

AU General Risk Assessment

Brief Description of Activity:					Assessor/s:	Date:
General Office Equipment To use numerous items of office equipment, including fax machines, photocopiers, shredders, guillotines, laminators, collators, binding machines, electric staplers, paper folding machines, paper jiggers and light tables.						
Hazard:	Persons at risk:	Risk factor:			Control measures required:	Residual Risk:
<i>List what could cause harm from this activity, use appendix A to assist in identifying hazards</i>	<i>List who might be harmed eg staff, students, visitors</i>	<i>For each hazard, decide level of risk as if you were to do the activity without controls, see appendix B</i>			<i>For each hazard. List the measures you will be taking to minimise the risk identified, e.g. appointing competent persons, training received, planning and try-outs, use of personal protective equipment</i>	<i>For each hazard now decide the residual risk after the control measures are in place</i>
		Severity	Likelihood	Risk		
Trapping/Entanglement	All	Very Unlikely	Moderate	Low	(E.g. Shredders) Machines/equipment should be adequately guarded and have automated emergency stop function. Equipment should also be fitted with an emergency stop button and a reverse button if possible. Items with potential to tangle (e.g. scarves, hair and jewellery) should be kept away from any drawing-in equipment. For any equipment with a significant risk, staff should have appropriate training to be able to safety use it.	Very Low
Ozone	All	Slight	Very Unlikely	Very Low	(E.g. Photocopiers and laser printers) Regularly service equipment as to the manufacturer's recommendations. Equipment which is heavily used should be placed in a well ventilated area, away from workstations.	Very Low
Fire	All	Very Severe	Very Unlikely	Medium	Limit the amount of combustible material and maintain good housekeeping standards. Ensure electrical equipment conforms as below.	Low
Electrical Hazards	All	Very Severe	Very Unlikely	Medium	All electrical equipment over 2 years old must be on an annual PAT testing schedule. Damaged equipment should not be used. Power circuits should be protected for earth leakage by residual current devices. Power cables must not trail in walkways or a cable bridge must be used if this cannot be avoided. Only competent individuals to use the equipment. Only trained individuals to alter equipment.	Low

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Hot Surfaces	All	Slight	Very Unlikely	Very Low	Hot surfaces to me marked accordingly and used advised not to touch.	Very Low
Ultraviolet Radiation	Users	Moderate	Very Unlikely	Low	Keep the lid closed when copying as an additional measure to the engineering controls on the photocopier	Very Low
Hazardous Substances	Users	Moderate	Very Unlikely	Low	Protective gloves should be worn when handling printer toner and wash hands. Toner must be approved under the Health and Safety Control System for substances and a CoSHH assessment produced. Machines with enclosed systems for replacement toner are preferable. Avoid practices that create dust and inhalation/ingestion.	Very Low
Sharp Guillotine Blades	Users	Moderate	Very Unlikely	Low	Ensure that guards are in place before use and that it has been maintained in good working order. Ideally, guillotines should be replaced by those with rotary blades.	Very Low
Signed:		Date:		Date for Review of Risk Assessment:		

Appendix A

Hazard list – Use this table to help you identify hazards, you may think of others not on this list, use these to complete the risk assessment form					
Situational hazards	Tick	Physical / chemical hazards	Tick	Health hazards	Tick
Assault by person		Contact with cold liquid / vapour		Disease causative agent	
Attacked by animal		Contact with cold surface		Infection	
Breathing compressed gas		Contact with hot liquid / vapour		Lack of food / water	
Cold environment		Contact with hot surface		Lack of oxygen	
Crush by load		Electric shock		Physical fatigue	
Drowning		Explosive blast		Repetitive action	
Entanglement in moving machinery		Explosive release of stored pressure		Static body posture	
High atmospheric pressure		Fire		Stress	
Hot environment		Hazardous substance		Venom poisoning	
Intimidation		Ionising radiation			
Manual handling		Laser light		Environmental hazards	
Object falling, moving or flying		Lightning strike		Litter	
Obstruction / exposed feature		Noise		Nuisance noise / vibration	
Sharp object / material		Non-ionising radiation		Physical damage	
Shot by firearm		Stroboscopic light		Waste substance released into air	
Slippery surface		Vibration		Waste substance released into soil / water	
Trap in moving machinery					
Trip hazard		Managerial / organisational hazards			
Vehicle impact / collision		Management factors			
Working at height					

Appendix B

Risk matrix – use this to determine risk for each hazard i.e. ‘how bad and how likely’	Likelihood of Harm				
	Remote	Very unlikely	Unlikely	Possible	Likely
Severity of Harm					
Negligible e.g. small bruise	Very low	Very low	Very low	Low	Low
Slight e.g. small cut, deep bruise	Very low	Very low	Low	Low	Medium
Moderate e.g. deep cut, torn muscle	Very low	Low	Medium	Medium	High
Severe e.g. fracture, loss of consciousness	Low	Medium	High	High	Extremely high
Very Severe e.g. death, permanent disability	Low	Medium	High	Extremely high	Extremely high