

Area assessed	What are the hazards	Who might be harmed and how	Control measures	Risk level noted (Low/Medium/High)	Actions	Who?	Review date
Entrance & reception	Access could be blocked	Internal or external customers: delay in event of fire; deliveries could cause trip hazard resulting in injury or death	Entrance is kept clear. Deliveries taken to main office immediately for distribution or safe holding	Low	nfa 2019 review	CC	Jul-20
Board Room	none noted	Internal or external visitors to office	n/a	Low	CEO office has moved to Meeting Room 4 and this has now been made a Board Room but is used for Interviews/training/high level meetings. No change to risk rating	CC	Jul-20
Meeting Room 1	none noted	Internal or external customers	n/a	Low	nfa 2019 review	CC	Jul-20
Meeting Room 2	none noted	Internal or external customers	n/a	Low	nfa 2019 review	CC	Jul-20
Meeting Room 3	Trip/fall hazard: 4 x heavy partition boards left against the wall after office changes	Internal or external customers: blocking floor space & access to table - could cause harm by walking into or cause injury if somebody attempted to move	Housekeeping - all areas should be kept clear of unnecessary goods or equipment	Low	Facilities Management (FM) instructed to erect on EP temp desks for quiet calls to be made. This was completed on 11/12/15 so risk level changed from medium to low. No further issues on subsequent reviews up to 2019.	CC	Jul-20
CEO office	none noted	CEO, internal or external customers	n/a	Low	This was meeting room 4 and now changed to CEO office to allow Boardroom to be used for more activities. Nfa 2019 review	CC	Jul-20
Meeting Room 5	none noted	Internal or external customers	n/a	Low	nfa 2019 review	CC	Jul-20

<p>Meeting Room 6</p>	<p>Trap hazard: Fingers could be trapped between glass and door</p>	<p>Internal or external customers</p>	<p>None currently other than try to avoid</p>	<p>Low</p>	<p>Collette to raised with Sodexo 20/01/16 who confirmed fit for purpose and no risk raised in office remodelling. Similar doors in HR glass box and other offices around building so nfa. MCR Property now building management. Low risk accepted by One Education. Used more for storage or collating. No instances or issues on reviews up to 2019.</p>	<p>CC</p>	<p>Jul-20</p>
<p>Kitchen</p>	<p>Slip hazard: liquids</p>	<p>Internal or external customers: slip resulting in fall which could lead to serious injury or death. Current hazard is a noted water leak under sink.</p>	<p>Non-slip flooring in place to prevent slips from fluid spillages; Yellow 'caution sign' to hand in the event of spillage; Blue paper towel roll available</p>	<p>Low</p>	<p>Current leak to be investigated and fixed. Emailed Sodexo 19/12/15 who investigated same day. Leak found to be due to seal around sink which they have since fixed. Risk level now changed to low June 2016. Zip geezer serviced October 2017 as leaking from pipes now and risk medium again - fixed so back low risk. No issues on subsequent reviews up to 2019.</p>	<p>CC</p>	<p>Jul-20</p>
	<p>Burn hazard: hot water geezer or kettle</p>	<p>Internal customers: hot water burns to hands</p>	<p>Caution 'hot water' sign clearly displayed on geezer; Staff to show due care and attention when using; HSE poster clearly displayed in kitchen with names of first aiders and accident reporting</p>	<p>Medium</p>	<p>HSE poster is out of date. New one ordered Dec 2015 and since updated with relevant names. Kept as a medium but accepted risk due to chance of happening and previous incidents occurring. No more controls identified up to June 16. 2017 review - further burns this year and nozzle of geezer may be cause so new parts and service requested from Zip. Completed Oct 2017. There has been further instances of low level burns but this is down to user error. All in accident book. Risk remains medium/high due to further instance in 2019.</p>	<p>CC</p>	<p>Jul-20</p>

