



H&S-002
(2016-03)

Helping Blind and Disabled People

Tel 01908 231123

e-mail: mkreaderservice@yahoo.co.uk

Website: www.miltonkeynesreaderservice.org.uk

HEALTH AND SAFETY - RISK ASSESSMENT

1 Introduction

This risk assessment covers work associated with the Milton Keynes Reader service staff and volunteers. It was prepared in March 2016 by Rose Haigh with input from, and the agreement of service coordinator, Karen Preece & chairman, Paula Suchy.

2 Hazards

A hazard is something with the potential to cause harm. The following are the hazards identified for MKRS, the associated risks and the action taken to minimize them. It is based on HSE guidelines for risk assessment of office based businesses.

2.1 Slips and Trips – office, recording studio, & common areas in building

Associated risks are that staff and visitors may be injured if they trip over objects or slip on spillages.

2.1.1 Existing control measures

- Office and studio are kept tidy
- No trailing cables across walkways or corridors
- Staff notify building owner of any problems on site
- Staff keep work areas and accesses clear of obstruction

2.1.2 Additional action required

None identified

2.2 Slips and Trips – out of office

2.2.1 Existing control measures

- Volunteer training stresses the need for care in homes of service users to ensure that items are not moved or left where the user may trip.
- Volunteer guiding training covers best practices for assisting service users in negotiating doorways, stairs and around obstacles

2.2.2 Additional action required

None identified

2.3 Manual handling of paper, equipment, etc.

Associated risks are that staff and volunteers suffer injury or back pain from handling heavy/bulky objects e.g. boxes of paper, display screens.

2.3.1 Existing control measures

- Staff advised not to store heavy items on high shelves and cupboard tops
- Staff advised not to carry heavy items unassisted

2.3.2 Additional action required

- To investigate purchase of a suitable trolley for transporting display screens

2.4 Display Screen Equipment

The associated risks are that staff may have posture problems and pain, discomfort or injuries from overuse, or improper use or from poorly designed workstations or environments. Headache & sore eyes can also occur if lighting is poor.

2.4.1 Existing control measures

None in place

2.4.2 Additional action required

- To provide staff with guidelines on DSE useage
- To carry out DSE (VDU) User assessment

2.5 Working at height

Associated risks are that staff and volunteers may suffer falls, when filing on top shelves, putting up decorations etc.

2.5.1 Existing control measures

None in place

2.5.2 Additional action required

- To assess need for purchase of a step-ladder or similar
- To remind staff and volunteers not to stand on chairs

2.6 Stress

Staff could be affected by factors such as heavy workload and dealing with difficult people.

2.6.1 Existing control measures

- Staff and volunteers understand what their duties and responsibilities are
- If feeling unwell or ill at ease about their work staff can talk to chair and committee members, and volunteers can speak with the coordinator

2.6.2 Additional action required

- To remind staff and volunteers that they can speak confidentially to chair, committee and coordinator (on a no-blame basis) if they are feeling unwell or ill at ease because of the work

2.7 Electrical

Associated risks are that staff and volunteers could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.

2.7.1 Existing control measures

- PAT testing, arranged by coordinator, completed in September 2015.

2.7.2 Additional action required

- Staff and volunteers to be reminded to check for and report defective plugs, discoloured sockets or damaged cables/equipment

2.8 Fire

Associated risks are that staff and volunteers, if trapped could suffer fatal injuries from smoke inhalation/burns.

2.8.1 Existing control measures

- Fire exit procedures displayed on notice-boards in building
- Window lock key hung adjacent to office window
- Keys provided for escape from recording suite without need to reenter building
- Fire extinguishers periodically checked. (All extinguishers renewed in 2015)

2.8.2 Additional action required

- Working with Woughton Community Council regarding smoke alarms and exit procedures
- Consider purchase of small step stool to aid escape from window, plus a smoke alarm for the office and studio
- Consider use of intercom device between office and recording studio

2.9 Lone Working

Associated risks are that staff and volunteers could suffer injury or ill health while out visiting service users, or while working alone in the office or recording suite.

2.9.1 Existing control measures

- Staff and volunteers to follow guidelines laid out in Lone worker policy (H&S-006) which has been written to cover these situations
- Staff leave a record of visits on clipboard in office
- A handout with guidelines is issued as part of volunteer training
- At each new placement, volunteers sign to say the guidelines have been read and are understood.

2.9.2 Additional action required

- Establish a process for emergency contact and advise all volunteers.

3 Signature & Review

This document should be reviewed annually. If no alterations are required, it may be signed off for a further year. It is recommended that the document is subjected to a full review every five years or sooner if there is a new Service Coordinator or major changes in the workplace.

3.1 Record of Signatures:

Issue	Signed:	Chairperson	Date:
+1 Year	Signed:	Chairperson	Date:
+2 Years	Signed:	Chairperson	Date:
+3 Years	Signed:	Chairperson	Date:
+4 Years	Signed:	Chairperson	Date:

+5 Years

Policy Review and reissue is due