

# Risk Assessment - Office

This is the statement of general policy and arrangements for: Korus Health		
Leigh-Ann Tyler (LT), compliance and hr manager		has overall and final responsibility for health and safety
Michaela Ettinger (ME), business manager,		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	K. Sturtridge	Policies and risk assessments are in place and accessible to all staff, on or off-site, through website. Copt of risk assessment also in the office in Risk Assessment file Inductions and work shadowing to learn best practice is undertaken by all new starters. A training plan is in place to ensure that the mandatory training of all staff is kept up to date and this is supported by updates at staff meetings.
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	K. Sturtridge	As above and <b>in addition</b> ; 1:1's are carried out and the management team of the company addresses any issues around competence as they arise. These are informed by patient surveys, incident reports, compliments and complaints procedure and general staff communication.
Engage and consult with employees on day-to-day health and safety conditions	M. Ettinger	1:1's are carried out and the management team of the company addresses any issues around competence as they arise. These are informed by patient surveys, incident reports, compliments and complaints procedure and general staff communication.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	M. Ettinger	The fire procedure for the building is in operation.
Maintain safe and healthy working conditions, provide and maintain equipment and machinery, and ensure safe storage/use of substances	M. Ettinger	Policies and risk assessments are in place and accessible to all staff, on or off-site, through website and office folder.
Signed: * (Korus Health)	L Tyler	Date: 04.01.2023
Health and safety law poster is displayed at (location)	Admin office noticeboard	
First-aid box is located:	Kitchen and Reception desk. Defibrillator installed n the wall behind Reception desk	

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) <http://www.hse.gov.uk/riddor>

To get an interactive version of this template go to <http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc>

Combined risk assessment and policy template published by the Health and Safety Executive 08/14

**Company name: Korus Health**

**Date of risk assessment: 04.01.2023**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<b>Slips and trips</b>	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. 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.		All staff, ME to monitor		
<b>Manual handling of portable ultrasound machine, paper, office equipment including entry to storage cupboard</b>	Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. Storage cupboard has a very low ceiling which could result in heads being banged on entry	Machine is contained in a bag on wheels to reduce the need for lifting. Machine is of a size (cabin luggage) that is appropriate to be lifted and carried by one person including upstairs. Heavier objects like gel is carried one item at a time. Trolley used to transport boxes of paper and other heavy items. Deliveries are brought to the Hub by delivery personnel. Shelves are stacked safely and appropriately in the storage cupboard with larger and heavier items on the bottom and lighter items only on the higher shelves. Light is situated within easy reach before entry into the cupboard Warning signs are suitably placed and easily visible	Remind staff that they should not try to lift objects that look or appear too heavy to handle. Remind staff to ask for assistance lifting machine if they feel it is required. Staff to report any changes to physical capacity which might make them more likely to sustain an injury while handling the machine.	All staff, ME to monitor		
<b>Display screen equipment</b>	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 eyes can also occur, eg if the lighting is poor.	Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. 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	Staff to report any changes to physical capacity which might make them more likely to sustain an injury while using display screen equipment.	All staff, ME to monitor		

<b>Working at height Filing on top shelves, putting up decorations etc</b>	Falls from any height can cause bruising and fractures.	Roller elephant stool in use to reach high shelves		All staff, ME to monitor		
<b>Stress</b>	All staff could be affected by factors such as lack of job control, staffing issues, workload, bullying, etc.	Staff understand what their duties are Staff are aware that they can approach the management team to raise any concerns they might have that could affect their capacity to work	Remind staff that they can speak confidentially to manager or supervisors if they are feeling unwell or ill at ease because of work. Explore a system of offering regular 1:1 support via an outside provider	All staff, KS to monitor		
<b>Electrical</b>	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	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. Appliances are bought new and not secondhand	PAT Testing booked for 25.02.2023.	All staff, ME to monitor		
<b>Fire</b>	If trapped, staff could suffer fatal injuries from smoke inhalation/burns.	Fire risk assessment of building is followed Any concerns about potential fire hazards to be raised with the landlord	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	All staff, ME to monitor		
<b>Lone working</b>	Staff could suffer injury or ill health while out of the office, eg when visiting clients' offices, or while working alone in the office.	Staff work in buildings where there are other services running In the event of a member of staff not arriving at a clinic or visit, the office would be notified of this and the business manager would follow up Clinic days and times are known to people who lock up	Plan for management of whereabouts of staff when business manager is away to be established. Panic alarms purchased for lone working clinics (when member of staff is in clinic on their own with another staff member being on Reception)	All staff, ME & KS to monitor		
<b>Information management</b>	Staff and patients, company reputation	Information policy is in place Visitors to the building are reminded that confidential information is handled in the admin office Secure computer systems are in place and the NHS policy and procedure for using IT equipment is followed i.e. keycard system	Date security awareness training for all staff	All staff, ME to monitor	16.02.2023	