| **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 |
| Working for long periods in one place | Office admin/finance workers: 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 |
| Fire | Office admin/finance workers: burns, lung damage from smoke | Install a smoke detector and renew batteries regularly | 2 | 4 | 8 | 1 | 4 | 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 |

Any accidents to be recorded in the accident book

|  |
| --- |
| **Details of person(s) completing document:** |
| **Name and Signature(s):** | Paul Harper | Paul Harper | Paul Harper |
| **Position(s):** | H&S assistant | H&S assistant | H&S assistant |
| **Time and date completed:** | 14.17 16 May 2023 | 10.40 12 September 2023 | 27/12/23 |
| **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