**Risk assessment for Digital Grapefruit**

Assessment carried out by: Munira Ahmed

Date carried out: 12 February 2022

Date of next review: 12 February 2023

Workplace overview: The company has 18 staff, with one being a wheelchair user. The offices contain a kitchen where staff can make drinks and heat food, and there are toilet and washing facilities on each floor. The offices are cleaned every evening by contractors, who store the cleaning chemicals in a locked cupboard. The office block is locked from 9 pm to 6 am Monday to Friday and at the weekends.

| Hazard description | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? |
| --- | --- | --- | --- | --- | --- |
| Slips and trips | Staff and visitors may be injured if they trip over objects or slip on spillages. | General good housekeeping.  All areas well lit, including stairs.  No trailing leads or cables.  Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.  Offices cleaned every evening. | Better housekeeping in staff kitchen needed, eg on spills.  Arrange for loose carpet tile on second floor to be repaired/replaced. | All staff, supervisors to monitor  Manager to organise for carpet to be repaired. | Immediately |
| Manual handling of paper, office equipment etc | Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. | Trolley used to transport boxes of paper and other heavy items when collecting deliveries etc.  High shelves for light objects only. | Remind staff that they should not try to lift objects that look or appear too heavy to handle. | Manager | April 2022 |
| Display screen equipment | Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.  Shared workstations are assessed for all users.  Work planned to include regular breaks or change of activity.  Lighting and temperature suitably controlled.  Adjustable blinds at window to control natural light on screen | Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.  Broken window blind near accounts section – letter to landlord. | Manager | Immediately |
| Stress | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | Staff understand what their duties and responsibilities are.  Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work.  ‘No bullying’ policy. | Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or or ill at ease because of work. | Manager | March 2022. |
| Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/ burns. | Biannual fire drills.  Fire alarm test every month. | No further action required. |  |  |