

Risk Assessments
(Updated & revised JAN 2009)



HAZARDS	RISKS	HOW IS THE RISK CONTROLLED?
3.7 Parkstone Office		
3.7.1 Fire	Injury	Fire procedures notice. Fire procedures briefing for staff during training. Fire & smoke sensors present, with emergency lighting in each room. Nominated Fire Officer with correct training. Fire Blanket present in Kitchen. CO2 and Foam extinguishers present. Local bylaws. No overloading of sockets.
3.7.2 Office Equipment Computers, Printers, Photocopier, Fax machine, Answer machine, Telephones	Electric shock	Check flexes, sockets & connections regularly. Careful operation. Breaks from continuous use. Care when lifting. All appliances to be visually checked periodically, by nominated person.
3.7.3 Office Furniture	Injury	Check regularly for wear & damage. Close drawers after use, keep walkways clear, do not overload files or filing cabinets. Care when lifting.
3.7.4 Computer Screens	Injury	Staff recommended to take regular breaks. Eye tests for anyone who works a screen for more than 6hrs a day.
3.7.5 Lifting Heavy Objects	Injury	Use lifting equipment provided or assistance from other staff. Training in lifting at induction.
3.7.6 Gas Heaters	Injury	Once yearly checks and service by qualified persons.
3.7.7 Cooking Equipment	Burns/Scalds	Staff only to use. Keep area around cooking area clear of obstacles. Careful operation.