UCL
Risk Assessment

Summary

Reference: RA067447/1   **Sign-off Status: Authorised**

Date Created:	29/09/2022	**Confidential?**	No

Assessment Title:	EEE General Office Risk Assessment

Assessment Outline:	Risk assessment of office environment, covering day to day working of Electrical and Electronic Staff EEE offices are located on 6th - 11th floor of the Roberts Building and 6th and 7th Floor of the Malet Place Engineering Building. In some areas hot desking/agile working system is in place. Office equipment includes printers, laptops, cupboards and wellfare items such as tea/coffee machine, kettles, water cooler, wash area.

Area Responsible (for management of risks)		**Location of Risks**	Off-Site
Division, School, Faculty, Institute:	Faculty of Engineering Science	**Building:**	
Department:	Dept of Electronic & Electrical Eng	**Area:**	
Group/Unit:	All Groups/Units	**Sub Area:**	

Further Location Information:	EEE offices are located on 6th - 11th floor of the Roberts Building and 6th and 7th Floor of the Malet Place Engineering Building. Some offices are hot desk/agile working, some are shared and some are individual.

Is additional GM or HG approval required? Only relevant to specialist biological risk assessments (GMM2, GMM3, HG2, HG3, GM animals, GM plants) except GMM class 1.:	Click SELECT to change ONLY if this is a GMM Class 2, GMM Class 3, HG2, HG3, GM animals or GM plants risk assessment

Assessment Start Date:	29/09/2022	**Review or End Date:**	29/09/2023

Relevant Attachments:	lone-working-standard (ucl).pdf (Work/Operating Instructions) Uploaded: 29/09/2022
	Lone Working Policy feb 2022.pdf (Work/Operating Instructions) Uploaded: 29/09/2022
	Description of attachments:
	Location of non-electronic documents:
	https://www.ucl.ac.uk/human-resources/home/living-safely-respiratory-and-other-common-infections-including-covid-19/unwell-stay-home https://intranet.ee.ucl.ac.uk/safety/safe-working-in-offices-and-communal-spaces https://intranet.ee.ucl.ac.uk/safety/building-access-and-out-of-hours-working/out-of-hours-lone-working

Assessor(s):	Harkishin, Roshni

Approver(s):	PAUL MCKENNA

Signed Off:	PAUL MCKENNA (13/10/2022 16:25)

PEOPLE AT RISK (from the Activities covered by this Risk Assessment) *

CATEGORY
Employees
Post-Graduates
Undergraduates
Contractors
Members of the Public
Visitors
Disabled Persons
Inexperienced Workers/Trainees
Women of Child-bearing Age
Young Persons
Other Vulnerable Persons

Who Made By	Date/Time Received	Comments
MCKENNA, PAUL	13/10/2022	Rejected: Sorry Roshni - it doesn't look like I am able to make this change - if you can update the relevant section and resubmit I will approve it. Thanks Paul

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Risk Assessment

** Reference: RA067447/1**

Sign-off Status: Authorised

1. Office working

Description of Activity:	Office working in this instance applies to EEE Offices in Roberts Building and Malet Place Engineering building on campus.

Hazard 1. Office Equipment - Laptops, monitors, photocopiers, printers, cabinets, desks, laminator, shredder.

Incorrect use of equipment could result in damage to the equipment and personal injury such as electrocution, trapped fingers, and crush injuries from falling items.	**Existing Control Measures** All equipment when purchased should be bought from an approved supplier and be of an appropriate standard for use, if unsure please use the inhouse IT team by contacting support@ee.ucl.ac.uk. All users of the equipment should be given instructions/training on the use of the equipment where appropriate prior to use. All equipment must be maintained and service/records/contracts updated and stored. Inform staff on safe working practices when using the laminator and shredder. i.e remove dangling jewellery, scarves, ties when working around machinery. Filling cabinet drawers are of a type that should only allow one drawer to be opened at once to avoid the unit tipping over. Do not trap fingers when closing drawers - use the handles. All electronic equipment must pass a visual inspections/PAT test as appropriate and be tested according to the schedule, new electronic items are covered according to the schedule on the HSE website. Do not overload extension leads - no daisy chaining of extensions. Do not plug heaters into extension leads/electrical sockets. Turn off any switch when not in use. Any damaged equipment must be taken out of service and reported to defects@ee.ucl.ac.uk. For furniture, remove and label and request report to defects@ee.ucl.ac.uk.

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Hazard 2. Incorrect set up of workstation area and DSE

Potential risk, discomfort or injury to hands and arms from overuse or improper use of equipment.

Poor DSE setup and lack of suitable corrective eye wear can lead to eyestrain and headaches.

