

Office Risk Assessment

Thurrock Engineering Supplies Ltd

Company	Thurrock Engineering Supplies Ltd	Assessment ref	RA-OFF-2026-01
Site / area	Office areas, Unit 1 Motherwell Way, Grays RM20 3XD	Assessor	Tom Hall
Standard	ISO 45001 · MHSWR 1999 reg.3 · HSWA 1974	Responsible person	Tom Hall
Assessment date	30 June 2026	Review date	30 June 2027 (annual)

This assessment covers the office areas at Unit 1 Motherwell Way and the people who may be affected by office activities: office staff (approx. 4–8), visitors, contractors and cleaners. Controls listed are those currently in place; recommended further actions are owned by the responsible person.

Hazard register

#	Hazard	Who is harmed & how	Current controls	L	S	Risk	Recommended further action	Owner / target
1	Display screen equipment (DSE)	Office staff – eye strain, upper-limb & back disorders from prolonged screen use	Adjustable chairs; screens at suitable height; natural break/task variation; equipment maintained.	2	2	Low 2x2=4	Complete individual DSE workstation assessments; offer eye tests on request; provide footrests/risers where needed.	Tom Hall / ongoing
2	Slips, trips & falls	Staff & visitors – injury from trailing cables, spills or clutter	Cable management; good housekeeping; spills cleaned promptly; walkways kept clear.	2	3	Moderate 2x3=6	Routine housekeeping checks; report & repair damaged flooring; keep gangways clear.	Tom Hall / ongoing
3	Stairs / changes of level	Staff – falls on stairs to mezzanine / upstairs office	Handrails fitted; adequate lighting; no over-carrying that obscures view.	2	3	Moderate 2x3=6	Check handrails secure; fit anti-slip stair nosings; keep stairs clear.	Tom Hall / ongoing
4	Electrical equipment	Staff – electric shock or fire from faulty equipment / overloaded sockets	User visual checks; no daisy-chained extension leads; sockets not overloaded.	2	4	Moderate 2x4=8	Introduce & record PAT testing schedule; remove damaged equipment from use.	Tom Hall / ongoing
5	Fire / means of escape	All persons – burns / smoke inhalation; blocked escape	Extinguishers serviced 13/05/2026; signed fire exits; alarm; extinguishers correctly sited.	2	5	Moderate 2x5=10	Ensure a current Fire Risk Assessment is in place; hold evacuation drills; maintain fire-marshal cover.	Tom Hall / ongoing
6	Manual handling (office)	Staff – musculoskeletal injury lifting stationery / deliveries	Loads generally light; manual-handling training provided; team lifts for bulky items.	2	2	Low 2x2=4	Provide a trolley/sack-truck for bulk deliveries; store heavy items at waist height.	Tom Hall / ongoing
7	Lone working	Staff – delayed assistance if taken ill / injured when alone (out of hours)	Mobile phones; trained first aider on site in hours; doors securable.	2	3	Moderate 2x3=6	Introduce a formal lone-working check-in/buddy procedure with escalation.	Tom Hall / ongoing
8	Welfare & work environment	Staff – discomfort/ill health from lighting, temperature, ventilation; kitchen scalds/hygiene	Heating & lighting maintained; ventilation; kitchen kept clean.	1	2	Low 1x2=2	Maintain temperature ≥16°C; PAT-test kitchen appliances; keep welfare areas clean.	Tom Hall / ongoing
9	Workplace stress / wellbeing	Staff – ill health from excessive workload or pressure	Supportive management; reasonable workloads; breaks taken.	2	3	Moderate 2x3=6	Maintain open communication; monitor workloads; signpost support.	Tom Hall / ongoing
10	First-aid provision	All persons – untreated injury / illness	Trained first aider (T. Hall, EFAW valid to 31/07/2028); stocked first-aid kit; accident reporting.	1	3	Low 1x3=3	Complete a first-aid needs assessment; ensure cover during first-aider absence.	Tom Hall / ongoing

Risk rating matrix (Likelihood x Severity)

Severity ↓ / Likelihood →	1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost certain
5 Catastrophic	5	10	15	20	25
4 Major	4	8	12	16	20
3 Moderate	3	6	9	12	15
2 Minor	2	4	6	8	10
1 Insignificant	1	2	3	4	5

Score 1-4	Score 5-10	Score 11-18	Score 19-25
LOW	MODERATE	HIGH	CRITICAL

Sign-off

Assessed by: Tom Hall	Signature: _____	Date: 30 June 2026
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