

OFFICE WORKPLACE

BASIC RISK ASSESSMENT GUIDE FOR ALL OFFICE PERSONNEL

This guide covers the main hazards you will face in the office workplace. **Read it. Know it. Follow it.**

If you are unsure about anything, **ask your Office Manager or Line Manager.**

#	HAZARD	WHAT CAN HAPPEN	WHAT YOU DO
1	Screen and desk work (DSE)	Eye strain, tired neck and shoulders, pain in wrists and arms (RSI).	<ul style="list-style-type: none"> ✓ Take a break every 30 minutes ✓ Adjust your screen and desk height so your eyes are level with the top of the screen ✓ Keep your arms at 90 degrees when you type ✓ Rest your eyes and stretch your neck and shoulders
2	Slips, trips, and falls	You slip on a wet floor or trip over a cable. Broken bones, head injury, sprains.	<ul style="list-style-type: none"> ✓ Keep the floor clear of obstructions and cables ✓ Wipe up spills straight away ✓ Wear flat shoes with good grip ✓ Report any trip hazards to your Office Manager
3	Fire	A fire starts from faulty wiring, the kitchen, or poor housekeeping. Everyone must evacuate.	<ul style="list-style-type: none"> ✓ Know where the fire exits and assembly point are ✓ Know how to raise the alarm ✓ Never use lifts in a fire ✓ Help anyone who needs assistance to evacuate
4	Electrical hazards	Faulty wiring or overloaded sockets can cause electric shock or fire.	<ul style="list-style-type: none"> ✓ Do not overload power sockets ✓ Report any damaged cables or plugs straight away ✓ Do not use electrical equipment if it looks damaged ✓ Do not use water near electrical equipment
5	Manual handling	Lifting heavy boxes or moving furniture can cause back pain or muscle strain.	<ul style="list-style-type: none"> ✓ Bend your knees, not your back, when lifting ✓ Get help if something is heavy or awkward ✓ Use trolleys or equipment to move things ✓ Do not twist your back while holding something
6	Workplace stress	High workload, tight deadlines, or difficult relationships cause stress and anxiety.	<ul style="list-style-type: none"> ✓ Tell your Line Manager if you feel overwhelmed ✓ Take your breaks and use your holiday ✓ Talk to a colleague or the Employee Assistance Programme ✓ Set boundaries between work and personal time

#	HAZARD	WHAT CAN HAPPEN	WHAT YOU DO
7	Working at height	Reaching high shelves or using a step ladder can cause falls and serious injury.	<ul style="list-style-type: none"> ✓ Use a step ladder for anything above shoulder height ✓ Keep both feet on the step, never stand on the top ✓ Never lean to the side on a ladder ✓ Get help to reach high items safely
8	Lone working	Working alone outside normal hours means no one is there if you have an accident or medical emergency.	<ul style="list-style-type: none"> ✓ Tell your Line Manager if you are working late ✓ Check in with a colleague before you leave the office ✓ Make sure your mobile phone is charged ✓ Know how to raise the alarm or call for help
9	Visitors and security	Unfamiliar people in the office could pose a threat to personnel or company data.	<ul style="list-style-type: none"> ✓ Check ID before letting anyone into the office ✓ Do not share passwords or leave screens unattended with sensitive data ✓ Escort visitors to the meeting room ✓ Report any suspicious activity to your Office Manager
10	Kitchen and welfare area hazards	Hot water, kettles, and microwaves can cause scalds and burns.	<ul style="list-style-type: none"> ✓ Wipe up spills around the kettle straight away ✓ Use a cloth when handling hot cups or containers ✓ Allow hot water to cool before drinking ✓ Check the microwave before opening it
11	Heat stress (Dubai and Lagos)	Extreme heat, especially when moving between air-conditioned and hot areas, causes fatigue and illness.	<ul style="list-style-type: none"> ✓ Drink plenty of water throughout the day ✓ Take breaks in a cool area if you feel dizzy or unwell ✓ Wear light-coloured, loose clothing ✓ Tell your Line Manager if you feel unwell from the heat
12	Road traffic and personal security (Lagos)	Travel to and from the office, or in the city, carries risk of accident, armed robbery, or carjacking.	<ul style="list-style-type: none"> ✓ Use the company driver or approved transport ✓ Keep doors locked while driving ✓ Avoid travelling alone, especially at night ✓ Tell your Office Manager if you feel unsafe

STOP WORK – YOU HAVE THE RIGHT

If you believe something in the office is not safe, you must report it and speak up.

No one will be punished for raising a safety concern. Tell your Office Manager or Line Manager. If they do not listen, contact the Group Compliance Director directly.

Full risk assessment: SM/HSE/RA/007 – Office Workplace v1.0

Related: Office H&S Policy | SM/HSE/PRO/001 – Hazard ID & Risk Assessment

Questions? Contact the Group Compliance Director or QHSE Manager

YOUR WATCH. OUR STANDARD.

Assess. Report. Deliver.