

# Risk Assessment

Reviewed July 2008

## Working in the Office

Activity/ Task	Risk	Hazard	Risk Reduction Strategy
Sitting at the desk for prolonged period of time	Medium	Prolonged sitting is not good for circulation and general well being. It can cause backache.	Staff should be encouraged to take breaks from sitting at the desk every couple of hours even if it is for just a couple of minutes.
Long working hours	Medium	Long working hours can cause added stress in the employees life and cause problems in their personal life.	Ensure there is a good level of communication between staff and their seniors so that if the work is becoming too much they can talk about it.
Making tea/coffee	Low	Scolding ones self on the boiling water and/or kettle, especially on the stomach could cause stress and permanent damage to the employee.	Warning signs placed by the kettle. Tea towels provided for use with hot appliances.
Making lunch	Low	Cutting oneself could cause stress and injure the employee.	Warning sign placed in the kitchen area. Non-Slip chopping boards and a selection of sharp and less sharp knives so the individual can choose what knife to use.
Opening Cupboards	Low	Items falling out onto persons, injuring the employee.	Make sure that all items are stacked securely in the cupboard and conduct frequent checks to make sure that things haven't moved around.
Walking over the rug	Low	Tripping over the corners of the rug could result in a injuring fall.	Tape down edges of the rug so they can not move. Ensure that there is sufficient space for individuals to move around freely.
Walking near to the sink	Low	Wet floor and slippery services	Signs put in place asking people to keep the area clean and tidy.
Evacuating the building	Low	Getting out of the building in the event of a fire	Making sure that all the exits are clear and there are not any obstacles on the fire escapes.
Working with hazardous materials	Low	No Hazardous materials involved in the place of employment.	Non- required
Working at great heights	Low	Work of such nature does not occur at URBED	Non-required

## Working outside the Office

Activity/ Task	Risk	Hazard	Risk Reduction Strategy
Travelling to meetings	Low	Repeated long journeys to meetings could cause added stress to the employee.	Ensure good communication between staff and seniors to ensure they are able to attend long distance journeys.
Public Consultations	Low	Conducting public consultations in cold or uncomfortable venues could cause problems to the employee.	Ensure the employee is fully aware of the location of the consultation.
Work related stress	Medium-HIGH	Added stress in the workplace could lead to under performance in the employees work and productivity.	Employers must be as supportive as possible to all members of staff and ensure that all colleagues and supervisors are supportive in the event of problems at work. If any issues arise they must be dealt with through the correct personnel channel and as quickly as possible to reduce the stress.
Office foyer	Medium	On wet days the foyer could be slippery which could cause accidents	Ensure that the building manager wipes up the wet floor places signs when the floor becomes slippery.