

Activity:	General Office	Current Controls-what we already have in place	Additional Controls-required for specific site
Reference:	HSRA12-	Current Controls-what we already have in place	Additional Controls-required for specific site
Hazards	Who is affected?	Current Controls-what we already have in place	Additional Controls-required for specific site
Manual Handling	Team Member Contractor	<ul style="list-style-type: none"> • eLearning to be completed by all team members. • Team members should seek help from colleagues to move cumbersome or awkward loads. • Decant items into smaller units to make it more easily handled. • Team members with pre-existing health conditions should notify their line manager prior to attempting lifts or movement of items. • All Team members should read MANUAL HANDLING STANDARD HSSS05. 	
Lone Working	Team Member Contractor	<ul style="list-style-type: none"> • All team members must have read LONE WORKING STANDARD HSSS04. • All team members must have completed the Conflict Management E Learning. • Lone Working app/device should be in use by anyone working alone. • If any team member feels unsafe or at risk, then they must leave the area immediately and report the incident via SafetyNet. • Contractors should be managed in line with the CONTRACTOR MANAGEMENT STANDARD HSSS20 and the Contractor Management Framework Operations – HSOF01. • Team members must read VIOLENCE AT WORK STANDARD HSSS12. 	<ul style="list-style-type: none"> • Access into office at 77 Penny Street to be fob access only when working alone or at any other time deemed necessary.
Violence and threatening Behaviour	Team Member Contractor	<ul style="list-style-type: none"> • eLearning to be completed by all team members. • Lone working devices/apps are available for all team members. • Team members should remove themselves from any situation that makes them feel uncomfortable or at risk 	
Stress	Team Member Contractor	<ul style="list-style-type: none"> • Team members must read OCCUPATIONAL HEALTH STANDARD HSSS07 and the WELLBEING STANDARD HSSS15. • Employee Assistance program is available to all team members who require support. • Line managers will support team members feeling stressed to understand triggers, workloads and what can be done to mitigate this. 	
Display Screen Equipment (DSE)	Team Member Contractor	<ul style="list-style-type: none"> • eLearning to be completed by all team members. • Team members to review their DSE risk assessments regularly. • Regular breaks to be taken. • Laptop use to be supplemented by docking stations and screens as far as possible. • Any specific needs should be addressed by line manager with H&S support as required 	
Electrical	Team Member Contractor	<ul style="list-style-type: none"> • All equipment to be maintained and PAT tested in accordance with company guidance. • Fixed wired tests to be conducted every five years – all remedial actions to be completed. • Visual checks of equipment with loose or damaged cables to be reported – equipment should be taken out of service until repaired or replaced 	
Control of Substances Hazardous to Health	Team Member Contractor Public	<ul style="list-style-type: none"> • COSHH based E learning for Team Members • Each site maintains a COSHH folder that contains a Chemicals Register, MSDS Sheet and Chemical Risk Assessment – the team must be trained and signed off before they are allowed to use chemicals onsite. • The COSHH folder must be readily available to all team members and if required duplicate copies held in the chemical store. • Chemicals are stored in a secure location with the most hazardous chemicals kept on lower shelves. • Chemical provision to be reviewed regularly to ensure that milder chemicals are used wherever possible. 	

		<ul style="list-style-type: none"> Only chemicals from our approved supplier will be used onsite – any exceptions must be approved by the Health and Safety Team Signage to be provided for chemical stores to remind team members of the principles of COSHH safety. PPE provided and must be worn in accordance with the Chemical Risk Assessment All team members to have read HAZARDOUS SUBSTANCE STANDARD HSSS01 and PERSONAL PROTECTIVE EQUIPMENT (PPE) STANDARD HSSS09 	
Slips Trips and Falls	Team Member Contractor	<ul style="list-style-type: none"> Walkways and corridors to remain sterile with good housekeeping practices. Trailing cables and other trip hazards to be removed or covered to prevent trips. Cleaning schedule to be maintained of office areas. Waste to be removed frequently 	
Fire	Team Member Contractor	<ul style="list-style-type: none"> Team Members and contractors should be inducted into site. Fire Drills to be conducted quarterly. Regular PPM of life safety systems conducted to ensure they are functioning and well maintained. Fire Risk Assessment conducted annually. Fire Marshal training completed for Team Members working onsite. On line eLearning to be completed by team members. Permit to Work System in place – hot works 	

Personal Protective Equipment

Personal Protective Equipment						
			Gloves (Specify Type)		Hard Hat	
			Fall Arrest/Fall Restraint		Protective Overall	
			Hi Vis Clothing		Filtering Face Mask (Specify Type)	Any other equipment Specify here

This is a guide to the kinds of PPE that maybe required – specific tasks or chemicals may require a particular standard of PPE – check MSDS or seek advice before starting work and then specify in the “Additional Controls Section”