

Has surveyed been carried out for the building for the presence of asbestos yes / no

Company name: Tactical Security Options Ltd Date of risk assessment: 25.04.20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Slips, trips and falls	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> ■ 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. 	<ul style="list-style-type: none"> ■ Better housekeeping in staff kitchen needed, eg on spills. 	All staff, supervisors to monitor	From now on	25.04.20
			<ul style="list-style-type: none"> ■ Arrange for loose carpet tile on second floor to be repaired/replaced. 	Manager	From now on	25.04.20
Manual handling of paper, office equipment etc	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper.	<ul style="list-style-type: none"> ■ Trolley used to transport boxes of paper and other heavy items when collecting deliveries ■ etc. High shelves for light objects only. 	<ul style="list-style-type: none"> ■ Remind staff that they should not try to lift objects that look or appear too heavy to handle. 	Manager	26/07/19	25.04.20
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	<ul style="list-style-type: none"> ■ DSE training and assessments of workstation from CD ROM carried out by all new starters early on in induction. Any actions to be carried out asap. ■ Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. ■ 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 	<ul style="list-style-type: none"> ■ Supervisors to monitor to ensure staff continue to get breaks away from the computer. 	Supervisors	26/07/19	25.04.20
			<ul style="list-style-type: none"> ■ Check that identified actions from self-assessments are followed up ASAP. 	Manager	26/07/19	25.04.20
			<ul style="list-style-type: none"> ■ Tell staff that they are to inform their manager of any pain they have that may be linked to computer use. 	All staff	26/07/19	25.04.20
			<ul style="list-style-type: none"> ■ Broken window blind near accounts section – letter to landlord. 	Company secretary	26/07/19	25.04.20

	<p>sore eyes can also occur, e.g. if the lighting is poor.</p>	<ul style="list-style-type: none"> ■ change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control ■ natural light on screen Noise levels controlled. Eye tests provided for those who need them, dutyholder to pay for basic spectacles specific for VDU use (or portion of cost in other cases). 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. 	<ul style="list-style-type: none"> ■ Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues. 	Manager	26/07/19	25.04.20
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Working at height Filing on top shelves, putting up decorations etc	Falls from any height can cause bruising and fractures.	<ul style="list-style-type: none"> ■ Staff stand on chair to file on high shelves, put up decorations etc. ■ Internal windows cleaned by contractor using a stepladder. 	<ul style="list-style-type: none"> ■ Chairs are too unstable. An appropriate stepladder will be bought and staff shown how to use it safely. 	Manager	25.04.20	25.04.20
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"> ■ 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. 	<ul style="list-style-type: none"> ■ 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. 	Manager	25.04.20	25.04.20
Electrical	Staff could get electrical shocks or burns from	<ul style="list-style-type: none"> ■ Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/ equipment. 	<ul style="list-style-type: none"> ■ Ask landlord when the next safety check of the electrical installation will be done. 	Office administrator	25.04.20	25.04.20

	using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> ■ Defective equipment taken out of use safely and promptly replaced. ■ Staff told not to bring in their own appliances, toasters, fans etc. 	<ul style="list-style-type: none"> ■ Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light switches or sockets. 	Office administrator	25.04.20	25.04.20
Asbestos Asbestos-containing materials (ACMs) are present in some partition walls	Staff and others carrying out normal activities, at very low risk as asbestos only poses a risk if fibres are released into air and inhaled. Maintenance workers most at risk.	<ul style="list-style-type: none"> ■ Partition walls in good condition and asbestos unlikely to be disturbed during normal activities. ■ Systems in place to inform contractors and others who might disturb the asbestos, where it is and to ensure safe working. ■ 'Danger, asbestos, do not disturb' signs posted at partition walls. ■ Staff told to report any accidental damage immediately. ■ Condition of partition walls checked periodically. 	<ul style="list-style-type: none"> ■ At next staff meeting, remind staff that the asbestos must not be disturbed and to report any accidental damage to the partition walls immediately. 	Manager	25.04.20	25.04.20
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	<ul style="list-style-type: none"> ■ Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/ and necessary action taken. 	<ul style="list-style-type: none"> ■ Ensure the actions identified as necessary by the fire risk assessment are done. 	Manager	From now on	25.04.20

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done
Lone working	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	<ul style="list-style-type: none"> ■ Staff write visit details in office diary and give a contact number. ■ Staff not returning to the office after a visit call in to report this. ■ Security staff check all areas, including toilets, before locking up at night. 	<ul style="list-style-type: none"> ■ Whereabouts of staff 'out of the office' to be monitored by office-based staff. 	Office admin team	From now on	25.04.20

Assessment review date: 25.04.20 Risk Assessed By Dave Pattinson Stacey Vivian