

Office Risk Assessment

Company Name: Structural Repair Solutions Ltd
Location: Windsor Office (Inside Railway Arches)

Assessment Date: 25/06/2024

Assessor Name: Neil Smuts

Review Date: 12 Months

1. Introduction

This risk assessment covers the Windsor office of Structural Repair Solutions Ltd, located inside a series of railway arches. The office includes a workshop below a mezzanine floor where small tools and equipment are kept. The purpose of this assessment is to identify potential hazards and implement control measures to ensure the health and safety of all employees, contractors, and visitors.

2. Risk Assessment Summary

Hazard	Risk	Who Might be Harmed	Existing Control Measures	Risk Rating	Additional Controls Required
Slips, Trips, and Falls	Slipping on wet floors or tripping over objects	Employees, Visitors	- Regular cleaning schedule	Medium	- Clear signage for wet floors
	Fire from electrical faults or flammable materials	Employees, Visitors	- Ensure walkways are clear - Cables and wires managed	High	- Non-slip mats at entrances - Regular inspections
Fire Hazard	Fire from electrical faults or flammable materials	Employees, Visitors	- Fire extinguishers available and maintained	High	- Regular fire drills



Hazard	Risk	Who Might be Harmed	Existing Control Measures	Risk Rating	Additional Controls Required
Manual Handling	Lifting and moving heavy objects	Employees	- Manual handling training provided	Medium	- Use of lifting aids
			- Proper lifting techniques promoted	Medium	- Regular training refreshers
Electrical Safety	Electrical shocks or burns	Employees	- Regular PAT testing of all equipment	High	- Use of RCDs (Residual Current Devices)
			- Electrical safety training	High	- Regular inspections of electrical systems
Falling Objects	Items falling from mezzanine floor	Employees, Visitors	- Secure storage systems	High	- Install safety barriers or nets
			- Regular inspections	High	- Warning signs
Tool and Equipment Safety	Injury from improper use of tools	Employees	- Regular maintenance and inspection of tools	Medium	- Training on proper use of tools
			- PPE (Personal Protective Equipment) provided	Medium	- Secure storage when not in use
Noise Exposure	Hearing damage from	Employees	- Provide ear protection	Medium	- Regular noise level monitoring



Hazard	Risk	Who Might be Harmed	Existing Control Measures	Risk Rating	Additional Controls Required
	loud equipment				
			<ul style="list-style-type: none"> - Limit exposure time - Adequate lighting installed throughout the office 		<ul style="list-style-type: none"> - Implement quieter work methods where possible
				Low	
Lighting	Insufficient or poor lighting	Employees, Visitors			
			<ul style="list-style-type: none"> - Emergency lighting installed 		<ul style="list-style-type: none"> - Regular checks and maintenance - Replace faulty lights promptly

3. Specific Areas of Concern

1. Workshop Area (Below Mezzanine Floor):

- Ensure all tools and equipment are stored securely to prevent falls.
- Implement clear labeling and organization of tools.
- Conduct regular safety checks and maintenance.

2. Mezzanine Floor:

- Install guardrails or barriers to prevent items from falling.
- Ensure that the floor is not overloaded and that weight limits are observed.
- Provide clear access routes and emergency exits.

3. General Office Area:

- Maintain clear walkways and ensure all spills are cleaned immediately.
- Conduct regular fire drills and ensure all staff are familiar with evacuation procedures.
- Provide adequate ventilation and ensure HVAC systems are maintained.

4. Review and Monitoring

- **Regular Inspections:** Conduct monthly safety inspections to ensure all control measures are in place and effective.
- **Training:** Provide ongoing training and refreshers for all employees on health and safety practices.



- **Incident Reporting:** Implement a clear procedure for reporting and investigating accidents and near-misses.
 - **Annual Review:** Review the risk assessment annually or after any significant changes to the office layout or work processes.
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Name: Neil Smuts

Position: Technical Director

Signature: _____

Date: 25/06/2024 _____

Next Review Date: 12 Months

