

OFFICE ARRANGEMENTS

Name of assessor		PRS				Date			01.02.2026		
Task being assessed		OFFICE USE				Work Area			ALL VENUES/SITES		
What is the hazard?	How might people be harmed?	Initial Risk rating			Existing risk control measures	New risk rating (Residual)			Additional Actions Required	Action/ monitored by whom?	Action/ monitored by when?
		L	S	R		L	S	R			
Manual handling	Muscle strains	4	3	12	- All staff to receive manual handling and posture awareness training on a regular basis. - Lifting aids to be utilised wherever possible throughout the building. - Use of a second person for lifting heavier items to be used.	1	3	3	Continuous monitoring and reviewing of the office procedures implemented and employees carrying out work in the office environments.	Management/ Supervisors	Continuously
Display Screen Equipment & electrical equipment	Muscle strains, headaches, electric shock etc	4	3	12	- Display Screen Equipment, DSE, awareness training to be given to all office-based staff - Provide regular breaks or rest periods for DSE operators. - Portable equipment is tested on an annual basis. - Staff are instructed to be aware of potential hazards from electrical equipment and must report any faults immediately. - Advise staff not to place drinks near to electronic equipment. - Staff are to be discouraged from bringing in their own untested electrical equipment.	1	3	3	Continuous monitoring and reviewing of the office procedures implemented and employees carrying out work in the office environments.	Management/ Supervisors	Continuously

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Slips, trips & falls	Impact injury	3	3	9	- Ensure that the area of work is clear from obstructions. - Ensure adequate lighting is provided in the office. - Ensure that cable management is of a high standard and that if extension cables are used, they are unwound completely to avoid overheating issues.	1	3	3	Continuous monitoring and reviewing of the office procedures implemented and employees carrying out work in the office environments.	Management/ Supervisors	Continuously			
Lighting	Impact injury, headaches, eye strain etc	3	3	9	- Good standard of natural and artificial lighting throughout the work area and especially over any desks. - Ensure that windows and any skylights are unobstructed and free from contaminant build-up.	1	3	3	Continuous monitoring and reviewing of the office procedures implemented and employees carrying out work in the office environments.	Management/ Supervisors	Continuously			
Waste management	Impact injury, risk of fire	4	2	8	- Ensure that minimal stock is stored in the main office. - Remove and re-store, any storage of bulk paper and combustibles that is adjacent to any electrical equipment. - Ensure regular emptying of office bins to avoid bacteria build up. - Spent ink cartridges to be taken to the appropriate recycling facility or waste facility.	1	2	2	Continuous monitoring and reviewing of the office procedures implemented and employees carrying out work in the office environments.	Management/ Supervisors	Continuously			
Who might be harmed?		Severity Matrix												

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					L	S	R				L	S	R						
Employees	Y	N	Severity	5	5			10		15			20		25				
Visitors	Y	N		4	4			8		12			16		20				
Contractors	Y	N		3	3			6		9			12		15				
New & Expecting	Y	N		2	2			4		6			8		10				
Young Person	Y	N		1	1			2		3			4		5				
					1			2		3			4		5				
Likelihood																			
Review Date									01.02.2027										