|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Subject of risk assessment: | LtL offices and other offices. Administrative and meeting activities. | | | | |
| Brief description of activity, location, feature, activity and equipment used. | General office space with desks, computer equipment, files, shelving, storage and resources.  Toilets, stairwells, corridors and access areas.  Outside spaces, including car park, pedestrian or cycle access.  Emergency access and gathering spaces. | | | | |
| Type of assessment  (if play design process) | Designer | Provider | | | Post Installation Monitoring |
| Job title and name of person making assessment | Dawn Ayling | | Signature of person making assessment |  | |
| Date of Assessment | 21 December 2021 | | Review Date | 15th January 2023 | |
|  |  | |  |  | |
|  |  | |  |  | |
| Name of senior manager: | Carley Sefton | | Signature of senior manager: |  | |
| **Risk Management Statement**  LtL recognises that all risks cannot be reduced to nil; therefore this risk assessment prioritises the significant risks. Significant risks are those which pose risk of serious injury, chronic injury, disability or death, or risks that are overly common in interrupting our staff and clients normal work. For all activities, LtL staff will dynamically assesses risks and put in place control measures and record as required, but always within agreed and recorded RBAs.  Concerns, changes in risk management practice or minor injuries that are seen by LtL staff to be significant should be reported to the LtL manager who has signed off this RBA. The correct LtL Incident Report form should be used.  **This RBA should be read in conjunction with LtL’s Health and Safety Policy, other relevant LtL Risk Benefit Assessments and LtL Play Policy (as appropriate).** | | | | | |

|  |  |
| --- | --- |
| Activity or feature: | Working at desk, with computer, paperwork and printing, answering phone, sitting in meeting or similar. Using simple stationery and equipment including scissors, glues, paints and staplers  Making and serving refreshments, including hot drinks.  Collecting or returning resources from cupboards and shelves.  Printing, scanning or replacing ink cartridges in printers.  Replacing light bulbs or  Moving furniture or large equipment, including unloading deliveries and resources to and from vehicles.  Walking or standing while meeting, indoors and out.  Disposing of rubbish. |
| How will participants benefit? | LtL staff and subcontractors will be able to undertake their work, in order to meet the charitable aims of LtL.  LtL staff and subcontractors will be able to organise physical spaces and equipment to work efficiently.  LtL Staff will be able to keep active, fed and warm. |
| Who will be at risk? | LtL Staff and subcontractors, all visitors to LtL offices. |
| Possible hazards and risks: | Slips, trips and falls due to slippery surfaces, uneven or badly maintained surfaces, equipment and hazards stored inappropriately, having to reach resources that are too high or low. Slips, trips and falls that lead to significant injury are of most concern, or those that can be prevented simply. Slips, trips and falls while carrying objects or resources that compound the slip, trip or fall.  Strains (muscle) and eye deterioration from using computer monitors and screens with seating in a poor position.  Spilling of hot drinks, leading to scalds or burns.  Electrocution from poorly maintained electrical equipment, or inappropriate maintenance of (printer, computers, lights etc) by LtL staff or subcontractors.  Muscle strain or injury through repeated carrying or carrying of overly heavy loads, including having to place them on floor, low or high shelves.  Failure of chairs or equipment, leading to fall or injury from falling objects.  Being run over in car park or road adjoining office.  Building fire, leading to injury or even death.  Toxins ingested or allergic reaction to various chemicals used such as glues, toner and dyes.  At LtL Scotland Office – outdoor container store. Door can swing back in wind and hurt someone; heavy items falling and landing on someone; lifting injuries through weight or height.  At LtL office locations, first aid cover will be available during normal office hours and a first aid kit will be located in each office. |
| Any local factors that may affect risks or controls: | Weather; temporary storage of items being prepared, packed away or dried. |
| Precautions and control measures to reduce the risk severity or likelihood: | The office is to be well maintained, clean and tidy at all times. Jackets and spare items to be stored properly and not left lying around or on chairs. Walking areas will be kept clear of equipment and flooring/floor will be well maintained and suitable for an office.  Desks, chairs, monitors and general office seating arrangements are to be of a good standard, and will avoid poor seating positions. HSE guidance will be used as good practice in this matter.  Fire alarms will be installed and maintained, with staff being aware of the emergency procedures and meeting point.  Electrical checks will be undertaken, and staff will report and remove any equipment they have concerns over.  Staff will take care when opening or working on equipment such as printers, to avoid physical injury or contact with electric sources or chemicals.  Any toxic or flammable chemicals or materials to be avoided, or stored as appropriate to avoid ingestion, contact or ignition. For many everyday chemicals this will be cupboard storage; items with warning labels should be stored in a locked cupboard and items with COSSH information sheets or COSH labelled warnings should be stored in accordance to manufacturers recommendations.  Storage of equipment and resources to be of good standard, neat and tidy, and within reach of all staff members. Where needed, step ladders or similar should be provided. All equipment and resources to be stored in small enough bags and boxes to avoid overly heavy loads.  Care used when making and transporting hot drinks, to avoid spilling or contact. Tray to be used with more than two drinks or items.  Disposal of rubbish arrangements to be agreed and noted for each site at the end of this RBA.  Door to be tied or propped back when inside container. Materials to be stored neatly, no heavy items on top shelf. Where possible bags, boxes and shelves or items tied up to be used.  Please check the LtL Lone Working Risk Benefit Assessment for issues regarding staff health and wellbeing when working from home for short or long-term periods. |
| Precedents or comparisons: | Office working is an every day task for LtL staff and many others around the world.  It is known that offices are the source of many accidents in the workplace. |
| Judgement: | Everyday working in offices poses minimal risks, so long as good discipline and procedures are followed.  Equipping of offices and suitable spaces are also of vital importance, and so LtL will ensure it provides suitable space for its staff to operate safely.  All staff have a significant duty to maintain a tidy and well maintained space, and report concerns immediately to LtL management.  With this in mind, working in offices is an acceptable activity for LtL staff. |