

THE PARISH OF ST.GEORGE'S WORCESTER

OFFICE SAFETY		Ref. No. 02
Hazards associated with this activity		
Repetitive strain Cuts Manual Handling injuries Fire	Stuck by & striking against objects Slips, trips & falls Electrocutation	
Control Measures in place		
First aid equipment is available. The working temperature is comfortable. Ventilation is provided by opening windows. Lighting levels are suitable for the work carried out. The office is clean, tidy and in good decorative order. Trailing leads or cables are routed away from where people have to walk. Passageways & stairways are kept clear of boxes and other similar obstructions. There is adequate workspace for people to work. Specific risk assessments have been completed for display screen equipment at workstations where it forms a significant part of the job. Shelving is strong and secure and suitable for the materials stored on it. The shelving is not overloaded.	Heavy items are stored at waist height for ease of retrieval and storage. Items stored on shelves are not close to light fittings. Hop-ups are provided to gain access to high level storage. Hop-ups are kept in good condition. Storage areas are kept clean & tidy. The paper cutting guillotine is fitted with a blade guard. Waste is regularly removed. Portable electrical equipment is kept in good condition and is tested regularly.	
Further considerations		Responsibility & target date
A notice has been attached to the guillotine warning that the plastic guard is missing.		Replace or renew March 2017
Groups/people affected: Employees and volunteers.		
Signature of person responsible for this activity confirming that this risk assessment has been carried out with the relevant people	Signed: Print: J Stevenson	Date: Jan 2017
Approval by the Person in charge of area/Head of Department/Senior Manager (please indicate which)	Signed: Print: Father Bryan	Date: Jan 2017