Brief Description of Activity:					Assessor/s:	Date:
GENERAL ADMIN-OFFICE DUTIES Carrying out of general office tasks within the administrative department.						

Hazard: *List what could cause harm from this activity, use appendix A to assist in identifying hazards*	Persons at risk: *List who might be harmed eg staff, students, visitors*	Risk factor: *For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B*			Control measures required: *For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment*	Residual Risk: *For each hazard now decide the residual risk after the control measures are in place*
		Severity	*Likelihood*	*Risk*		
Work Related Upper Limb Disorders (ULDs)	User	Slight	Possible	Low	Ensure the user has undertaken a VDU assessment and altered their work position at the desk as appropriate. Assess the workstation in accordance with the Health and Safety (Display Screen Equipment) Regulations, 1992. Ensure that users are aware of the basic requirements of the DSE Regulations and are able to sufficiently adjust their workstations to comply with the above.	Very Low
Stress/Fatigue/Eyestrain	User	Slight	Likely	Medium	Operators to follow a varied work regime and take a 15 minute break away from the screen after every hour of continuous use.	Very Low
Chemicals (toner etc.)	User	Slight	Unlikely	Low	Ensure only approved substances and safe systems of work are used and any CoSHH assessments undertaken if required. Ensure that the user is aware of the potential hazards and health and safety controls.	Very Low
Electrical	User	Severe	Very Unlikely	Medium	Ensure that all equipment has been tested in accordance with the Provision and Use of Work Equipment Regulations (PUWER), 1998. Ensure that all equipment over 2 years old has been PAT tested annually. Equipment must not be powered permanently on four gang leads. All computers and leads should have individual socket outlets. Ensure only competent and trained individuals alter any electrical equipment.	Low
Signed:		**Date:**			**Date for review of risk assessment:**	

Appendix A

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form					
Situational hazards	**Tick**	**Physical / chemical hazards**	**Tick**	**Health hazards**	**Tick**
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		**Environmental hazards**	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		**Managerial / organisational hazards**			
Vehicle impact / collision		Management factors			
Working at height					

Appendix B

Risk matrix – use this to determine risk for each hazard i.e. 'how bad and how likely'	Likelihood of Harm				
Severity of Harm	**Remote**	**Very unlikely**	**Unlikely**	**Possible**	**Likely**
Negligible e.g. *small bruise*	Very low	Very low	Very low	Low	Low
Slight e.g. *small cut, deep bruise*	Very low	Very low	Low	Low	Medium
Moderate e.g. *deep cut, torn muscle*	Very low	Low	Medium	Medium	High
Severe e.g. *fracture, loss of consciousness*	Low	Medium	High	High	Extremely high
Very Severe e.g. *death, permanent disability*	Low	Medium	High	Extremely high	Extremely high

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Health Safety Environment