



Risk Assessment for ITS (UK) Secretariat premises
Room 312 Tower Bridge Business Centre, 46-48 East Smithfield, London E1W 1AW

Date:	Assessed by:	Review date:
23/01/2020	Rukshan Soysa	23/01/2021 or sooner if significant changes occur – <i>UPDATE – COMPLETED</i> 22/01/2021
Risk assessment for the activities associated with work in an office environment		

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Action required
Work in an office environment	Slips, trips, falls	Staff and Visitors - could suffer injury e.g. sprains or fractures if they fall	Reasonable standards of housekeeping maintained Trailing cables positioned away from walkways or securely taped down with hazard marked tape Damage to floor coverings and other repairs and maintenance reported immediately to building management for repair/replacement as necessary Areas of flooring used as walkways (all areas not immediately adjacent to walls and desks) kept clear of items, e.g. papers, boxes, handbags, other bags All desk and cupboard drawers and doors kept closed when not in use Adequate lighting provided	Low	A
	Manual Handling – carrying, lifting, pulling, pushing heavy loads e.g. furniture, PCs, deliveries, boxes of printed materials	Staff - could suffer back injury if heavy/bulky objects lifted or carried incorrectly	Staff required to use correct manual handling techniques Trolleys provided and used to transport heavy and/or awkward objects Top shelves used for storage of light objects only	Low	A
	Regular computer use	Staff - may suffer from disorders associated with repetitive actions from regular keyboard use or suffer from eyestrain/headache if lighting/screen image is poor	Staff required to combine screen work with other work and to take regular breaks Training in new software use provided as necessary Staff can adjust screen settings Staff can have lighting over their desks configured to their own requirement	Low	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Action required
	Electrical e.g. PC, printer, fan, kettle, photocopier, shredder, refrigerator and extension leads	Staff and others - could suffer electrical shock if equipment is faulty	All office equipment used in accordance with the manufacturers instructions and staff trained in its use. Portable Appliance Testing (PAT) is carried out in accordance with regulations. Defective small electrical equipment reported to Wendy Irving for purchasing of replacement. Large electrical equipment under maintenance contracts so repairs can be carried out competently and immediately. Sufficient power sockets provided to reduce need for extension cables Extension leads and anti surge multiple sockets must be under desks, alongside walls, or taped down securely Staff not allowed to bring in own electrical equipment as maintenance cannot be assured Kettle positioned so water spills cannot contact electricity supply or equipment Liquid spills mopped up immediately	Low	A
	Boiling water – kettle	Staff could suffer scalding if kettle is faulty or used incorrectly	Faulty kettle reported to Wendy Irving immediately for replacement Staff to place kettle so that it is firmly and fully on a level surface when used, and its lead safely contained and not trailing	Med	A
	Fire	Staff and other building users - could suffer from smoke inhalation or burns if trapped in office	Staff induction includes fire evacuation procedures and means of raising the alarm Annual fire evacuation practice carried out by building management Access to fire exits kept clear Daily removal of combustible waste	Low	A

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	Lone working	Staff - if presence not known in the event of an emergency or if there is a threat to personal security	Telephone contact available at all times Staff advised to ensure unauthorised persons do not gain access when using building out of hours Staff informed of how to contact Reception to report unauthorised persons in building	Low	A
	Environmental hazards	Staff – may feel too hot/cold	Room temperatures kept as reasonable as possible Faults with the cooling & heating system reported to Reception immediately	Low	A
	a) thermal comfort				
	b) space	Staff and others – contact with furniture if insufficient space to move around	Space provided is sufficient to enable free movement around the office, and for carrying out tasks Individual space requirements are re-considered when additional equipment furniture is acquired	Low	A
	Hygiene & welfare	All staff & others could experience general discomfort	Toilets supplied with hot/cold water, soap and towels, any deficiencies reported by staff discovering the problem to Reception Drinking water provided	Low	A
	Chemical e.g. cleaning materials	Staff	No chemical substances except domestic grade washing up liquid used or kept on premises.	Low	A
	Hazards in common areas of building	Staff can be injured by faulty equipment or damaged fittings and surfaces in common areas of building, i.e. those outside ITS (UK)'s premises	Staff discovering such faults and damage report them immediately to Reception so that building management can take action	Low	A

Action plan for risks not adequately controlled

[illegible]