	Electricity hazard: shock from electrical appliances; fire	Internal customers: electric shock from faulty appliance or touching source with wet hands; Burns	All small appliances PAT tested annually; Fire blanket and extinguishers clearly on display in case of fire & checked annually	Medium	Clarify who is responsible for PAT testing of equipment as building Risk Assessment says tenants. Spoke to Tracy (Sodexo) who could arrange for us for £1.00 per item but as none done since we left the council, need to discuss need with Finance Director (Simon) - take to SMT meeting. Some investigation suggests this is a legal requirement to comply with building insurance but Dale Jones advised it is not. Raised by Vita Safety in audit too. Await advice from Exec team/Finance Director as since advised new Finance Director, Stuart, this is Exec decision due to cost of £1 per item. Suggested we do ourselves as machine and online exam with free ongoing support £239 + vat. Raised again on Fire Warden training so final clear decision need by reviewing insurance	CC/SF	Jul-20
	Trip/fall hazard: door strip	Internal or external customers: uneven surface across door entrance could cause a trip/fall and related accident	Hazard tape that has been put over extended doorway (sides) is old and not a long-term solution	Low	New full length door strip or other covers to be arranged via FM. Job agreed with Sodexo 16/12/15, chased on 23/12/15. Work completed Jan 16. NFA - reviewed annually no issues July 2019	SF/CC	Jul-20

	Overreaching hazard: High cupboards	Internal customers: risk of injury to back if overreaching higher shelves	Sufficient crockery kept at lower level shelves for easy access; Staff to show due care and attention and use podium stool or ladders kept in back resource area	Low	Podium stool purchased to be kept in the kitchen/bin area for staff to use when reaching higher shelves. No issues reported up to 2019 review.	SF/CC	Jul-20
Finance Director's office	Trip hazard: Small hole in floor	Simon Williams' chair wheel could get stuck and cause an accident (or anyone in high heels)	Hole to be monitored and reported to FM if hazard increases	Low	Simon to advise if he feels this has worsened or is causing any issues - confirmed not an issue for current desk position. Stuart Fern now in post and room extended/better position of furniture. No issues reported up to review in 2019.	SF/CC	Jul-20
Recruitment office	Overreaching hazard: items being stored on high shelves	Internal customers or Sean Peloe could overreach causing back injury or items could fall causing more serious injury	Only items that are not accessed regularly to be stored on top of cupboards; Safety Ladders or podium step to be used with help if required and Sean informed	Low	Safety step ladder purchased for resource storage area which can be used if reach required (room not big enough to store own podium stool). This room was dismantled to make Finance Director room bigger see above. Close off 2017 as this space no longer a room to review in future.	SF/CC	closed

	Window light hazard: broken blinds	Internal customers using space could suffer workstation problems and eye strain as blind cannot block light fully	Window sills to be kept clear to prevent breakage of protection blinds. Staff have been reminded by email but reminders can be done annually.	Medium	Window sills to be cleared & FM contacted to arrange repair. All repairs completed Jan 16 and sills since kept clear. Summer 2017 - blinds removed from front windows to replace - covered during work. Ensure blinds replaced after work completed. Collette to liaise with MCR property as required. Blinds were in a state of disrepair so new ones provided by MCR property. Jan 18 work started on back windows. Some blinds broken. Collette liaising with MCR property to purchase plastic slats to repair 13 louvres and tidy others up. Emailed Andrew Hesketh 23/8/18 with number required and job request. All now up and working ok. Close action 30/9/18.	CC	Sep-18
	Housekeeping hazard: Boxes being stored under unused desk	Internal customers or Sean Peloe could experience harm due to lack of space and inappropriate storage	2nd desk which is unused acts as a barrier and area for storage	Low	Consider if 2nd desk should be removed or alternative storage space sought. New Sales executive may need workstation place? Under desk cleared to make 2nd desk permanent workstation for an employee so risk removed. Desk heightened for comfort. Room since re-structured as the new Finance Director's office so any hazards removed. closed risk as no longer set up this way.	CC	closed

