

## Risk Assessments

(Updated & revised Dec 2007)



HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
<b>3.8 Enefco House – Office &amp; Accommodation</b>		
<b>3.8.1 Fire</b>	Injury	Fire procedures notice. Fire procedures briefing for staff during training.
<b>3.8.2 Office Equipment Computers, Printers, Photocopier, Fax machine, Answer machine, Telephones</b>	Electric shock	Check flexes, sockets & connections regularly. Careful operation. Breaks from continuous use. Care when lifting.
<b>3.8.3 Office Furniture</b>	Injury	Check regularly for wear & damage. Close drawers after use, keep walkways clear, do not overload files or filing cabinets. Care when lifting.
<b>3.8.4 Computer Screens</b>	Injury	Staff recommended to take regular breaks. Eye tests for anyone who works a screen for more than 6hrs a day.
<b>3.8.5 Lifting Heavy Objects</b>	Injury	Use lifting equipment provided or assistance from other staff. Training in lifting at induction.
<b>3.8.6 Gas Heaters</b>	Injury	Once yearly checks and service by qualified persons.
<b>3.8.7 Cooking Equipment</b>	Burns/Scalds	Staff only to use. Keep area around cooking area clear of obstacles. Careful operation.