

Project:	Employees working in Lynch Office	RA No:	63	Review Date
Operation / Task:	Lynch Office Working	Persons at risk:	All office employees	31/01/2027
Location / Area:	All Offices	Public at risk:	No	
Monitoring Responsibility:	All Directors, All Managers			

KEY

S = Severity Rating

L = Likelihood of Occurrence

RR = Risk Rating

5	5	10	15	20	25	R Unacceptable risk, plan out or add further controls. O Acceptable only if no other method viable & with high level controls in place. Y Acceptable with suitable controls. G Acceptable, no further action required.
4	4	8	12	16	20	
3	3	6	9	12	15	
2	2	4	6	8	10	
1	1	2	3	4	5	
		1	2	3	4	5

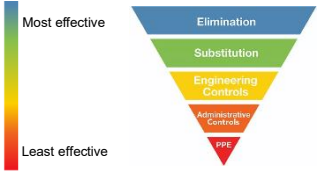
Severity

Likelihood

Activity	Hazards/Risks Identified	Risk Rating			Control Measures	Residual Risk			Responsibility
		S	L	RR		S	L	RR	
Fire and other emergency arrangements.	Confusion during emergency evacuations could cause confusion which could lead to employees and visitors being injured or trapped within the buildings. If trapped, staff and visitors could suffer fatal injuries from smoke inhalation/ burns.	4	4	16	<ul style="list-style-type: none"> All employees to attend formal company induction explaining emergency arrangements for their depot buildings which is documented and placed in employee personnel file. All fire exits to be clearly signed with adequate lighting. All emergency routes to be kept clear at all times and not obstructed. All fire-fighting equipment to be signed and appliances in date. All employees and visitors will sign in/out daily. 	4	2	8	All Directors All Managers
Slips and trips	Staff and visitors may be injured if they trip over objects or slip-on spillages.	4	3	12	<ul style="list-style-type: none"> General good housekeeping at all times. All areas well lit, including stairs and corridors. No trailing leads or cables. Staff keep work areas clear, e.g., no boxes left in walkways; deliveries stored immediately. Offices cleaned every evening/morning. 	4	2	8	All Directors All Managers
Manual handling of paper, office equipment etc.	Staff risk injuries or back pain from handling heavy/bulky objects, e.g., deliveries of paper.	4	3	12	<ul style="list-style-type: none"> High shelves for light objects only. Do not move desks, printers, or other heavy equipment on your own. One box of paper to be carried at any one time. Trolley used to transport boxes of paper and other heavy items when collecting deliveries if required etc. 	4	2	8	All Directors All Managers

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KEY



S = Severity Rating

- Negligible
- Minor Injury
- Major Injury (RIDDOR)
- Fatality
- Multiple Fatality

L = Likelihood of Occurrence

- Improbable
- Remote 1 – 10%
- Possible 10 – 50%
- Probable 50 – 90%
- Almost certain 90%+

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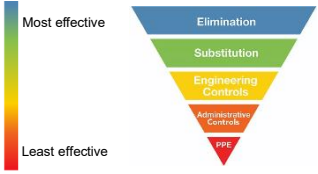
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Display screen equipment	Staff risk posture problems and pain, discomfort, or injuries, e.g., to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g., if the lighting is poor.	4	3	12	<ul style="list-style-type: none"> DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. 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. Shared workstations are assessed for all users. Work planned to include regular breaks or change of activity. Lighting and temperature suitably controlled. Adjustable blinds at window to control natural light on screen. Noise levels controlled within the office. Eye tests provided as required. Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station, screen, keyboard and mouse. 	4	2	8	All Directors All Managers
Working at height Filing on top shelves, putting up decorations. etc.	Falls from any height can cause bruising and fractures.	4	3	12	<ul style="list-style-type: none"> Staff standing on chairs to file on high shelves, put up decorations etc. Source appropriate stepladder and show staff how to use it safely. Internal windows cleaned by contractor using a stepladder. 	4	2	8	All Directors All Managers

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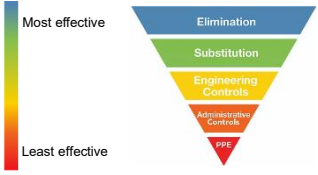
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Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	4	3	12	<ul style="list-style-type: none"> Staff understand what their duties, and responsibilities are. Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. Trained MHFA's are trained and available in all depots to talk to (Names of MHFA's covered during induction process). Remind staff they can speak confidentially to their manager, supervisors or Mental Health First Aider if they are feeling unwell or ill at ease because of work. 	4	2	8	All Directors All Managers
Electrical.	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	4	3	12	<ul style="list-style-type: none"> All electrical and electronic equipment supplied by the company to all employees will have an in date Portable Appliance Test Certificate. Staff trained to spot and report (to line manager) any defective plugs, discoloured sockets or damaged cable/equipment. Defective equipment taken out of use safely and promptly replaced. Staff told not to bring in their own appliances, toasters, fans etc. 	4	2	8	All Directors All Managers
Lone working	Staff could suffer injury or ill health while out of to office, e.g., visiting clients' offices, or while working alone in the office.	4	3	12	<ul style="list-style-type: none"> Staff not returning to the office after an site visit injury must call line manager to report. Managers/supervisors check all areas, including toilets, before locking up at night. Arrangements in place for any employee working in buildings after hours and others have left. 	4	2	8	All Directors All Managers

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Risk Assessment Prepared By:

Paul Lynch

Signature:



Date:

31/01/2026

Risk Assessment Reviewed By:

Daniela Rizvan

Signature:



Date:

31/01/2026

