

Operation/Activity: **Slipping or tripping on materials within office environment.**

Site / Location:

Persons at Risk (tick appropriate boxes)

Employee	<input checked="" type="checkbox"/>	Pregnant Women	<input type="checkbox"/>
Visitor	<input checked="" type="checkbox"/>	Disabled Persons	<input type="checkbox"/>
General Public	<input type="checkbox"/>	Lone Workers	<input type="checkbox"/>
Young Persons	<input checked="" type="checkbox"/>	Others	<input type="checkbox"/>

GUIDE TO RATINGS:

RISK SEVERITY	RISK LIKELIHOOD	RISK RATING
1 Negligible	1 Unlikely	1 - 6 Low
2 Minor	2 Possible	7 - 14 Medium
3 Significant	3 Quite Possible	15 - 25 High
4 Major	4 Likely	
5 Catastrophic	5 Very Likely	

Overall Risk Rating = Low

Describe the hazards associated with the activity/operation.

		Summary of Assessment Overleaf				
		Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Risk Rating
H1	Employee, members or third party injury, this may include: <ul style="list-style-type: none"> Back injury Ligament/tendon injuries Cuts/abrasions or bruises Muscular/nerve injuries Knocked unconscious These injuries may lead to time off work and/or hospitalisation	Medium	2	2	4	Low

Assessed By:	Date:
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Monitored By:	Date:
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Hazard	Risk Control Measures	Residual Risk		
		Likelihood	Severity	Risk
General	Employees are required to look for possible for possible tripping or slipping risks (E.g. extension cable across a doorway) or malfunctions of equipment such as a leaking fridge and report them to their manager.			
	A structured cleaning and maintenance programme is in place to ensure that work areas are at all times clean and tidy and free from obstructions.			
	Employees are required to highlight any problems with the working areas and ways in which the efficiency and design of these areas could be improved to reduce the risk of slips or trips.			
H1 Slips / Trips	All materials which may cause anyone to slip or trip must be eliminated. All cables and cords should be neatly taped or rerouted to safer locations.	2	2	4
	The floor in office area should always be kept in good condition. Spillages should be cleared immediately. Any tears or rips in the flooring should be reported immediately to the Office Manager.			
	Employees are required at all times to 'clean as they go' this ensures a clean and tidy working area.			
	Employees are required to wear suitable and safe footwear when working.			

