

