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|  | **Risk Assessment Prompt Sheets** | **cid:image003.jpg@01D2FB20.B009E750** |
| **PS:035:01** | **RE: Office Environment** |
| **Issue date:** |  September 2018 | **Revised Date:** | June 2020 |
| **Author(s):** | National Health and Safety Function  |
| **Note:****Legislation:****Scope:** | Safety, Health and Welfare at Work (General Application) Regulations, 2007 – Chapter 1 of Part 2 -WorkplaceFor further information please refer to the Guide to Safety, Health and Welfare at Work (General Application) Regulations 2007 Chapter 1 of Part 2 – Workplace, available at [www.hsa.ie](http://www.hsa.ie) |
| The following is a non-exhaustive list of prompts relevant to the hazard which should be considered when assessing and controlling the risk associated with the Office Environment. All control measures must be documented on the appropriate risk assessment form.For further guidance on undertaking workplace Occupational Safety Health (OSH) Risk Assessments which are compliant with Section 19, of the Safety, Health and Welfare at Work Act, 2005 and associated legislation please refer to [*Guideline RE: Completion of Occupational Safety and Health Risk Assessments*](https://healthservice.hse.ie/filelibrary/staff/guideline-on-completing-occupational-safety-and-health-risk-assessment.pdf) |

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| **No.** | **Hazard controls to be considered when carrying out your risk assessment**  | **Yes** | **No** | **N/A** |
|  | **Access/Egress**  |  |  |  |
| **1** | Are all passageways, aisles and walkways free from obstructions, trailing leads, sharp edges and other trip hazards?  |  |  |  |
| **2** | Are exits clearly visible, unobstructed and adequately lit? |  |  |  |
|  | **Accessibility**  |  |  |  |
| **3** | Where necessary, is the workplace organised to take account of workers with disabilities (including doorways, passageways, staircases, toilets, wash hand basins and workstations)? |  |  |  |
|  | **Indoor Environment**  |  |  |  |
| **4** | Is the floor in good condition and free from trip hazards? |  |  |  |
| **5** | Is the ventilation/air flow adequate within the work area? |  |  |  |
| **6** | Is lighting suitable for tasks being performed in the work area? |  |  |  |
| **7** | Can the opening, closing, adjustment or securing of windows and skylights be undertaken safely, and when open, do not present a hazard? |  |  |  |
| **8** | Is the temperature comfortable with respect to the task/activity being undertaken? |  |  |  |
| **9** | Are all fixtures/fittings/lighting in good working order? |  |  |  |
| **10** | Are there any hazardous chemicals (incl. some household chemicals) in the work area? If **Yes:** Has a Chemical Agents Risk Assessment been carried out? |  |  |  |

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| **11** | Are risk assessments carried out to ensure the safety of portable electrical equipment in low risk environments? (Please refer to prompt sheet “[Maintaining Portable Electrical Equipment in Low Risk Environments](https://healthservice.hse.ie/filelibrary/staff/portable-electrical-equipment-prompt-sheet.docx)”) |  |  |  |
|  | **Office Equipment (to include desks, chairs ,bookcases, shelves and cabinets)** |  |  |  |
| **12** | Is the office equipment provided suitable for the tasks being undertaken? |  |  |  |
| **13** | Is the office equipment in good condition and free from sharp edges and corners? |  |  |  |
| **14** | Are drawers closed when not in use? |  |  |  |
| **15** | Are office items stored safely? |  |  |  |
| **16** | Have employees received instruction in the safe/proper use of office equipment? |  |  |  |
| **17** | Has a risk assessment been carried out for the use of kick stools? (Please refer to Prompt Sheet [“Use of Kick Stools & Step Ladders at Low Levels (Work at Height Equipment – WHE”)](https://healthservice.hse.ie/filelibrary/staff/risk-assessement-for-working-at-low-levels.docx) |  |  |  |
|  | **Photocopier Room** |  |  |  |
| **18** | Are photocopiers used and maintained in accordance with manufacturer’s instructions? |  |  |  |
|  | **Noise** |  |  |  |
| **19** | Do noise levels interfere with the work being undertaken? |  |  |  |
|  | **Welfare** |  |  |  |
| **20** | Is there an adequate supply of drinking water accessible? |  |  |  |
| **21** | Are suitable and adequate facilities for boiling water and taking meals provided and maintained for the use of employees? |  |  |  |
| **22** | Are adequate toilet, washing and welfare facilities provided? |  |  |  |
| **23** | Are suitably equipped facilities available for pregnant, postnatal and breastfeeding employees to lie down to rest if necessary? |  |  |  |
|  | **Housekeeping**  |  |  |  |
| **24** | Is the work area and welfare facilities (e.g. toilet facilities, canteen facilities) maintained in a clean and hygienic condition? |  |  |  |
| **25** | Are waste bins emptied/ removed on a regular basis so as to prevent accumulation of rubbish/dirt/refuse and odours?  |  |  |  |
| **26** | Is signage displayed if floors are wet? |  |  |  |
| **27** | Where trailing leads are unavoidable are cable covers used to prevent a tripping hazard? |  |  |  |
|  | **First Aid** |  |  |  |
| **28** | Are first aid kits available and accessible? |  |  |  |
| **29** | Is there signage to indicate where first aid kits are stored? |  |  |  |
|  | **Ergonomics** |  |  |  |
| **30** | Has a DSE Risk Assessment been carried out for each DSE User? (Click for [DSE Risk Assessment](https://healthservice.hse.ie/filelibrary/staff/display-screen-equipment-risk-assessment.docx)) |  |  |  |
|  | **Manual Handling**  |  |  |  |
| **31** | Has an Overall Generic Unit/Department Risk Assessment been completed taking into account the type and frequency of moving and handling tasks, overall equipment needs, staffing, environment, training controls in place? *(ref. to* [*Manual and People Handling Policy*](https://healthservice.hse.ie/filelibrary/staff/manual-handling-and-people-handling-policy.pdf)*)* |  |  |  |
| **32** | Where the Overall Generic Unit / Department Risk Assessment has identified that a manual handling activity presents a risk of injury, has a Task Specific Risk Assessment been completed?*(ref. to* [*Manual and People Handling Policy*](https://healthservice.hse.ie/filelibrary/staff/manual-handling-and-people-handling-policy.pdf)*)* |  |  |  |
|  | **Staff Awareness** |  |  |  |
| **33** | Are employees aware of emergency procedures? |  |  |  |
| **34** | Do employees know whom to contact for first aid assistance? |  |  |  |
| **35** | Have employees attended Fire Training and Fire evacuation drills in the last 12 months? |  |  |  |
| **36** | Do employees know the evacuation procedure and assembly point? |  |  |  |
| **37** | Do employees know the location of fire extinguishers and how to use them? |  |  |  |
| **38** | Are employees aware of security procedures? |  |  |  |
|  | **Accident/Incidents and near misses** |  |  |  |
| **39** | Are all incidents/accidents/near misses recorded and investigated and remedial measures implemented? |  |  |  |
|  | **Risk Assessments**  |  |  |  |
| **40** | Are the results of risk assessment communicated to all relevant employees and all who come in contact with HSE services and activities? |  |  |  |
| **41** | Are risk assessments reviewed at least annually or more frequently if necessary i.e. accident/incident or a change in circumstances to which they relate? |  |  |  |