

St Ursula's Church, Berne
Risk Assessment - Offices
(for a general area that applies to many activities)

Full Assessment / Review Carried Out:

Small Change Made:

On:	By:	Approved On:
2022-11-30	Maria Avdikou	TODO Find out

On:	By:	Description of Change
2023-06-05	Tricia Carrick	Use new template (no content changes)

Assessment to be reviewed:	November 2025
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Summary

*Currently free-format – add lines and columns as necessary
 (Can identify areas of concern, actions to be taken, or anything else that needs to be highlighted)*

Notes:

1. This assessment will be (partly) revised whenever a topic is identified.
 In addition, a full review will be undertaken every 3 years.

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Accident	Covered by the "First aid" (medical) assessment		
Slips and Trips			
Staff and visitors may be injured if they trip over objects.	General good housekeeping. All areas well lit, including stairs. No carpets. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.		Administrator, All
Staff and visitors may be injured if they slip on spillages.	Offices cleaned. All windows closed on rainy days.		Administrator, All
Handling of Heavy Objects			
Staff risk injuries or back pain from handling heavy/bulky objects, e.g. deliveries of paper, donation boxes.	<ul style="list-style-type: none"> • If needed, trolley used to transport boxes of paper and other heavy items when collecting deliveries etc. • High shelves for light objects only. Remind everyone that they should not try to lift objects that look or appear too heavy to handle without help. • Always to ask for help if needed. 		Administrator, All

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<p>Display Screen Equipment</p>			
<p>Staff risk posture problems and pain, discomfort or injuries, e.g. to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments.</p>	<ul style="list-style-type: none"> • Training and assessments of workstation carried out by all new starters. • 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. • Work planned to include regular breaks or change of activity. • Lighting suitably controlled. • Adjustable blinds at window to control natural light on screen. • Noise levels controlled. • When laptops used at office, laptop should be used with docking station, screen, keyboard and mouse. <p>TODO Divide this between the two (or more!) risks</p>		<p>Administrator, All</p>

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Headaches or sore eyes can also occur, e.g. if the lighting is poor.			
Working at Height (putting up decorations, changing clock batteries etc)			
Falls from any height can cause bruising and fractures.	Staff stand on stepladder to file on high shelves, put up decorations etc.		Administrator, TCOM, All
	Internal windows cleaned by contractor using a stepladder		Administrator, TCOM, All
Electrical			
Staff could get electrical shocks or burns from using faulty electrical equipment.	Everybody should be trained to spot and report (to office administrator & TCOM) any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. TODO Divide this between the two (or more!) risks		Administrator, TCOM, All
Electrical faults can also lead to fires.			Administrator, TCOM, All
Room Temperature			
General discomfort and low productivity.	TODO Add something like "temperature is partly under the control of the people"		Administrator, TCOM, All

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
	<p>present – valves on radiators; fan etc.”</p> <p>Use window blinds to minimise solar gain or heat loss during the day and night.</p>		
Health risks when the room temperature gets too high during summer.	Use a fan during summer and if possible avoid working between 14.00 and 16.00 during a heatwave.		Administrator, TCOM, All
Health risks when the room temperature gets too cold during winter.	Liaise with TCOM in order to regularly check that the radiator is working in wintertime.		Administrator, TCOM, All
Fire			
Failure to evacuate safely in the event of fire.	<ul style="list-style-type: none"> • Staff made aware of: local fire evacuation procedure, how to report fire issues, emergency phone number and first aid provision. Also, security procedure for the area/building. • Fire escape routes clear from obstructions and combustible materials. • No smoking allowed in the building. <p>TODO Divide this between the four (or more!) risks</p>	Fire Safety Essentials training for all.	Administrator, TCOM, All
Smoke inhalation or burns. Potential for fatalities.			Administrator, TCOM, All
Emergency			
Failure to summon first aid.			Administrator, TCOM, All

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
Harm escalates due to delay in summoning first aid.			Administrator, TCOM, All
Theft of Money			
	Petty Cash always locked in the desk cabinet. Office door kept locked when the floats are out and are ready for the sales. Not large amounts of money kept in the office.		Administrator, Everyone who has a key of the offices
Work-related Stress			
Excessive workload and work demands Excessive multi-tasking Role conflict or unclear priorities Constant high work intensity Poor feedback, lack of recognition Aggressive behaviour from visitors etc Inappropriate behaviour Fatigue (excessive or unsocial hours) Poor job or task design Workplace bullying and harassment		Unless it is an emergency, the staff should be contacted via email or phone during their office hours. Appraisal and Performance Review meetings carried. Safeguarding training offered. Staff training on workplace bullying, Code of Conduct and management of stress. Grievance Resolution Procedure.	All

What could cause harm?	Existing precautions in place	Additional precautions required	Responsible
<p>Workplace conflict</p> <p>Temporary physical and mental health effects. May develop significant mental or physical health problems.</p> <p>TODO Structure this somehow!</p>			
<p>Working Alone</p>			
<p>Physical violence from members of the public and/or intruders.</p>	<p>People take reasonable care to look after their own safety and health.</p> <p>Report all accidents, injuries, near-misses and other dangerous occurrences.</p> <p>When the administrator is at the office working alone, it is necessary to let at least one person (e.g. the chaplain or a family member) know about their whereabouts.</p> <p>TODO Can this be structured like the risks?</p>		<p>All, Administrator, TCOM, Chaplain</p>
<p>Experiencing a sudden health emergency (e.g. a heart attack).</p>			<p>All, Administrator, TCOM, Chaplain</p>
<p>Fire in the building-no other exit available from the offices.</p>		<p>A key to the chaplain's house will be available to create a second exit in case of emergency (e.g. fire in the building).</p>	<p>All, Administrator, TCOM, Chaplain</p>