

Assessment of risk OFFICE

Assessment undertaken (date)

Signed

Assessment Review Date

Hazard	Who might be harmed?	Existing controls	Further action necessary
Computer VDU's	All users	Health & Safety advice followed. Wrist rest / foot rest / typists chair available.	
Filing cabinet drawers	All	Policy of shutting drawer immediately after / between use.	
Heavy items stored high	All		Storage of heavy items at floor level.
General untidiness	All		Keeping of floor / work areas free from clutter.
Portable electrical equipment.	All users	Annual electrical testing.	
Rubbish left in bins.	All	Bins emptied twice daily - no rubbish left overnight.	
Office furniture.	All users	Old furniture replaced with adjustable chairs and tables at correct height.	
Draft from window causing neck problems.	Office Staff	Window draught-proofed.	
Accidents / sharp items.	Office Staff	Provision of First Aid box.	