

RISK ASSESSMENT		OFFICE USE	
Establishment: Killeen National School, Louisburgh, Co. Mayo.		Assessment by: Staff	Date: January 2019
Review By Date: January 2021		Approved by: BOM	Date:

Hazard / Risk	Who is at Risk?	Normal Control Measures	Additional Control Measures	Risk Rating H/M/L
Use of photocopier/ laser printers Ozone, Carbon monoxide & dust emission – eye irritation, headaches		<ul style="list-style-type: none"> Adequately separated from people. Sited to allow adequate ventilation (offices are considered to be well ventilated provided copier is not in constant use) Where there are no windows or, windows cannot be opened, then fresh air must be provided by air inlet and extraction outlets. 	See also use of electrical equipment	Low
Use of other equipment Shredder etc		<ul style="list-style-type: none"> Equipment to be suitable for purpose and appropriately located. Regular servicing / maintenance arrangements. Staff to receive demonstration in use. Report any defects immediately. 		Low

DSE (Display Screen Equipment) use Musculo skeletal problems including back pain and RSI Headaches Eye strain		<ul style="list-style-type: none"> • Adequate work space provided. • Workstations properly established for all users, with appropriate supportive seating and a desk large enough to accommodate the work. • Adequate lighting with blinds provided on windows to reduce glare and reflection. • Users must be encouraged to take regular breaks away from the screen. • Users must be encouraged to report any faults with equipment or any medical problems. • Supplementary equipment such as foot rests, document holders etc. Must be provided if needed. 	See individual assessments for specific controls / requirements	Low
Storage		<ul style="list-style-type: none"> • Ensure shelves are not overloaded and that items do not overhang. • Ensure office furniture (shelving, cupboards etc.) are well maintained and any defects reported immediately and actioned. 		Low

Manual handling of office supplies / equipment Musculoskeletal strain / injury Dropping / Falling items		<ul style="list-style-type: none"> Office supplies arrive in small amounts Heavy items stored at waist height with light objects on top & bottom shelves. Kick stool available for access to high storage. Where practicable do not store items above head height. Effective use of storage facilities- these should be accessible, not overloaded, items not stored on tops of cupboards. Avoid heavy / bulky loads. Ensure staff do not overload themselves, team handling to be used where necessary e.g. attic-moving/storing desks and chairs. 	Maximum weight allowed for one person to lift is 25kg. Suggested weight for a woman to lift would be around 10kg. For heavier items – seek assistance.	Low
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REVIEWS:			
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