Postural issues may cause discomfort or injury an can arise through a poor workstation set up.

Existing Control Measures

Staff members should at a reasonable intervals of 3 years if circumstances don't change, undertake a DSE assessment via riskNET. Any issues should be logged and this will be referred to the line manager in the first instance to rectify, possibly with the help of the DSO or office manager. Ensure reasonable adjustments are made depending on outcome of DSE assessment, eg, stand/sit desk, screen or laptop risers, different styles of mouse or keyboard, back supports, ergonomic furniture, foot rest,

Plan work to include regular breaks and install software to assist staff in taking breaks.

Signpost available resources to staff, such as eye tests through the UCL programme.

Hazard 3. Hazardous Chemicals

Keeping printer toners and cleaning chemicals stored in an open office environment.
Chemicals that may be ordered to departmental office for research labs.

Existing Control Measures

Ensure chemicals are stored away from any heat source and according to their risk assessment. Items should be stored in their original packaging.

Ensure adequate 1st aid measures are in place in case of accident/injury, such as - eye wash or eye wash station, running water.

Ensure a controlled process is in place for disposal of used chemicals and their containers i.e. toner recycling box.

Shipped chemicals will be packaged suitably from supplier, ensure the packages are not opened and kept intact until picked up by the reciever/relevant competent person.

Hazard 4. Manual handling

Lifting heavy items or loads incorrectly and causing personal injury, or injury to others.

Existing Control Measures

Keep heavy items stored at low level and regularly used items stored in easy reach.

Staff can complete a Manual Handling training module if their job role deems it necessary. Manual Handling encompasses lifting, carrying, pushing & pulling. Assistance should be sought if the load is too heavy, large, bulky or unstable. Trolleys, skates and barrows are available for use by those trained. Large items moves, such as furniture, should be requested via Estates and completed by the Porters.

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Hazard 5. Slips Trips and Falls

Staff, students and visitors may be injured if they slip, trip or fall over items such as trailing cables, low steps or boxes, or wet patches from spillages that are in the way.

Existing Control Measures

Ensure adequate levels of housekeeping are maintained.

Lighting levels including stairwells are well maintained.

Manage training cables with the correct methods.

Keep areas clear of obstruction i.e. no boxes in walkways or fire escapes, deliveries stored away. If waiting for pick up from estates ensure estates know it's a hazard.

Report any damaged flooring.

Changes in levels clearly marked.

Regular inspections by DSO.

Hazard 6. General Welfare - stress, poor hygiene, feeling unwell, Covid 19 or other illnesses, bullying

Workplace stress - causing staff to become ill and needing to take sick days, resulting in less staff to perform their tasks and further staff becoming ill.

Poor hygiene - a lack of potable water and washroom facilities could result in a spread of germs and staff picking up infections.

Feeling unwell - staff should not come into the workplace if they're unwell, and if they're pushed to do so could result in them taking longer to recover and a spread of illness to other staff.

Covid 19 - if a staff member tests positive they should adhere to Government guidelines in the first instance. Coming into work whilst sick might result in other staff testing positive.

Existing Control Measures

Workplace stress - staff should seek guidance from their line managers in the first instance; a line manager or DSO can complete a stress risk assessment with them. Details include where to signpost staff, including Occupational Health and Care First.

Poor hygiene - sources of potable water are provided in the main office and in Roberts building, 2nd floor. There are also adequate toilet and hygiene facilities available.

Feeling unwell - staff should contact their line manager if they're unwell stating the reason and how long they think they will be off. Air conditioning provision is suitable for previous Covid 19 considerations, working on bringing fresh air into the building and preventing re-circulation of stale air, thereby reducing germ particles.

Covid 19 - refer to 'Return to Campus' document, including 'Give Space'. Staff should stay at home if they test positive for Covid 19.

Workplace bullying - ensure staff members are aware of the support available and the reporting process in case of bullying. Highlight there is zero tolerance for this at UCL.

Risk Level

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Risk Assessment

With Existing Controls:

Risk Level	A – Very Low / Trivial

2. Lone working

| **Description of Activity:** | If you find yourself working alone in the office or outside of official working hours, this is classed as lone working. During normal working hours (times still tbc) this is unlikely to be a significant risk in an office-based environment, but please be aware of the types of risks indicated, including any individual vulnerabilities.

