| **Hazards** | **Person(s) at risk/type of risk** | **Risk Control Measures** | **Risk scores before control**  **measures introduced** | | | **Risk scores after control**  **measures introduced** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| L | S | DR | L | S | DR |
| Printer inks | Office staff and priest: Direct contact with skin causing skin irritation and vapour that can cause drowsiness when refilling ink chambers | Provide good general ventilation of the office, open the window and door when carrying out high numbers of copying/printing tasks  Take care to minimise leaks and spills when refilling ink chambers  Practise good hand care – if ink comes into contact with skin wash hands immediately and properly, dry thoroughly and use skin creams regularly. | 3 | 2 | 6 | 3 | 1 | 3 |
| Working for long periods in one place | Office staff/priest: muscle strain/ repetitive strain injury | Take regular breaks so not sat in the same place for more than an hour | 4 | 3 | 12 | 4 | 1 | 4 |
| Incorrect posture and position when using display screen equipment | Office staff/clergy: Muscle strain and eye damage | Ensure the office seat is adjusted so the user is working with a straight back with relaxed shoulders, at a height that allows the comfortable use of the mouse and keyboard with forearms roughly horizontal and the top of the display screen is level with eyes when sat upright. | 4 | 3 | 12 | 4 | 1 | 4 |
| Answering the door | Office staff/clergy: risk of attack from persons unknown | Always use the spy hole to identify the person before opening the door and only open the door to persons not known or expected when a second person is in the office. Staff to read and understand the *Safety Tips for Working Alone*.  Priest to speak to visitors from the flat upstairs without opening the door when possible and especially in the evening and tell any strangers to return during the day when two people are present. | 2 | 4 | 8 | 1 | 4 | 4 |
| Lifting heavy objects | Office staff/clergy: muscle strain/ skeletal injuries | Wait to lift anything heavy until you can get help; split the load into smaller items; clear sufficient space before lifting. | 3 | 3 | 9 | 2 | 3 | 6 |
| Moving around the office when using portable appliances with a trailing electrical lead | Office staff/clergy: trips and falls | Keep any electrical leads away from areas that office users regularly walk over. In times when this is not possible, cover the lead with tape or a purpose made cable protector | 3 | 2 | 6 | 2 | 2 | 4 |
| Counting money | Cash handlers/office staff/clergy: risk of attack | Read and follow the cash handling guidelines | 1 | 4 | 4 | 1 | 1 | 1 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Electrocution from electrical equipment | Volunteer cleaners: anyone could potentially receive fatal shocks or burns | Get all portable equipment regularly tested every year and maintain all fixed equipment in a suitable standard and inspected by a qualified electrician every 5 years. | 3 | 5 | 15 | 1 | 5 | 5 |
| Fire | Users of the office | Regular users are instructed what to do in the event of a fire with a record kept of when this was done and by whom, this to be repeated as a refresher annually; annual fire drill carried out to include training on use of extinguisher with records kept; store all tools, equipment and materials away safely; dispose of all waste in the appropriate bin; keep all walkways clear of debris that could be a trip hazard on an escape route. | 2 | 5 | 10 | 1 | 5 | 5 |

Any accidents or incidents to be recorded in the accident book

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| --- |
| **Details of person(s) completing document:** |
| **Name and Signature(s):** | Paul Harper |  |  |
| **Position(s):** | H&S assistant |  |  |
| **Time and date completed:** | 16.11. 23 May 2023 |  |  |
| **Date for revision:**  NB: The revision date may besooner if significant changes are made to the work area or processes | | | |

**LIKELIHOOD** (L) = Frequent (5) - Probable (4) - Possible (3) – Possible (under unfortunate circumstances) (2) - Remote (1)

**SEVERITY** (S) = Fatal or catastrophic (5) - Major Injury (4) – Injury likely to require hospital or doctors visit (3) – Minor injury (First aid required) (2) – Minor injury (no first aid required) (1)

Degree of Risk (DR) = LIKELIHOOD (L) x SEVERITY (S)

DR Scores: 1-4 Acceptable; 5-9 Adequate; 10-16 Tolerable but must be reviewed in a timely manner to reduce risks further where possible; 17-25 Unacceptable – the activity must not go ahead without extra remedial measures