Glass Offices	Workstation hazard: any ergonomic issue	Internal customers could suffer workstation related issues	Adjustable chairs provided; wrist & mouse mats on request; Eye tests paid for employees; RTW interviews to pick up any workstation related issues and referral to occupational health via HR;	Low	Rated medium on 1st assessment as not observed this training for staff since joining. Online workstation training to be considered for all staff. Process recommendation sent to Simon June 2016 for sign off. Picked up with new Director, Stuart Fern. Self Assessment process agreed and communicated to all managers June 2017 and rating now reduced to low risk. Workstation assessments now been done regularly and any issues picked up and further action agreed through Office Manager. Currently dealing with progress of two EPs and 1 HR advisor (July 2018). All finalised to resolution with new chairs and fitting by Backcare Solutions Ltd. Deal with new issues as and when they arise. 2 EPs and ICT staff issues progressed and equipment sought to satisfy 2019.	CC	ongoing
	Housekeeping hazard: resources/boxes on floors, under desks, behind stand alone radiator and on window sills.	Internal customers could suffer injury through tripping or workstation posture issues due to restricted area under desks	Personal items only to be kept under desks to prevent trip hazards (e.g. handbags); Unwanted items and papers reviewed regularly and disposed of; portable heaters not in contact with flammable materials or plugged into multiple extension leads which is a fire risk.	Low	All items stored neatly in Rachel's office albeit some items stacked on floor but walkway clear. Rest of area untidy and cluttered. Jill to identify if anything else can be removed or raise issue of need for further cupboard space out in main office area. On re-inspection, areas much tidier and any hazards removed. Rachel now back in her office and no issues observed July 2018. NFA on 2019 review.	RF	Jul-20

	Fire hazard: Extension lead plugged in and left on top of radiator due to lack of space	Internal customers could suffer effects of fire	Plug extension lead PAT tested but out of date; Fire evacuation procedure in place;	Low	Extension lead had become very hot so removed immediately due to risk of fire. Fire Marshalls trained so we have right quota. Clutter behind cupboards since removed. PAT testing risk under separate individual hazard. Office since decluttered for new windows. Issue removed so closed this risk July 2018.	RF/CC	closed
	Entrance block hazard: Coat stand	Coat stand has to be moved to allow access to cupboards during working day which then causes the doorway to be partly blocked. This could cause a delay in a fire evacuation	Coat stand moved back after access to cupboards	Low	Consider coat stand being moved to main office area if regularly blocking. Further observations show stand is kept back out of danger during working hours so risk reduced to low as likelihood reviewed. No issues on checking in July 2018 but still in place so risk left open. No change on 2019 review.	CC	Jul-20
	Trap hazard: Fingers could be trapped between glass and door	Internal or external customers	None currently other than try to avoid	Low	Collette to raised with Sodexo 20/01/16 who confirmed fit for purpose and no risk raised in office remodelling. Similar doors in HR glass box and other offices around building so nfa and risk changed to low. No issues raised since review July 2019.	CC	Jul-20

<p>Main Office Space</p>	<p>Musculoskeletal disorder hazard: Excessive hours on laptops at wrong eye level or other workstation stress from PCs</p>	<p>Any laptop or desktop user</p>	<p>Line managers refer any issues caused to occupational health and remedial equipment put in place; Desktop PCs provided for office based staff with regular long term use.</p>	<p>Medium</p>	<p>Consider workstation assessments for all staff, especially high risk/high use laptop users. Rated high as legal requirement to do workstation assessments. Self assessment process introduced June 2017 so risk reduced to medium. Any issues raised through self assessment workstation reviews dealt with accordingly and owned by Office Manager. Hot desk equipment checked and maintained as some staff have asked to take items home so replace for office. July 2019</p>	<p>SF/CC</p>	<p>Jul-20</p>
	<p>Window light hazard: broken blinds</p>	<p>Internal customers using space could suffer workstation problems and eye strain as blind cannot block light fully</p>	<p>Window sills to be kept clear to prevent breakage of protection blinds</p>	<p>Low</p>	<p>Window sills to be cleared & FM contacted to arrange repair. All repairs completed and regular checks shows improvement. Any instances given feedback. Blinds removed for window replacements so Collette to monitor. New Blinds replaced broken ones on phase 1. Phase 2 left some blinds missing/broken so working with MCR property to make right. Ongoing July 2018. All now up and working ok. Close action 30/9/18.</p>	<p>SF/CC</p>	<p>Sep-19</p>
	<p>Trip & manual handling hazard: training material boxes being left around after training</p>	<p>Internal customers could fall over causing injury of any level</p>	<p>Trainers should empty contents and put back in resources room or delegate task on day 1; ensure correct posture when lifting</p>	<p>Low</p>	<p>Message to be reiterated from SMT to team leaders due to less storage space. Ongoing feedback to any individuals concerned. No current issues with this on subsequent reviews 2019.</p>	<p>SF/CC</p>	<p>Jul-20</p>

