

Activity being assessed:	Office based activities in EEE during normal hours (8am – 6pm, Monday to Friday) including student use of display screen equipment during project work in EEE labs/workrooms.			Reference no:	EEE-GRA-00
Location:	EEE occupied buildings, offices, laboratories and workrooms.	Assessment date:	September 2018	Review period:	Annual – review September 2019

Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider all affected groups	Existing control measures	Additional control measures What can we do / use / put in place to further reduce the risks to an acceptable level?	Residual Risk		
				L	S	RR
<p>Trips over trailing cables, boxes, equipment, bags;</p> <p>Slips on wet or dusty surfaces;</p> <p>Tripping on damaged flooring</p>	<p>Injuries may include cuts, bruises, sprains & strains, broken bones</p> <p>Those affected: Staff, students, visitors</p>	<p>Lab/area Inductions attended</p> <p>Good housekeeping is maintained by occupants.</p> <p>Keep work areas clear, eg no boxes left/stored in walkways, deliveries stored immediately.</p> <p>Personal items stored safely.</p> <p>All areas well lit, including stairs.</p> <p>Spills cleaned up immediately</p> <p>Trailing leads or cables are moved, secured or protected.</p> <p>Offices cleaned daily and rubbish removed.</p> <p>Report defects in flooring, lighting to DSO/DTM/Line Manager for repair.</p> <p>Hold hand rails on stairs. Do not carry bulky/heavy items up/down staircases.</p>	<p>Staff, PGs visitors to remain vigilant and report issues to supervisor/line manager/DSO</p>	1	3	3 Low

		Wear suitable footwear, preferably covering the toes.				
Display screen equipment – use of	<p>Staff, PGs, students, and visitors</p> <p>Posture problems, pain, discomfort or soft tissue injuries fingers/hands/ arms, neck, back, shoulders from overuse or improper use or from poorly designed workstations or work environments for long periods of time.</p> <p>Headaches or sore eyes can also occur, eg if the lighting is poor or during periods of long use.</p>	<p>On-line DSE training to be completed by all new starters and existing staff/PGs.</p> <p>For undergraduates, HSE guidance here http://www.hse.gov.uk/msd/dse/</p> <p>Workstations supplied with adjustable seating.</p> <p>User to set equipment to ensure good posture and to avoid glare and reflections on the screen (as shown in on-line training and HSE guidance).</p> <p>Any concerns to be reported to supervisor/line manager/DSO by the user.</p> <p>Re-assessment to be carried out following any significant change to the work environment eg new equipment, furniture or lighting, office move.</p> <p>Shared workstations are assessed for all users.</p> <p>Work planned to include regular breaks or change of activity.</p> <p>Lighting and temperature suitably controlled.</p>	<p>Supervisors to monitor to ensure staff continue to get breaks away from the computer.</p> <p>Check that identified actions from self-assessments are followed up ASAP.</p> <p>Staff & students to inform their manager of any pain they have that may be linked to computer use.</p> <p>Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues.</p> <p>Eye tests provided for staff. Contact the DSO for details.</p>	1	3	3 Low

		<p>Adjustable blinds (in some buildings) at window to control natural light on screen</p> <p>Laptop use to be kept to a minimum. If a laptop must be used, a separate monitor, mouse and keyboard should be provided and used.</p>				
Electricity	<p>Shocks or burns from contact with faulty/damaged electrical equipment.</p> <p>Electrical faults can also lead to fires.</p> <p>Contact with moving parts on office equipment e.g.shredder, photocopier</p> <p>Those affected: Staff, PGs and visitors</p>	<p>Users of equipment are encouraged to spot and report defects i.e. discoloured sockets/plugs, burning smells etc and/or damaged cable/equipment.</p> <p>Visually inspect equipment before use to ensure that the equipment and cables are in good condition.</p> <p>Defective equipment taken out of service immediately, labelled and reported to Line Manager/DAM/DTM/DSO immediately.</p> <p>Staff, students and visitors may bring in their own laptops/chargers (in line with department H&S Policy)</p> <p>All electrical equipment is PAT tested at regular intervals and is labelled with the *Next Test Date*. Do not use if out of date. Contact technical staff in the Electronic Workshop</p> <p>Equipment with moving parts are guarded to prevent items of clothing.</p>	<p>Portable appliance testing carried out annually by EFM.</p> <p>Refer to EEE H&S Policy and University Policy on Electrical items.</p> <p>Training in use of equipment is provided where necessary.</p>	1	5	5 Low

		<p>jewellery or long hair being drawn in to the equipment whilst in use.</p> <p>Switch off equipment at the end of each working day/ weekends.</p>				
Manual handling of paper, office equipment etc	Staff and students crush/trap risk injuries or back/muscle strains/pain from handling heavy/bulky items.	<p>Avoid manual handling activities if possible.</p> <p>Suitable trolley used to transport boxes of paper and other heavy items when collecting deliveries etc.</p> <p>High shelves (where fitted) to be used for light objects only. Items should not be stored above head height. Heavy items to be stored at waist level or below.</p> <p>On-line Manual Handling training to be completed.</p> <p>Manual handling awareness training available from the DSO if required.</p> <p>Do not attempt to lift or move any load which is likely to put you at risk of injury.</p> <p>Contact technical/portering staff for assistance if required.</p> <p>Separate specific risk assessments to be carried out for manual handling tasks.</p>	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	1	3	3 Low

