

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet

Instructions tab is the one you are reading

Title Tab

TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated

Print the front cover once you have completed your Audit

Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions

Enter Data ONLY in the white coloured boxes for each question

Enter a score for each question as indicated

If the question is not aplicable score it as max potential score

Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages

Note you may need to change your printer settings

You have now completed your Health & Safety Risk Assessment

Health & Safety Office Safety Risk Assessment

Date	
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Company Name	
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Assessor	
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Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



- Slips Trips and Falls**
- Falling Objects**
- Electrical Hazards**
- Substance Related Hazards**
- Machinery Hazards**
- Fire Hazards**
- Ventilation Hazards**
- Manual Handling and Workstation Hazards**
- Hygiene Hazards**
- Accidents and First Aid**
- Display Screen Equipment**



Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Slips Trips and Falls				
Are there any obstructions on the floor that could cause a slip trip or fall from office supplies, such as books, stationery, toner cartridges, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from electrical equipment, such as printers, kettles, fan heaters, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from trailing leads supplying computers, printers fax machines, etc?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from loose carpets or mats?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from open access panels in the floor?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from unguarded stairwells?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from uneven floors?	3		0	
Are there any obstructions on the floor that could cause a slip trip or fall from cleaners' equipment such as vacuum cleaners, floor polishers, etc?	3		0	
Are access routes blocked by debris, waste bins, etc?	3		0	
	27	0	0	
Falling Objects				
Are there any objects that could fall on people such as goods or stores on shelves and racking?	3		0	
Are there any objects that could fall on people such as unstable freestanding stacks of goods or materials?	3		0	

Office Risk Assessment

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Are there any objects that could fall on people such as loose ceiling tiles?	3		0	
Are there any objects that could fall on people such as loose electrical or mechanical equipment: lighting, pipework, ventilation equipment, etc?	3		0	
	12	0	0	
Electrical Hazards				
Is there any risk of persons receiving an electrical shock from loose or broken: sockets, switches, light fittings, conduits and trunking, etc?	3		0	
Is there any risk of persons receiving an electrical shock from worn, frayed or split cables?	3		0	
Is there any risk of persons receiving an electrical shock from trailing leads?	3		0	
Are there any overloaded extension leads or multi-socket adaptors?	3		0	
Is there any risk of persons receiving an electrical shock from exposed cables into plugs, computer equipment, kettles, fan heaters, microwaves, food and drinks dispensers, etc?	3		0	
Is there any risk of persons receiving an electrical shock from exposed live parts of electrical switchgear: controls, motors, pumps, etc?	3		0	
Is any item of portable electrical equipment overdue for a portable appliance test (PAT)?	3		0	
Have any unsafe repairs been made to leads (taped joints, connector blocks etc.)?	3		0	
Are any outer coverings (sheath) of the cable loose and not being gripped where it enters the plug or the equipment (internal wires are showing)?	3		0	

Office Risk Assessment

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Are any plug tops loose or missing?	3		0	
Are there any signs of burning or overheating on any plug or cable?	3		0	
Does any piece of electrical equipment show signs of physical damage?	3		0	
Is any piece of electrical equipment situated in a dangerous position (kettles too close to sinks, trailing leads over hot surfaces, etc.)?	3		0	
Are there any signs of dirt or moisture getting into equipment?	3		0	
	42	0	0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Substance Related Hazards				
Are there any substances used that could cause harm from contact or inhalation, such as cleaning chemicals?	3		0	
Are there any substances used that could cause harm from contact or inhalation, such as solvents in inks, dyes, adhesives, etc?	3		0	
Are there any substances used that could cause harm from contact or inhalation, such as dusts from powdered goods or supplies?	3		0	
Are there any substances used that could cause harm from contact or inhalation, such as smoke or exhaust fumes?	3		0	
Are there any substances used that could cause harm from contact or inhalation, such as asbestos in fire retardant panelling, ceiling tiles or pipe lagging?	3		0	
Has any staff member complained of any persistent or increasing allergic reactions: running nose or eyes, coughing, sneezing, itching skin, etc?	3		0	
	18	0	0	
Machinery Hazards				
Is machinery including photocopiers, fax machines etc, installed and used in a safe manner to minimise danger to others.	3		0	
Can exposed hot surfaces burn skin if contact is made?	3		0	
Are there any particularly hazardous office equipment such as guillotines and do they require specialist risk assessment and guarding	3		0	
	9	0	0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Fire Hazards				
Are flammable materials stored or used in a manner that could cause a fire, such as any flammable substances on or near sources of heat or direct sunlight?	3		0	
Are flammable materials stored or used in a manner that could cause a fire, such as any flammable substances that are not correctly stored in flameproof cupboards (solvents, adhesives, etc)?	3		0	
Are flammable materials stored or used in a manner that could cause a fire, such as any potential for a flammable substance to be spilled onto sources of heat or electrical equipment?	3		0	
Are flammable materials stored or used in a manner that could cause a fire, such as waste paper in left waste bins overnight?	3		0	
Are flammable materials stored or used in a manner that could cause a fire, such as covered convector heaters?	3		0	
Is there a no smoking policy in place for the office or workplace	3		0	
Where smoking is permitted in designated areas are there appropriate metal receptcles for cigarette ends and other smoking materials	3		0	
	21	0	0	
Ventilation Hazards				
Are there any hazards associated with office ventilation, such as insufficient ventilation?	3		0	
Are there any hazards associated with office ventilation, such as fumes getting into the area through open windows or vents?	3		0	