	Stress hazard: overwork causing long working hours	Internal customers who feel they need to work more than contract hours to keep on top of growing roles	Line managers check workload and feelings of staff in monthly 1-1's which should be documented as evidence and any necessary changes made.	Low	Short term ok but if this becomes the norm, job description and responsibilities to be reviewed/job re-evaluated if raised by individuals. No current issues unless being dealt with by individual managers. Staff can work from home sometimes to help relieve workload and reduce travelling time.	All Mgrs	Jul-20
	Housekeeping hazard: storage under desks must still allow for comfortable leg room	Internal Customers using desk with items stored underneath	Pedastals provided for office based people to allow for work storage. Any additional items should be kept in storage areas or well out of leg reach.	Low	Team Managers to check own area regularly and promote good practice so no repeat offenders on next inspection. Observations show no hazard as any boxes tucked away and not impacting on leg comfort. Can be reviewed by individuals as part of workstation assessments in future. No issues found on workstation assessments or general observation July 2019.	All Mgrs	Jul-20
	Trip or electricity hazard: loose cables from PCs, telephones and extension leads	Internal customers could get feet entangled due to poor cable management	Additional plug sockets fitted during office refurbishment; Extension leads not plugged into other extension leads (fire risk); Each area responsible for own housekeeping	Low	IT area to be reviewed by Mark Seddon as only area still showing excessive cables near feet which could get entangled. Cable management improved and none causing trip hazards. Can be reviewed by individuals as part of workstation assessments in future.	MS/CC	Jul-20
	Noise level or chemical consumable hazard: Printers/photocopying area within main office	Internal customers could find noise level distracting causing stress; consumables stored in storage area	Noise levels checked and no issues currently reported; Ink toners are removed carefully and help provided by administrators if unsure how to remove. Used Toners moved to goods bay for collection and safe disposal	Low	Review noise level as machines age. Further reviews show no increase in noise level or feedback from teams who sit close by. July 2019	CC	Jul-20
	Temperature hazard: working environment should be comfortable	Internal customers could become less effective	Windows can be opened in the summer; Accessible air conditioning controls for staff to alter as required	Low	nfa unless raised in future workstation assessments	CC	Jul-20

	Glare hazard (lights): some lights appear too bright to compensate for broken ones	Internal customers could suffer headaches or eye strain	Staff can report to Office Mgr or TM to arrange for lights to be fixed	Low	Contact FM to check lights and correct any for better working environment as needs arise after staff moves or output action from workstation assessments and some lights have been removed or turned back on to suit individuals July 2019.	CC	Jul-20
	Fire escape hazard: resources/boxes should not block this exit	Internal or visiting external customers could become trapped or injured in event of fire	Area checked daily to ensure items never left in approach to fire exit; weekly fire drill test; Immobile people to be brought to lift area for rescue by fire service (marshalls to inform Pat on gate so fire crew can help those people first)	Low	Daily checks/observations by fire marshalls; consider purchasing carry chair. On review of cost and talking to identified individual, they felt they did not need this and would not want to use a chair. Fire Marshalls all agreed to take responsibility to buddy up in event of evacuation if employee in. Feedback given to Building Manager re time of fire drill as same people experience each time (8.30am drill). He agreed to take on board. Kept as medium risk due to chance of delaying exit for other people. Fire evacuation chair purchased and erected Dec 2017 as more individuals have difficulty walking. Located near front exit. Person who did not want a chair tested for speed on fire escape stairs. Decided she would pose a risk to others or they could push her over in a panic so advised she will need to use the chair. Risk reduced further to low. July 2019	Fire Marshalls/CC	Jul-20
EP Storage Area	Trap hazard: Entrance tight and awkward	Internal customers could get trapped between door and filing system as you have to move to one side, close the door then proceed.	Control implemented immediately - Vita Safety expert advised that an automatic door closer would make the entrance compliant so arranged for install by Sodexo same day (agreed to add for free)	Low	No issues reported on subsequent reviews up to 2018.	CC	Jun-19

