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| Prifysgol **BANGOR** University RISK ASSESSMENT  |  |

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| **Risk Assessment (RA) Title****Remember to complete Footer details** | WORKING IN A UNIVERSITY OFFICE ENVIRONMENT |  | **Date RA Created and/or Reviewed** | Aug 2023 |  | **Version Number** | 2 |

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| **Summary of Activity RA Covers** |
| Working in an office environment and use of general office equipment.  |

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| **Location(s) RA Covers** | Various | **Person(s) RA Covers** | Staff, students, visitors working in office  |
| **College / Service** | Various | **School / Section** | Various |
| **RA Assessor(s)** | Health and Safety | **Contact Details** | 01248 38 3847 |

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| **Actions to be Reviewed By** | Relevant College / Service |  | **Next RA Review Date** | Annually and / or if significant changes arise eg following major layout / staff changes |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
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|  | **Building** – injuries, ill health from inherent risks associated with building  | Office Workers | * All University buildings and external areas maintained to a suitable standard
* Buildings cleaned regularly
* Campus Services (CS) have a Maintenance Helpdesk which building related faults can be reported to
* Services eg water, electrical, fire, lifts maintained by CS appointed contractors
 | 1. College / Service to remind staff about importance of good housekeeping and reporting building related faults to Maintenance Helpdesk
2. Dean / Head to ensure Workplace Inspections undertaken and recorded (Dean/Head to participate in some)
 | Dean / Head and / or nominated Rep. |  |
|  | **Accessibility** – distress if access arrangements unsuitable and individual excluded | Office Workers | * Most buildings are accessible
* Accessible parking available across the estate
* Buildings fitted with lifts have Refuge Points installed for use in the event the fire alarm is sounding and the person cannot evacuate via stairs and / or the lift breaks down and the person is stuck above the ground floor
* Evacuation Chairs are available in event lift breaks down – Security staff trained in use
 | 1. College / Service to identify person(s) and / or encourage person(s) to declare in confidence if they have accessibility needs
2. Make reasonable adjustments where possible eg ground floor office
3. Discuss relevant accessible facilities eg toilet, parking, Refuge Point system
4. Contact Health and Safety if a formal Personal Emergency Evacuation Plan (PEEP) is required
 | Dean / Head and / or nominated Rep. |  |
|  | **Welfare** – distress, injuries, ill health if working environment uncomfortable  | Office Workers | ***See Building above**** Nearly all buildings have welfare provision ie toilets, accessible toilets, kitchen facilities, drinking water, suitable lighting and ventilation, heating
* Good housekeeping standards should be implemented
* Faults ie heating, stuck windows, lighting issues should be reported to CS Maintenance Helpdesk for resolution
* Office hours generally 8.30am – 5.30pm, Mon to Fri when other staff present to assist
 | ***See Building above***1. Contact Occupational Health Practitioner if concern working environment is affecting health and well-being
2. Include out of hours procedures in local H&S Induction
3. If required prepare Safe Operating Procedures for staff performing ‘front line’ activities with increased risk of physical / verbal assault. Provide support equipment eg panic alarm if required
 | Dean / Head and / or nominated Rep. |  |
|  | **Competence** – injuries / ill health due to lack of experience when undertaking office tasks / using office equipment | Office Workers | * In general only basic office equipment used eg phone, computer, laptops, projectors, photocopier, kitchen items
* Instruction will be given in higher risk tasks eg use of laminator and guillotine, removing paper jams from photocopier
 | 1. Provide each new person with recorded, local H&S Induction. To include instruction in welfare arrangements, risk assessment, office equipment and procedures, items that cannot be used until specific instruction is given, emergency arrangements, out of hours working etc *(contact HSS for H&S Induction Checklist)*
2. Induction to consider individual’s skills and previous experience
 | Dean / Head and / or nominated Rep. |  |