Working without close or direct supervision or remote from colleagues i.e. colleagues may be in the next room or on other floors in the same building.
Lone workers can be peripatetic (routinely walks between work locations) or in fixed locations. Lone working can occur at any time i.e. either during normal working hours or out of hours. |
|---|---|

Hazard 1. Ill Health and Accidents

| A lone worker may be unable to summon help as a result of injury, ill health or an emergency.
Some medical conditions make sufferers unsuitable for lone working, for example, those prone to seizures.
In the case of an evacuation the lone worker would need to self-evacuate. | **Existing Control Measures**

Ensure staff are aware of the Lone Working Policy and where to locate it on departmental website in their induction.
Instructions on how to contact Security are displayed in the office on the notice boards. Ext 222 for security and 999 for Emergency Services.
Ensure staff are aware of the location of the First aid box and how to contact a first aider.
Managers who have concerns about an individual's fitness for lone working should refer them to Occupational Health after completion of the 'Safety Critical Health Assessment form
Ensure staff are aware and have a Personal Emergency Evacuation Plan (PEEP) in place if appropriate by referring them to the DSO. |
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Hazard 2. Unable to complete tasks

Unable to carry out a task safely while alone, i.e.
Lifting or moving heavy items which could cause
personal injury if undertaken alone.
Being in an isolated/remote location with other staff
having no knowledge of where you are.

Existing Control Measures

Periodic checks arranged for start / finish confirmed with colleagues.

Online Teams site lone working channel informing colleagues of lone working and location.

Ensure you inform colleagues of any plans to move or lift heavy items and arrange to do this when not alone.

Ensure staff are aware of how to record incidents if they have an injury.

Have undertaken manual handling training (if necessary).

Instructions on how to contact Security are displayed in the office on the notice boards. Ext 222 for security and 999

Hazard 3. Risk of Violence - journeying in, working, journeying home

Risk of violence from lone working, or customer
facing roles, such as: reception work, events e.g.
exhibitions, social events.
Leaving or traveling between work locations (e.g.
out-of-hours).
Interviewing members of the public in their own
home or in isolated locations.
Are any individuals eg women especially at risk when
working alone?

Existing Control Measures

Online Teams site lone working channel informing colleagues of lone working and location.

Periodic checks arranged for start / finish confirmed with colleagues at least every 2 hours.

Ensure all vetting processes are completed i.e. DBS, Police.

Personal protection is supplied i.e. personal alarm.

Emergency escape route/plans.

Have a risk assessment in place for planned events.

Ensure staff are aware of location of the first aid box and how to contact a first aider.

Ensure staff are aware of how to record incidents.

Instructions on how to contact Security are displayed in the office on the notice boards. Ext 222 for Security and 999 for Emergency Services.

Arrangements to prevent unauthorised access to areas where staff work alone. Access to building or work area controlled by; Security or reception staff, Keypad/Entry card.

Risk Level

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With Existing Controls:

Risk Level	A - Very Low / Trivial

3. Use of kitchen appliances

Description of Activity:	For kettles and small appliances located within offices as well as the kitchen area in the Cullen Room- 8th Floor Roberts. Appliances include: Billi Tap Fridge. Hot drinks maker. Microwave. Sink. Dishwasher.

Hazard 1. Storage of hot and cold food in the fridge

If fridge is kept in a poor condition then food and milk may go off. Leaking food or drink containers will cause a mess. Possible food theft.	**Existing Control Measures** The Departmental Administrator checks the contents of the fridge once per week. Any food with an out of date sticker will be thrown away. Milk is replenished regularly, and any spoiled milk is emptied. The fridge is kept in a clean and tidy condition by all users.

Hazard 2. Slip & trips from food or drink spillages

Slips, trips or falls resulting in personnel injury.

Existing Control Measures

Good house keeping - work areas kept tidy, goods stored properly. Kitchen equipment maintained to prevent leaks onto floor.

Spillages cleaned up immediately leaving floor dry.

Suitable cleaning materials provided.

Adequate lighting in place to see any spillages.

Hazard 3. Contact with steam, hot water and hot surfaces

The following kitchen equipment is used which has the potential to cause burns/scalds. Kettle, coffee machine, toaster, microwaved food, dishwasher.

Existing Control Measures

Staff should be aware of the danger of steam when using the microwave, and not use this appliance if they're unaware of how to do so safely.

Be aware of steam release, safety cut off on kettle.

Hot water signs displayed on sinks.

First aid box provided and first aiders trained.

Hazard 4. Electrical

Electrical equipment used - damage or misuse causing electrocution or fire.

Existing Control Measures

PAT is in place for all electrical equipment.

A visual sign of equipment should take place weekly. The user should look over the equipment before use.

If an item is faulty it should be report to the defects@ee.ucl.ac.uk.

Risk Level

With Existing Controls:

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Risk Assessment

Risk Level	**B - Low / Tolerable**

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Risk Assessment

Actions

Actions associated with this Risk Assessment
*** No Actions have been recorded***

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