Office Risk Assessment

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Are there any hazards associated with office ventilation, such as contamination of air conditioning filters by dust or bacteria?	3		0	
	9	0	0	
Manual Handling and Workstation Hazards				
Do working positions pose a hazard that could cause muscular strains, such as poor lifting positions?	3		0	
Do working positions pose a hazard that could cause muscular strains, such as bad posture over desks or benches?	3		0	
Do working positions pose a hazard that could cause muscular strains, such as repetitive twisting or turning?	3		0	
Do working positions pose a hazard that could cause muscular strains, such as does any office furniture show signs of damage or imminent collapse (desks, chairs, benches, shelving, etc.)?	3		0	
Is there adequate space for each individual in the workplace. There should be 11 cubic metres of sapce per individual.	3		0	
	15	0	0	
Hygiene Hazards				
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as hot water temperature requires raising to remove legionella risk (60°C)	3		0	
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as toilet and hand basin cleaning requires improving?	3		0	
Do sanitary provisions require improving to reduce the risk of infection or contamination, such as improved hand washing and drying facilities?	3		0	

Office Risk Assessment

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Do sanitary provisions require improving to reduce the risk of infection or contamination, such as the use of rubber gloves for personal protection?	3	0	0	
	12	0	0	

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Comments
Accidents and First Aid				
Does accident treatment require improving?	3		0	
Do those trained as first aiders require refresher training? (required every 3 years)	3		0	
Do accident records need reviewing?	3		0	
Are first aid provision needs sufficiently low that only an appointed person is required?	3		0	
Is a trained and certified first aider available for the site / workplace	3		0	
Does the ratio of first aiders to employees need improving? (average of 1 first aider to every 50 employees)	3		0	
Is first aid cover provided for out of hours or for shift work?	3		0	
Do first aid boxes contents need replacing? (out of date or used up)	3		0	
Do first aid boxes require more frequent checking for correct contents?	3		0	
Are more first aid boxes required at strategic positions?	3		0	
Do first aid boxes require signs to improve identification of their location?	3		0	
If workers travel off site, are they issued with first aid kits?	3		0	
	36	0	0	
Display Screen Equipment				
Does display screen equipment require assessment for poorly positioned monitors?	3		0	
Does display screen equipment require assessment for lighting creating glare on screens?	3		0	
Does display screen equipment require assessment for poor seating position?	3		0	
Have all users been risk assessed individually	3		0	
Are any display screens flickering?	3		0	

Office Risk Assessment

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Do any display screens require adjusting to improve brightness or contrast?	3		0	
Do any display screens require cleaning to improve viewed image?	3		0	
Do any small screens require replacing with larger screens to improve viewed image?	3		0	
Do any display screen users complain of recurring headaches?	3		0	
Are any users overdue for an eye test?	3		0	
Do users take more short breaks to relieve eye strain?	3		0	
Are working positions set correctly to avoid neck or back pain, such as do any chairs at workstations require replacing for chairs with greater posture adjustment?	3		0	
Do footrests need to be supplied to improve posture?	3		0	
Do any users of laptops who regularly work on them for more than 2 hours a day require a full-size keyboard and mouse to improve working posture?	3		0	
Are wrist support pads for mouse or keyboard supplied?	3		0	
Do staff receive training in how to set up or adjust their workstation?	3		0	
	48	0	0	

Office Risk Assessment

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