<p>Stress</p>	<p>All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.</p>	<p>Staff and students understand what their duties and responsibilities are.</p> <p>Staff and students can talk to supervisors/manager if they are feeling unwell or uneasy about work load etc.</p> <p>Staff have access to Occupational Health Services as well as Juice.</p> <p>Students can contact student services for assistance.</p> <p>Staff work to an up-to-date job description (ATJ).</p> <p>Regular meetings should be held between Line Managers/supervisors and their staff. Regular team meetings with line managers - feedback is encouraged.</p> <p>Staff/students are encouraged to suggest changes to procedures/processes/to their own tasks.</p> <p>Training provided on software and systems as required and time given for familiarisation.</p> <p>Staff who feel they are suffering from stress/bullying/harassment to discuss with line manager, DAM or DSO.</p>	<p>Remind staff that they can speak confidentially to manager or supervisors (on a no-blame basis!) if they are feeling unwell or ill at ease because of work.</p> <p>https://www.sheffield.ac.uk/hr/wellbeing</p> <p>https://www.sheffield.ac.uk/ssid/health-service/index</p>	<p>1</p>	<p>3</p>	<p>3 Low</p>
---------------	--	---	--	----------	----------	------------------

		A separate risk assessment is to be completed by the DSO/line manager for pregnant staff on announcement of pregnancy.				
<p>Working at height.</p> <p>Filing on top shelves, putting up decorations etc</p>	<p>Falls from any height can cause bruising and fractures.</p>	<p>Avoid working at height where possible.</p> <p>Only authorised EEE members can access ladders (see H&S Policy for arrangements). Any user must have completed the on-line Safe Use of ladders and step ladder training and be in possession of a specific risk assessment for the task.</p> <p>An appropriate kick step/stepladder may be used subject to a specific risk assessment being in place.</p> <p>Kiksteps/stepladders/ladders are inspected every 6 months. Equipment tagged and logged on departmental database. All ladders are stored securely locked.</p> <p>Chairs and desks must not be used to access shelving.</p> <p>Lone working is not permitted when using steps - minimum 2 people present.</p> <p>Heavy items should not be stored above head height.</p>	<p>Refer to general Work at Height risk assessment.</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>

<p>Fire</p>	<p>If trapped, staff could suffer fatal injuries from smoke inhalation/burns.</p>	<p>Undergraduates given induction talk covering emergency evacuation and fire procedures.</p> <p>All staff to undertake mandatory on-line fire training annually. Line managers to check compliance on a regular basis.</p> <p>Switch off equipment if safe to do so, close doors and windows and evacuate by the nearest safe exit.</p> <p>Fire Marshals are on hand in all areas to aid the evacuation, to check that occupants have vacated the building and that doors and windows are closed. Fire Marshals report to Porters/Security Staff.</p> <p>Move quickly to the local assembly point.</p> <p>Do not stand in the road outside the building.</p> <p>Supervisors/Line Managers should ensure that their staff/students to have evacuated safely. If anyone is found to be missing, report immediately to Porter/Security Staff.</p> <p>Fan heaters must not be plugged into extension sockets under any</p>	<p>Automatic fire detection is installed in all University buildings and is maintained by EFM.</p> <p>Fire Alarms tested weekly in all university buildings.</p> <p>On discovering a fire, staff are encouraged not to tackle the blaze. Raise the alarm by pressing the red call point button located on the corridor. Call 4444 and state the exact location and nature of the fire along with any special hazards in the vicinity and the number of casualties (if any).</p> <p>New staff members, visitors and PGs to undertake a Health & Safety Induction with the DSO in their first week of employment.</p> <p>Fire extinguishers are located at regular intervals along the escape routes.</p>	<p>1</p>	<p>5</p>	<p>5 Low</p>


		<p>circumstance. Oil filled radiators are preferable to fan heaters to provide extra heating if required. Supervisors/Line managers to monitor compliance.</p> <p>Offices are cleaned on a daily basis and waste is removed to prevent build-up of combustible waste.</p>			
--	--	---	--	--	--

Likelihood	Guide Description
5	Very likely/imminent – certain to happen
4	Probable – a strong possibility of it happening
3	Possible – it may have happened before
2	Unlikely - could happen but unusual
1	Rare – highly unlikely to occur

Severity	Guide Description
5	Catastrophic - fatality, catastrophic damage
4	Major – significant injury or property damage, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Very minor – insignificant injury

Likelihood (L)	Severity (S)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to an acceptable level
Medium Risk	Determine if further safety precautions are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

Signature of Risk Assessor		Name / job title:	Dianne Webster (DSO)
Details of any persons consulted	Luke Marsden (DAM)); Luke Seed; Jon Rigelsford; Ian Ross; Eddie Ball		
Signed off by:	Luke Marsden 23/10/18		