| **LIST THE WORK TASKS** | **HAZARDS** | **RISK** | **PERSONS AFFECTED** | **INITIAL RISK RATING** **(before controls/action plan in place)**  | **Control Measures/Action Plan** | **RESIDUAL RISK RATING (after controls in place)** | **PERSONS RESPONSIBLE** **(for implementing control measures)** |
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| **Working in the office** | Objects & spills on floor | Trips and slips | Office workers and others in the area |

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 | * General good housekeeping.
* All areas well lit, including stairs.
* No trailing leads or cables.
* Spills in Kitchenettes cleaned up immediately.
* Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.
* Offices cleaned every evening.
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 | Office workersCleaning contractor |
|  | Handling heavy/bulky objects, e.g. deliveries of paper. | Musculoskeletal injuries or back pain | Office workers |

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 | * Trolley used to transport boxes of paper and other heavy items & when collecting deliveries etc.
* Top shelves for light objects only.
* Remind staff that they should not try to lift objects that look or appear too heavy to handle.
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 | Office workers |
|  | Overuse or improper use of equipment or from poorly designed workstations or work environments.  | Posture problems and pain, discomfort or injuries, e.g. to their hands/arms.Headaches or sore eyes can also occur, e.g. if the lighting is poor. | Office workers |

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| 5 | 3 | 15 |

 | * DSE training and assessments of workstation received from Health & Safety with all new starters early. Any actions to be carried out asap.
* Reassessment to be carried out at any change to work feature, e.g. 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 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. Check HR page on Staff Portal.
* When used at office, laptop should be used with docking station, screen, keyboard and mouse.
* Supervisors to monitor to ensure staff continue to get breaks away from the computer.
* Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.
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 | Office workersOffice managersHealth & Safety OfficeEstates Dept |
|  | Falls from any height  | Bruising and fractures | Office workers |

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 | * Try avoid storing materials on high shelves.
* Chairs are too unstable. Do not use.
* An appropriate stepladder will be bought and staff shown how to use it safely.
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 | Office workersOffice managers |
|  | Psychosocial hazards | Lack of job control, bullying, not knowing their role  | Office Workers |

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| 4 | 3 | 12 |

 | * Staff understand what their duties and responsibilities are.
* Staff can talk to manager if they are feeling unwell or ill at ease about things at work.
* ‘No bullying’ policy in place.
* Remind staff that they can speak confidentially to manager (on a no-blame basis) if they are feeling unwell or ill at ease because of work.
* Staff have free access to VHI EAP programme
* Staff can avail of all health & wellbeing supports from RCSI Inspire, HR, RCSI Gym, EDI and Centre for Positive Psychology & Health.
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 | Office managersOffice workers |
|  | Use of electrical equipment  | Electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires | Office workers |

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 | * Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment.
* Defective equipment taken out of use safely and promptly replaced.
* Staff told not to bring in their own appliances, toasters, fans etc. into the office.
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 | Office workers |
|  | Working alone in the office | Injury or ill health | Office workers |

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 | * Staff to sign in and out with Security when working out of hours
* Call Security in an emergency situation
* Managers should discourage working out of hours alone.
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 | Office managersOffice workers |
|  | Fire | If trapped, staff could suffer fatal injuries from smoke inhalation/burns | Office workers and others in the area |

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 | * No build-up of rubbish. Store all paperwork, materials etc. in correct location / stores.
* See point above for electrical safety.
* Know here your nearest emergency exit is and assembly point is.
* Adhere to the Fire Wardens instructions during an evacuation.
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 | Office workers |
|  | COVID-19 Virus | Infection | Office works and others in the area |

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 | Office workers will be advised to work from home where possible until the University is back to full operation and there is low / no risk of spread of covid-19. Work pods are set-up where not all staff will return to the office on same day. 2m social distancing will apply in offices.Clean in and clean out policy in place. Staff asked to clean down there work station and touch points as they enter the office and again just before they leave. Cleaning packs made available to staff in offices. Staff are not to come to office if suffering from covid-19 symptoms. Stay at home and contact line manager to explain. Staff are asked to keep a contact log at all times i.e. keep a log of people you have come into contact with / working closely with each day. Staff are required to complete the COVID-19 return to campus infection. Can be found on Moodle.  |

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 | Office workers |

### Please return the completed form to: Health and Safety Department: safety@rcsi.ie

**Risk Ratings**

**LIKELIHOOD CATEGORIES**

|  |  |
| --- | --- |
| **Category** | **Definition** |
| **1** | **Practically Impossible** |
| **2** | **Not Likely** |
| **3** | **Possible** |
| **4** | **Likely** |
| **5** | **Very Likely** |

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| **Category** | **Definitions** |
| **1** | **First Aid, Near Miss** |
| **2** | **Lost Time Accident (LTA) off work for 1 Day and / or Medical (GP, Hosp treatment) Treatment** |
| **3** | **LTA off work 3 consecutive days (incl weekend) - Reportable to HSA – or a Dangerous** **Occurrence – see list in appendix 1** [**here**](http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/Accident_and_Dangerous_Occurrences_Reporting.pdf) |
| **4** | **Single Fatality** |
| **5** | **Multiple Fatality** |

 **CONSEQUENCE CATEGORIES**

**Risk Rating Matrix**

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