|  | **Display Screen Equipment** – injuries / ill health due to incorrect use of DSE | Office Workers | * Suitable equipment: adjustable monitor, adjustable chair and keyboard provided
* College / Service will provide additional items if identified by DSE Self-Assessment
* University pays for free eyesight tests and contributes to glasses if needed for DSE work
* On-line DSE Training and DSE Self-Assessment available which should be completed by all staff
* DSE Assessor appointed to receive and action DSE Self-Assessments
 | 1. Confirm DSE Assessor appointed. Appoint if necessary (contact Health and Safety for DSE Assessor Training)
2. Staff to complete DSE Training and Self-Assessment (Health and Safety Website) when:
* Commencing work in the office
* Following an office / desk move
* If experience health concerns which could be related to DSE use
 | Dean / Head and / or nominated Rep. |  |
|  | **Children** **/ Young Person** –lack of supervision placing person at risk, inexperience of office environment  | Children / Young Person | * No person may bring their child to the office until specific approval given by Dean/Head
* Persons then responsible for supervising their child at all times whilst in the building
* Work Experience must be approved by Dean / Head and notified to Human Resources
 | 1. Implement appropriate arrangements for Work Experience Placements eg supervision, risk assessment (taking into account age and maturity of child), Induction on arrival (contact Health and Safety for advice)
 | Dean / Head and / or nominated Rep. |  |
|  | **Manual Handling** – injuries when handling and moving office items  | Office Workers | * Some local handling eg stationery boxes
* University Facilities Team will be asked to move larger items eg desks, cabinets
* Suppliers asked to deliver to point of use
* Heavier / fragile items stored at lower levels
 | 1. Remind staff they must not struggle to move items and work in pairs if needed
2. Purchase suitable trolley if needed for work ie routine movement of conference / marketing materials
 | Dean / Head and / or nominated Rep. |  |
|  | **Slips / Trips / Falls** – injuries from poor housekeeping eg blocked walkways, spills not cleared | Office Workers | ***See Building above**** Cables positioned to prevent trip hazards
* Housekeeping standards maintained to keep walkways, doors, fire exits clear
* Rubbish placed in central bin hubs
* Staff expected to clear up after themselves
 | ***See Building above*** |  |  |
|  | **Electrical** **Appliances** – injuries or property damage if electrical items not fit for purpose or used incorrectly, exposure to electro- magnetic fields (EMF) created by electrical equipment | Office Workers | * Only standard portable appliances used eg computers, lap tops, photocopier, phones
* Photocopiers and other large items eg water coolers maintained under contract
* Portable electric appliances should be PAT Tested at a suitable frequency
* **Heaters should only be used in exceptional cases if CS cannot resolve heating issues**
* If used, electric heaters to be positioned away from combustibles and turned off when not in use or office is unoccupied
* No risk of exposure to high levels of EMF
 | 1. Schedule and arrange PAT Testing of all department owned portable electrical appliances
2. Periodically issue guidance on visual inspections of electrical equipment and safe use of electric heaters (see Health and Safety Website)
3. Ensure staff and students understand any ‘brought in’ electrical items must be PAT Tested before used in a University building
 | Dean / Head and / or nominated Rep. |  |
|  | **Emergencies** – fire, first aid, delay in responding to an accident / incident due to unfamiliarity with procedures | Office Workers | ***See Accessibility above**** Building fitted with fire detection and notification system which is tested, inspected and maintained by a competent contractor
* Fire Action Notices displayed detailing evacuation procedure and Assembly Point
* First Aid signs detailing provision displayed
* Refuge Points fitted in buildings with lifts for persons unable to evacuate via the stairs
* New persons should receive an Induction which includes emergency arrangements
 | ***See Accessibility above***1. Periodically check arrangements (eg First Aid Box & Posters, Fire Action Notices) to ensure contents / details up to date
2. Arrange (staff or Security) regular recorded, fire alarm operation checks
3. Arrange twice yearly recorded, fire drills (one announced, one unannounced)
4. Inform persons about Refuge Point systems as needed
 | Dean / Head and / or nominated Rep. |  |