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|  | **Risk Assessment** | | |
| **BOS01** | **Business and Office Services** | | |
| **Unit Address** | |  | |
| **Risk Assessment Completed** | | Date | Signed |
| **1st review** | | Date | Signed |
| **2nd review** | | Date | Signed |
| **3rd review** | | Date | Signed |

**Note** - Risk assessments must be reviewed every 3 years, whenever there is a significant change in the activity, and following any incident involving the activity. Risk assessments must be retained for a period of 6 years.

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| **Step 1 - Workplace Safety Hazards** | | | |
| **What are the hazards?** | **Who might be harmed?** | **How might they be harmed?** | **What are you already doing to control the risks?** |
| Display screen work | Operatives | Upper limb disorders, repetitive strain injuries, eyestrain, stress and fatigue | Staff induction  Task specific Safety Task Cards  Safety Task Card training  Monthly Safety Moments/Toolbox talks  First Aid Needs Assessment (MAN07)  Floor Safety Risk Assessment (MAN08)  General and task specific Manual Handling Assessments (MAN09 & MAN10)  Personal Protective Equipment Assessment (MAN16)  Young Persons Risk Assessments (MAN01 & MAN18)  Work Equipment Register and Inspection (MAN12) |
| Noise, heat and dust | Operatives | Hearing damage, skin irritation, exhaustion |
| Manual handling | Operatives, delivery operatives | Back, upper arm, muscle strain and neck pains |
| Suspicious packages | Operatives, building users, delivery operatives | Burns, fire, explosion, harmful substances |
| Shearing action, cutting blades, entanglement | Operatives | Physical injury including broken bones, bruising, concussion, possibly death. |
| Hot surfaces | Operatives | Burns |
| Electrical hazards | Operatives | Electric shock |
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| Other: |  |  |  |

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| **Step 2 - Control Measures**  What are you already doing? Tick the Safety Task Cards in place for this activity | | | | | |
| OFF 01 | Reception & Switchboard Duties | 🞏 | OFF 06 | Paper Shredders | 🞏 |
| OFF 02 | Security Duties | 🞏 | OFF 07 | Photocopying Machines & Printers | 🞏 |
| OFF 03 | Working in Post Rooms | 🞏 | OFF 08 | Use of Franking Machines | 🞏 |
| OFF 04 | Guillotines | 🞏 | OFF 09 | Use of Enveloper Machines | 🞏 |
| OFF 05 | Laminators | 🞏 |  |  | 🞏 |
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| **Step 3 - Additional Measures**  Do you need to do anything else to control this risk? | | | |
| **Additional Safety Task Cards Required** | **Action by who?** | **Action by when?** | **Done** |
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