	Trip hazard: boxes left in walkways could cause a trip and related injury	Internal customers could come to harm if walkways not kept clear.	Currently clear and more changes to storage being made by EP service area to reduce resources; Vita Safety expert confirmed walkway width is sufficiently compliant.	Low	No issues reported on subsequent reviews up to 2018.	CC	Jun-19
	Crush hazard: Mobile shelving	EP or EP Admin who use the filing system could become trapped if machinery failed	Original shelving unit serviced in May 2015, broken drawers that could fall and cause injury fixed (in hut). Serviced again when moved to new area and additional shelving added to ensure mechanisms in good order (Sept 2015); Care taken by EPs to ensure they know if other people working in the area.	Low	No issues reported on subsequent reviews up to 2019.	CC	Jul-20
	Overreach hazard: high level storage of boxed files or test kit resources that need to be accessed	EP or EP Admin who use the filing system could overreach causing injury or kits could fall on them causing any level of injury	Only files or resources that are not frequently required to sit on higher shelves e.g. archived files; Safety step ladders to be used (will be stored in resource area for use in all areas of the office); Current review of more effective storage ongoing; kick stool available for additional height to medium level shelving	Low	Step ladders since purchased. Outcome of EPs review recommended pull out drawers for all closed files as regularly in and out so boxes not ideal for a filing system. On later review, lead EP Ok to have archived files in boxes as rarely accessed and no issues reported by Angela. Podium stool in area so changed to low risk. No issues reported on review 2019.	CC	Jul-20
Resource storage area	Overreach hazard: high level storage	Internal customers needing access to resources on high shelves	Only files or resources that are not frequently required to sit on higher shelves; safety step ladders to be used (will be stored in this area for use in all parts of the office); Two people to work together if removing heavy items from top shelves; Kick stool available for access to medium level shelving;	Low	Step ladders purchased and so risk reviewed as low. Amount of things stored on top of shelving is reducing as more can be housed on shelves. Ongoing reviews 2019.	CC	Jul-20

	Housekeeping hazard: walkways blocked with storage of boxes/resources and IT equipment	Internal customers could suffer any level of harm by walking into (backwards or forwards)	Each service area allocated some space and need to reduce in order to fit on shelves	Medium	Teams saying they have reduced as far as possible but encouraged to re-review items which led to further reduction in the new year. Stationery stock reduced as additional supplies used up. Regularly checked by health & safety officer to ensure boxes not in walkways or risk of items falling. Reduced from high to medium risk. Some requests to move ICT items filling up walkways so left as medium 2019.	CC/SF	Jul-20
	Fire & lighting hazard: overhead lighting blocked by storage on top shelves which could ignite but also blocks light making back area unworkable	Internal customers could be affected by fire; Inclusion affected by poor lighting	Each service area allocated some space and need to reduce in order to fit on shelves	Low	Some cardboard boxes on top shelving observed to be touching lights and creating a fire risk as well as limiting lighting. Re-arranged boxes touching lights to remove risks. Lights are on a sensor so will go off when people leave the office to reduce risk of heat build up. No issues and shelves kept in order 2019.	CC	Jul-20
	Trip hazard: spare shelving not moved and left against walls/shelves	Internal customers could trip over or bang against causing any level of harm	Areas to be kept clear of excess items - Office Manager responsible for items that don't belong to a specific team	Low	Collette to contact FM to remove items; Team leaders to move items belonging to them that are in walkways. All work completed by March 2016. Issue closed	All Mgrs	closed
	Electricity Hazard: supply could be lost to main IT server which supports One Ed as well as some schools.	No person injury risk.	Consider extra protection around plug socket so no risk to on/off switch being knocked off in error.	medium	Instance happened in May 2018. Consider plug protection or door keypad to limit number of people entering area. Stuart to advise on final decision. NFA 2019	CC/SF	Jul-20
PACE room	Aggression hazard: parents interviewed could become angry	Attendance interviewers could be attacked	2 FTE always to attend; mobile phones with them; Peoplesafe devices used	Low	This room is no longer used by One Education Attendance team so risk removed and closed off 2017.	CC	closed

Assumption workstation hazard and associated risk noted under glass office but refers to any employee's workstation See separate risk assessment on pully cases and individual workstation assessments such as Alicia McCauley home working assessment.

Last Full Review date:
July 2018