

Form No: CRA039	Issue No: 1	 GENERAL RISK ASSESSMENT
Risk: Office Safety	Date: 09/23	

Company	Catena Inspection & Engineering Services Ltd			Location	Brookhill Road, Brookhill Industrial Est. Pinxton Nottinghamshire NG16 6NS		
Type of Assessment	Tick	Initial Assessment Date	Review Period (Months)	Planned Review Date	Assessed By		
Site Specific	✓	21/09/26	12	Refer to Page 4	K Moss		
Generic		Name of Supervisor / Person Responsible				Assessment Reference	
Review		Kat Moss				CRA039	
Persons at Risk	Person(s) Undertaking Task			✓	Other Site Staff	✓	Public
Description of work activity being assessed		<i>General Office Duties</i>					
Task / Hazard	1					Sev.	Lik.
						2	3
						Risk (No Controls)	
						Medium	
Ref.	Control Measures Required					<i>Are the following controls in place</i>	
a	Employee duty to keep / maintain high standards of housekeeping in their work areas					✓	
b	Employer must provide adequate provisions to maintain a safe and tidy work area					✓	
c	All walkways and workstations to be kept free from obstructions / trip hazards					✓	
d	Any temporary trip / slip hazard, the appropriate warning signs must be posted i.e. cleaning operations / spillage's					✓	
e	All trailing cables should be kept free from walkways, if they have to pass across walkways / workstations they should be taped down or placed in purpose designed cable ducts / 'trunking'					✓	
Residual Risk Assuming ALL controls in place						Low	
Task / Hazard	2					Sev.	Lik.
						3	3
						Risk (No Controls)	
						High	
Ref.	Control Measures Required					<i>Are the following controls in place</i>	
a	All staff to examine electrical equipment which they use or operate, for visual defects prior to use					✓	
b	Any defective equipment should be removed from use until repaired / replaced					✓	
c	Ensure periodic checks are carried out by a competent person / Electrical contractor (Portable Appliance Tests) / (5 Yearly fixed mains testing / landlords)					✓	

Form No: CRA039	Issue No: 1	 GENERAL RISK ASSESSMENT
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Ref.	Control Measures Required (Continued)			Are the following controls in place	Yes	No
d	Ensure that multi points / double adapters are used within their designed capabilities Where practical replace multi points / adapters with additional wall / floor sockets				✓	
e	Only trained competent staff to carry out repairs to electrical appliances				✓	
f	When working on electrical equipment ensure correct isolation procedures are adhered to				✓	
g	Electrical equipment which has not been provided by the company must be approved before use				✓	
Residual Risk Assuming ALL controls in place					Low	
Task / Hazard		3		Sev.	Lik.	R.R.
Manual Handling of paper and office equipment could result in manual handling injuries				2	2	4
				Risk (No Controls)		
				Medium		
Ref.	Control Measures Required			Are the following controls in place	Yes	No
a	Refer to Manual Handling assessment and implement findings				✓	
b	Staff should ensure that they do not exceed their personal capabilities for safe lifting				✓	
c	Pregnant staff should not carry out manual handling				✓	
Residual Risk Assuming ALL controls in place					Low	
Task / Hazard		4		Sev.	Lik.	R.R.
Lack of first aid provision, first aid trained staff and equipment which is essential to deal with minor incidents				2	3	6
				Risk (No Controls)		
				Medium		
Ref.	Control Measures Required			Are the following controls in place	Yes	No
a	Suitable First aid equipment is provided on site and kept well stocked				✓	
b	Staff aware of first aid arrangements and procedures				✓	
c	First aid trained staff are available on site				✓	
Residual Risk Assuming ALL controls in place					Low	

Risk Selection Criteria

Severity Range	3 = Major	2 = Serious	1 = Slight
Likelihood	3 = High	2 = Medium	1 = Low

Risk Ratings

High	Medium	Low
9 - 7	6 - 4	3 - 1

Form No: CRA039	Issue No: 1	 GENERAL RISK ASSESSMENT
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Task / Hazard	5		Sev.	Lik.	R.R.	
Display Screen Use			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		Are the following controls in place		Yes	No
a	Workstations are assessed, risks are reduced and information and training are provided				✓	
b	Work activities are planned to include a change of activity or regular breaks				✓	
c	Eye tests for display screen equipment users and basic spectacles for visual display unit use (or portion of cost in other cases) are paid for				✓	
			Residual Risk Assuming ALL controls in place			Low
Task / Hazard	6		Sev.	Lik.	R.R.	
Stress			2	2	4	
			Risk (No Controls)			
			Medium			
Ref.	Control Measures Required		Are the following controls in place		Yes	No
a	Staff understand what their duties and responsibilities are				✓	
b	Staff can talk to supervisors or managers if they are feeling unwell or not being at ease about things at work				✓	
			Residual Risk Assuming ALL controls in place			Low

OVERALL RISK OF CARRYING OUT THIS TASK		
Highest Risk Before Controls in Place	Highest Residual Risk after controls	If the Residual risk after control measures are in place, is HIGH <u>DO NOT UNDERTAKE THIS TASK</u>
HIGH	LOW	

Ref	Action(s) Required	Can task continue		Date Actioned	Initial
		Yes	No		

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PPE Requirement (Please ✓) Refer to PPE assessment for PPE Standards								
								
Hard Hat	Safety Glasses	RPE	Ear Defenders	Overalls	Hi Vis Vest	Gloves	Barrier creams	Foot Protection
								
Safety Harness	Safety Goggles							

SIGN OFF					
<i>Author</i>			Catena Inspection & Engineering Services Ltd.		
Print Name	Signature	Date	Print Name	Signature	Date
K Moss	K Moss	21/09/26			

ASSESSMENT REVIEW					
<i>Author</i>			Catena Inspection & Engineering Services Ltd.		
Print Name	Signature	Date	Print Name	Signature	Date

BRIEFING RECORD					
<i>I confirm that I have read / I have had the contents of this risk assessment explained to me. I confirm that I agree to work to the requirements of this assessment, and I will use all control measures identified in this assessment. I will also raise any concerns to my line Manager / Supervisor if this risk assessment requires amending to suit any unforeseen circumstances.</i>					
Date	Print Name	Signature	Date	Print Name	Signature

Form No: CRA039	Issue No: 1	 GENERAL RISK ASSESSMENT
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SEVERITY RATINGS	
Slight (Marginal)	The hazard may either be controlled, or would commonly result in less than minor, illness, injury or system damage.
Serious (Moderate)	The hazard may commonly cause severe injury or illness or major system damage, requiring immediate corrective action.
Major (Critical)	The hazard may commonly cause death or major system loss, requiring immediate cessation of the unsafe activity or operation.

LIKELIHOOD RATINGS	
Low (Improbable)	Unlikely but possible to occur during standard operations
Medium (Occasional)	Likely to occur sometime during standard operations
High (Probable)	Likely to occur often during standard operations

Risk Selection Criteria

Severity Range	3 = Major	2 = Serious	1 = Slight
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Risk Ratings

High	Medium	Low
9 -7	6 -4	3 -1