

# Risk assessment template

Company name: UCV Personnel

Assessment carried out by: James Odienge

Date of next review: 10/10/2021

Date assessment was carried out: 10/10/2020

What are the hazards?	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?	Done
<b>Display screen equipment</b>	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	<ul style="list-style-type: none"> <li>• DSE training and assessments of workstation carried out by all new starters. Actions carried out asap.</li> <li>• Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting.</li> <li>• Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.</li> <li>• Shared workstations are assessed for all users.</li> <li>• Work planned to include regular breaks or change of activity.</li> <li>• Lighting and</li> </ul>	Supervisors to monitor to ensure staff continue to get breaks away from the computer.	Supervisors	14/11/2020	9/11/2020
			Check that identified actions from selfassessments are followed up ASAP.	Manager	10/11/2020	7/11/2020

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	eyes can also occur, eg if the lighting is poor.	temperature suitably controlled. • Adjustable blinds at window to control natural light on screen • Noise levels controlled. • Eye tests provided when needed, dutyholder to pay for basic spectacles specific for regular users of visual displays.. • Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse.	Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues.	Manager	10/11/2020	7/11/2020
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc	<ul style="list-style-type: none"> <li>• Staff understand what their duties and responsibilities are.</li> <li>• Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work.</li> <li>• 'No bullying' policy.</li> </ul>	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	10/11/2020	7/11/2020
Lone working	Staff could suffer injury or ill health while out of toffice, eg visiting clients' offices, or while	<ul style="list-style-type: none"> <li>• Staff write visit details in office diary and give a contact number.</li> <li>• Staff not returning to the office after a visit call in to report this.</li> <li>• Security staff check all areas, including toilets, before locking up at night.</li> </ul>	Whereabouts of staff 'out of the office' to be monitored by officebased staff.	Office admin team	From now From now on	

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	working alone in the office.					
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns	Working with landlord, fire risk assessment done, see <a href="http://www.fire.gov.uk/workplace+safety/">www.fire.gov.uk/workplace+safety/</a> and necessary action taken.	Ensure the actions identified as necessary by the fire risk assessment are done.	Manager	From now on	