

1 Background

Qualsys has 50+ employees, none with mobility needs. The offices contain a kitchen area where staff can make drinks and store food in the fridge. Toilets and a sink are available. The offices are cleaned regularly by contractors commissioned by The Mill (we are in a managed building) who store the cleaning chemicals in a locked cupboard. Cleaning products such as bleach wipes are readily available throughout the units.

The building offers a level of security to company premises with building alarms, manned reception of building entry in office hours, fobs for building entry, and keys for office entry. All guests to the Mill are expected to sign into reception and be accompanied at all times. Aizlewood's Mill is protected by CCTV.

2 How was the risk assessment done?

The Compliance Director followed the advice at www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards, they:

- walked around the office, noting things that might pose a risk;
- talked to staff to understand their perspectives
- talked to the office cleaning contractors, to make sure the cleaning activities did not pose a risk to office staff;
- looked at QQMS to see how previous accidents had occurred.

This Risk Assessment is reviewed whenever there are any significant changes such as new work equipment, work activities or workers.

3 Risk Assessment

What are the hazards	Who might be harmed and how	What are we doing to control the risks	What further action do we need to take to control the risks	Who will carry out this action	When is the action needed by	Done
Tobacco smoke in the workplace	Known medical conditions related to tobacco smoke inhalation (passive or active), leading to illness or death and loss of productivity	No smoking in the workplace and designated smoking areas for those who do smoke.	No further action	N/A	N/A	N/A
Faulty electrical appliances	Death or injury arising from electrocution, leading to absence and loss of productivity.	1) Carrying out a regular program of Portable Appliance Tests to electrical equipment to ensure that equipment at risk is mended or decommissioned. 2. Relying on the Building Administration to ensure proper maintenance of the power supply, lighting	No further action	N/A	N/A	N/A

		and network cabling.				
Slips, trips and falls	Inappropriately laid cables within the office leading to personal injury from falls, or from electrocution or fire, arising from consequential damage to electrical equipment. Trips and falls from boxes for example	1) General good housekeeping. 2) All areas well lit, including stairs. 3) No trailing leads or cables. 4) Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.	No further action at this time.	N/A	N/A	N/A
Fire	Outbreak of fire on the premises, likely to result in injury or death.	1) The Building Administrator is responsible for and carries out services for Fire Alarm maintenance and testing, Fire Extinguisher maintenance and Building Evacuation procedures. 2. All staff are kept informed of	No further action.	N/A	N/A	N/A

		<p>the Building Evacuation procedures (and changes to them) which are periodically tested.</p> <p>3. Fire Risk Assessment maintained to satisfy legislative requirements.</p> <p>4. Advice to staff for action in case of fire is provided.</p>				
DSE Equipment	<p>Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if</p>	<p>1) DSE training and assessments of workstation carried out by all new starters. Actions carried out asap.</p> <p>2) Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work</p>	Ongoing review and monitoring.	SMT	Ongoing	Ongoing

	<p>the lighting is poor</p>	<p>environment such as lighting. 3) Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. 4) Shared workstations are assessed for all users. 5) Work planned to include regular breaks or change of activity. 6) Lighting and temperature suitably controlled. 7) Adjustable blinds at window to control natural light on screen 8) Noise levels controlled. 9) Eye tests provided when needed,</p>				
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		Qualsys to pay for basic spectacles specific for regular users of visual displays. 10) 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 as apt.				
Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	1) Staff understand what their duties and responsibilities are. 2) Staff can talk to SMT if they are feeling unwell or at ease about things at work.	Ongoing support and awareness of mental health issues, especially during and following Covid-19.	SMT and Office Manager	Ongoing	Ongoing

		3) Wellness policies in place and actions to support a stress-free environment in place with ISO 9001.				
Lone Working	Staff could suffer injury or ill health while out of office, eg visiting clients' offices, or while working alone in the office.	1) Staff maintain Team diary. 2) Any unusual hours to be agreed with line manager. 3) Last person to leave ensures all offices are locked and secure.	No further action.	N/A	N/A	N/A
Pandemic - Covid-19	Staff and visitors could become infected and suffer ill health and also spread the virus.	1) Follow government guidelines carefully. 2) Encourage WFH where at all possible for foreseeable future. 3) Limit business travel unless absolutely necessary and only when legally allowed.	1) This will be under constant review in line with UK Government guidelines. 2) Compliance Director and Office Manager keeping up to date with latest advice via webinars and training.	SMT and Office Manager	Ongoing	Ongoing

		<p>4) Ensure offices are thoroughly and regularly cleaned.</p> <p>5) Provide PPE for staff and visitors if in the office.</p> <p>6) Rotas for those within the office to limit contact (inc staggered arrival and departure times).</p> <p>7) Social Distancing measures enforced.</p> <p>8) Protective screens where possible.</p> <p>9) Information and guidance posters displayed.</p> <p>10) Ensuring handwashing facilities are available and maintained.</p> <p>11) Limit the number of people in lifts</p>				
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		and communal areas. 12) Educate and remind staff members of the risks and enforce relevant policies.				
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