

Risk Assessment for Working in an Office

The people that might be harmed: BBC Studioworks employees, contractors, public, artists

HAZARD	CONTROLS
<p>Access/Egress: Unsafe or unsuitable access/egress routes could result in slips/trips/falls or problems with exiting in emergency.</p>	<ul style="list-style-type: none"> Office space designed to building regulation & DDA specifications. Floors/stairs in access/egress routes are in good condition and kept free of all obstructions – this is checked in regular office safety inspections. Any changes in floor level are clearly marked.
<p>Chemical Substances: exposure to substances that may lead to skin, eye, respiratory problems, e.g. photocopying/printer/ facsimile toner, white board cleaning materials etc.</p>	<ul style="list-style-type: none"> COSHH Regulations complied with. All chemical substances used are assessed prior to use. Safety data sheets on all substances are obtained from manufacturer and all manufacture instructions followed. COSHH risk assessments have been completed for substances used Spillage and disposal procedures in place
<p>Display Screen Equipment (DSE): Incorrect set up and use of DSE can result in poor posture, leading to discomfort, muscle strain, upper limb disorders, eye strain, stress.</p>	<ul style="list-style-type: none"> DSE Regulations complied with. DSE assessments carried out and any corrective actions required are followed up by line managers. All “hot desks” are DSE compliant and equipment fully adjustable for users.
<p>Electricity: possible exposure to electric shock, burns from faulty or damaged electrical equipment.</p>	<ul style="list-style-type: none"> Electricity at work regulations complied with. All electrical equipment purchased is via an approved, reputable supplier and fit for purpose. All equipment is subject to an electrical test regime (PAT) prior to use and labelled to that effect. Electrical equipment is subjected to regular pre use visual inspection by user and during office safety inspections. All electrical equipment is maintained by a competent person.

<p>Fire: Injury or death may result if unable to extinguish or escape from a fire in the office.</p>	<ul style="list-style-type: none"> • Adequate numbers of fire wardens are trained and appointed, and their identities are made known to all. • Adequate firefighting equipment is available, and its location is known to all. • Fire alarms are fitted and are regularly tested. • Everyone is made aware of the fire evacuation procedures; this includes visitors to the office. • Fire doors are maintained and kept closed at all times. • Fire routes are kept clear at all times. • Fire signage is clear and visible. • Regular fire drills take place.
<p>Hot and Cold temperatures: working in excessively hot or cold temperatures can lead to discomfort, increased fatigue, or loss of manual dexterity which can result in accidents</p>	<ul style="list-style-type: none"> • Comfortable office temperature, as stated in Workplace regulations, is maintained through fit for purpose heating and ventilation system. • Window blinds are provided to reduce solar gain. • Access to fans provided if necessary. • Drinking water is provided through water coolers.
<p>Housekeeping: slips, trips, falls resulting from general untidiness of leaving bags, files in walkways, leaving desk draws open, trailing cables, spillages, overloaded shelves etc</p>	<ul style="list-style-type: none"> • Good housekeeping procedures in place. • Spillage procedures in place. • Adequate storage facilities provided. • Files not in regular use are archived. • Shelves are properly secured to walls by competent persons and heavier items are stored at waist height.
<p>Lighting: Inadequate levels of lighting can lead to eyestrain, headaches and slips, trips, falls from failing to see any obstructions.</p>	<ul style="list-style-type: none"> • Lighting levels provided in office comply with the recommended levels in the Workplace Regulations. • Desk lamps are available if required. • Window blinds provided to reduce glare.

<p>Manual Handling: musculoskeletal injuries resulting from poor handling techniques.</p>	<ul style="list-style-type: none"> • Manual handling regulations complied with. • The need for manual handling activities in the office has been eliminated where possible through use of porters. • Use of trolleys & manual handling aids used where appropriate
<p>Noise or Vibration: Hearing damage may result from use of unlimited headphones.</p>	<ul style="list-style-type: none"> • Noise at Work regulations complied with. • Only limited headphones are used. Staff are not allowed to use personal headphones at work.
<p>Sharp Objects: injuries from inappropriate use of or from faulty/damaged equipment such as guillotine, shredder etc.</p>	<ul style="list-style-type: none"> • Only persons trained in the safe use of equipment are permitted to operate. • All guards on equipment are kept in place and regularly maintained. • Equipment is purchased from reputable manufactures and maintenance service agreements are in place.
<p>Working Patterns/ Working Hours: long working hours and/or shift work can result in stress or fatigue which can lead to ill health & accidents.</p>	<ul style="list-style-type: none"> • Working time regulations are complied with. • Staff are encouraged to take adequate breaks throughout the day.
<p>Workstation layout/space: incorrect workstation layout can lead to DSE related injuries. Lack of space and overcrowding and lead to stress and can cause access/egress problems.</p>	<ul style="list-style-type: none"> • See DSE Section and Access/Egress section for controls in place. • Offices are not overcrowded. Working space complies with workplace regulations – each person has 11 cubic metres of space.