

Risk assessment

Company name: Cedar Recruitment

Assessment carried out by: Mikayla Tate

Date of next review: 07/12/2023

Date assessment was carried out: 07/07/2023

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
Slips and trips	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. 	Review storage areas for employee personal affects	Ops Manager	14/07/2023	10/07/2023
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"> • High shelves for light objects only • Having heavy deliveries brought up to 2nd floor. 	Remind staff that they should not try to lift objects that look or appear too heavy to handle.	Ops Manager	14/07/2023	10/07/2023

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<p>Display screen equipment</p>	<p>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</p>	<ul style="list-style-type: none"> • DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. • Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. 	<p>Adjustable blinds at window to be installed to control natural light on screen</p>	<p>Operations team</p>	<p>1/09/2023</p>	

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	eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Shared workstations are assessed for all users. • Lighting and temperature suitably controlled. • 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. 	Check that identified actions from self assessments are followed up ASAP.	Managers	14/07/2023	
Working at height	Falls from any height can cause	<ul style="list-style-type: none"> • Staff stand on chair to file on high shelves, put up 	Chairs are too unstable. Buy	Ops Manager	14/07/2023	10/07/2023

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Filing on top shelves, putting up decorations etc	bruising and fractures.	decorations etc. <ul style="list-style-type: none"> Internal windows cleaned by contractor using a stepladder. 	appropriate stepladder and show staff how to use it safely.			
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 	Remind staff they can speak confidentially to their manager or supervisors if they are feeling unwell or or ill at ease because of work.	Ops Manager	14/07/2023	10/07/2023
			Create stress management and self care guide.	Ops Support	30/08/2023	
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> 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 				

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		<p>promptly replaced.</p> <ul style="list-style-type: none"> Staff told not to bring in their own appliances, toasters, fans etc. 				
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	<ul style="list-style-type: none"> Completed fire risk assessment Assigned fire wardens and communicated to staff Staff told of fire evacuation procedures upon induction Fire alarms tested every Wednesday 	Fire wardens to complete their training/courses	Kirsty, Mikayla and Jade	31/08/23	
Burns	Staff could get burns from misusing hot water taps	<ul style="list-style-type: none"> Safety buttons on all boiling water taps 	Investigate if water flow can be limited to reduce risk of burn	Operations team	31/08/2023	

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/