

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.

<b>Assessor (s)</b>	Paul Hurd Director				
<b>Faculty / Division</b>	Gymnastic Britannia	<b>Date</b>	26/06/2024		
<b>Activity</b>	Office work				
<b>For Medium/High Risks below</b>					
<b>Manager notified</b>		<b>Date</b>		<b>Date HWS notified</b>	
<b>Register Name</b>				<b>Date Entered</b>	

<b>Specific Task/Activity</b>	<b>What is the hazard and what harm could it cause</b>	<b>Inherent Risk level</b>	<b>Control Measures</b> How effective are the current controls? What further controls are required? How will the controls be implemented?	<b>Final Risk level</b>	<b>Risk Register Y/N</b>
<i>Computer work</i>	<ul style="list-style-type: none"> <li><i>Inadequate office furniture and equipment (chair, desk)</i></li> <li><i>Poor jobs or task design</i></li> <li><i>Inadequate lighting</i></li> <li><i>Poor keyboard and office work postures</i></li> <li><i>Repetitive keying or mouse work (overuse injuries)</i></li> <li><i>Inadequate or missed work breaks</i></li> <li><i>Poor workstation layout</i></li> </ul>	H	<ul style="list-style-type: none"> <li><i>Early reporting encouraged</i></li> <li><i>Workloads to be monitored by supervisor</i></li> <li><i>Task variety</i></li> <li><i>Work-breaks are taken (10 minutes in the hour)</i></li> <li><i>Manual Handling and Ergonomic Assessment</i></li> <li><i>Awareness of good keyboard work practices</i></li> <li><i>Workstation ergonomic assessments</i></li> <li><i>Ergonomics awareness training</i></li> </ul>	M	Y
<i>Manual handling</i>	<ul style="list-style-type: none"> <li><i>Application of high force</i></li> <li><i>Handling of loads which are difficult to grasp or hold</i></li> <li><i>Handling of unstable or unbalanced loads</i></li> <li><i>Poor storage practices leading to sprains and strains</i></li> <li><i>Sprains and strains from lifting, reaching, bending and twisting</i></li> <li><i>Manual handling of awkward or unstable objects including people and animals</i></li> <li><i>Frequent manual handling in awkward locations</i></li> <li><i>Handling weights over 15 kg</i></li> <li><i>Frequent handling over 5 kg</i></li> <li><i>Vibrating tools/equipment</i></li> </ul>	H	<ul style="list-style-type: none"> <li><i>Redesign of tasks or objects</i></li> <li><i>Provision of equipment such as trolleys, shelving steps and platform ladders</i></li> <li><i>Manual Handling and Ergonomic Assessment</i></li> <li><i>Manual handling training in safe use of equipment periodically including lifting technique.</i></li> <li><i>Hazardous manual handling risk assessments</i></li> <li><i>Pre purchase checklist</i></li> </ul>	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
<i>Stress from workloads, behaviour of others</i>	<ul style="list-style-type: none"> <li>Excessive workload and work demands</li> <li>Excessive multi-tasking</li> <li>Role conflict or unclear priorities</li> <li>Constant high work intensity</li> <li>Constant excessive or unreasonable client demands</li> <li>Poor feedback, lack of recognition</li> <li>Aggressive behaviour from colleagues, clients</li> <li>Inappropriate behaviour</li> <li>Fatigue (excessive or unsocial hours)</li> <li>Poor job or task design</li> <li>Workplace bullying and harassment</li> <li>Workplace conflict</li> </ul>	H	<ul style="list-style-type: none"> <li>Staff training on workplace bullying, Code of Conduct and management of stress</li> <li>Manager and supervisor training and awareness (supportive management, prevention and early intervention practices)</li> <li>Local health and wellbeing program</li> <li>Awareness of Codes of conduct and safe working practices</li> <li>Awareness of the Stress Risk Assessment and guidelines</li> <li>Grievance Procedures</li> </ul>	M	Y
<i>Electrical equipment</i>	<ul style="list-style-type: none"> <li>Faulty electrical equipment causing shock or electrocution</li> <li>Use of uncertified electrical equipment/appliances</li> </ul>	M	<p>General Controls:</p> <ul style="list-style-type: none"> <li>Ensure Safety and Manufacturers guidelines are followed</li> <li>Annual Electrical Safety Checks</li> <li>Ensure Staff and Volunteers are aware that only safe practices should be used</li> </ul>	M	Y
<i>Storage space</i>	<ul style="list-style-type: none"> <li>Difficult access to material storage areas</li> <li>Falling loads due to overloading of shelves</li> <li>Inadequate amount of storage (resulting in housekeeping hazards)</li> <li>Poor storage practices leading to sprains and strains</li> </ul>	L	<p>General Controls:</p> <ul style="list-style-type: none"> <li>Accessible planned storage</li> <li>Workplace inspections</li> <li>Ensuring housekeeping standards are maintained</li> <li>Periodic archiving of records, exam papers etc.</li> </ul>	L	N

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<i>Slips, Trips and Falls</i>	<ul style="list-style-type: none"> <li>• <i>Poor housekeeping</i></li> <li>• <i>Inadequate maintenance</i></li> <li>• <i>Poor design</i></li> <li>• <i>Inadequate work practices</i></li> </ul>	L	<i>General Controls:</i> <ul style="list-style-type: none"> <li>• <i>Workplace inspections</i></li> <li>• <i>Hazard and near-miss reporting</i></li> <li>• <i>Housekeeping standards</i></li> <li>• <i>Preventative maintenance (Facilities)</i></li> </ul>	L	N

