

Risk Assessment Summary Sheet

Ref 045

Activity/Workplace; Housekeeping (Office Areas)

Generic Risk Assessment						Risk Assessment after application of Control Measures					
Hazard	Risk	Risk Group	Likelihood	Severity	Risk Rating before controls	CONTROL MEASURES	Responsible Person	Likelihood	Severity	Risk Rating after controls	
Trailing cables	Slip trip and fall injuries	Employees General Public Visitors Contractor	2	4	8		A high standard of housekeeping to be maintained at all times, <i>'everything in its place and a place for everything'</i> . Trailing of leads must be avoided, arrange work area to suit location of power points and data points, if not possible secure all cables to prevent trip hazards. Report all damaged floor coverings for repair, if necessary prevent access to damaged area until repair is complete Keep access routes free at all times: return items to storage when not in use. Ensure all spillages are cleaned up immediately, ensure adequate barriers are erected during cleaning operations to direct persons away from cleaning area Highlight different levels in floor or walkways. Ensure lighting levels are adequate, where natural light is not sufficient artificial lighting must be provided. All damaged, unused, unwanted equipment must be disposed of or placed in storage Employees to be given relevant toolbox talks on an on going basis.	Line Management Employees	1	4	4
Damaged floor covering	Slip trip and fall injuries		2	4	8	1			4	4	
Access routes used as storage areas	Slip trip and fall injuries		2	4	8	1			4	4	
Wet/slippery surfaces	Slip trip and fall injuries		3	4	12	1			4	4	
Unsafe or incorrectly stacked/stored objects	Collapse of objects, injury to persons or damage to property and equipment.		3	4	12	1			4	4	
Build up of waste	Fire hazard, health hazard		3	5	15	1			5	5	
Build up of unused, damaged or outdated equipment	Blocked passageways, blocked/partially emergency escape routes restricting escape, fire hazards.		3	5	15	1			5	5	