



1. Office Risk Assessment

Description of Activity:

Office working within the Division of Biosciences.

This Risk Assessment DOES NOT cover temporary offices external to the Division of Biosciences locations.

Hazard 1. Repetitive movements

Staff risk discomfort or injury to hands and arms from overuse/ improper user or poorly designed workstation layouts.

Existing Control Measures

All staff must complete a DSE assessment on Risknet. If a staff member begins to experience problems that is thought to be linked to their DSE Set-up, an assessment should be carried out to assess the problem and to see that these can be rectified with reasonable adjustments.

Staff encouraged to take regular breaks to rest from repetitive movements.

Other work methods to be explored to reduce the frequency of repetitive movements or work load management to ensure varied work.

Hazard 2. Eye Strain

Poor DSE workstation set up, lack of regular breaks from the computer screen and / or lack of corrective eyewear for those who require it can lead to eye strain, headaches, blurred vision.

Existing Control Measures

Staff should be encouraged take regular breaks to enable their eyes to change focus. DSE assessment process in in place, and if staff start to experience issues, they should consult their line manager and carry out a DSE assessment. Eye test provision is available to eligible staff members.

Hazard 3. Fire

In the event of a fire, staff could become trapped and could suffer ill health from smoke inhalation, burns or death

Existing Control Measures

Regular inspections are conducted of the fire alarm systems in the buildings as well as fire extinguishers
Storage of combustable material and waste is minimised where possible
Full Building Fire Risk assessments are undertaken by UCL Safety Services Fire department.
All new starters (staff AND students) recieve induction, fire walk around and E-Learning.
Fire Drills are carried out annually
Fire Evacuation Marshalls are appointed and trained.

Hazard 4. Poor Housekeeping

Untidy, dirty desks could pose a risk of transmission of COVID-19

Existing Control Measures

At the start and end of each day, all office users must ensure they:
All desks must be cleaned with 70% ethanol spray
Keyboard and mouse to be cleaned with Antibacterial wipes.

Hazard 5. Poor Lighting

Poor lighting conditions may result in headaches or sore eyes. The lighting levels may not be suitable for the task.

Existing Control Measures

Lighting is suitably controlled, with glare associated from artificial light sources minimised.
Adjustable blinds to be located at windows where glare from natural light is an issue.

Hazard 6. Electricity

Electric shock / burn

Existing Control Measures

No unauthorised alterations or repairs allowed
Equipment is compatible with supply and has EC marking
equipment is maintained and tested
Equipment checked regularly for damage/deterioration on wires, damaged equipment reported and taken out of service

Hazard 7. Hot surface/material

hot/boiling water from taps/kettles and microwaved drinks/food

Existing Control Measures

Care is to be taken when transporting hot food and drink between kitchen and office spaces.
Do not carry too many items which would make opening doors difficult and could risk spilling hot drink/food on yourself or others.

Hazard 8. Manual lifting, handling or carrying

Musculo-skeletal injury from push, pull, lift load (e.g. Boxes of paper)

Existing Control Measures

Full manual handling risk assessment undertaken where risk cannot be eliminated.
Staff have attended the 'Manual Handling' training.
Portering service available and should be used where possible.
heavy, awkward items stored at appropriate height to ensure travel distances minimised and the potential of a heavy object falling on the staff member while being moved is reduced.
items bought in smaller unit size and/or broken into smaller units before handling

Hazard 9. Static or poor body posture

Postural issues may give rise to discomfort or injury and can arise through a poor or inadequate workstation set up.

Existing Control Measures

All staff must carry out a risk assessment when working at a new workstation or if they begin to experience discomfort or injury.
Workstation and equipment design is suitable to the individual (i.e. ensuring good posture and avoidance of glare)
Work planned to enable regular breaks to be taken
Lighting and temperature suitably controlled
Noise levels controlled
Adjustable blinds provided to control glare onto computer screens

Hazard 10. Trip hazard

Staff may be injured if they trip/slip over items, e.g. Trailing cables, low steps, etc

Existing Control Measures

Good Housekeeping practises to be observed by all staff for example:
Management of trailing cables and leads and the use of cable tidies where needed
good office organisation and layout,
Areas clear from obstruction (e.g. no boxes in walkways, deliveries stored immediately).
Adequate Lighting levels and any lighting issues to be reported accordingly.
office regularly inspected and damaged flooring or equipment reported
changes in level clearly marked

Hazard 11. Lone working

A lone worker may be:
unable to summon help as a result of injury, ill-health or an emergency;
unable to carry out a task safely while alone.

Existing Control Measures

The 'UCL Lone Working Standard' is to be consulted in the event of lone working - this can be found on the Safety Services Intranet.

Use a buddy system when in work. For lower risk activity, your buddy can be remote and contacted by phone (WhatsApp, MS Teams). For higher risk work, your buddy must be close, but can be in an adjacent room in order to maintain social distancing.

Teams should co-ordinate activities and attendance in advance of work taking place.

Lone working contact is recommended as follows:

- 1) Contact your manager (or other buddy) when you arrive in your department.
- 2) Make follow up contact every 30 - 60 minutes to say you are OK.
- 3) Contact your manager (or other buddy) when you leave work.
- 4) Contact your manager (or other buddy) when you arrive home.

Please note that lone worker and manager/buddy are to discuss and agreed period of time for check-in's, this should be between 30 to 60 minutes but not more than 60 minutes.

Hazard 12. General workplace equipment

ensuring equipment has been assessed, people competent to use and used according to manufacturers specifications. for example, equipment such as photocopiers, printers, faxes, filing cabinets etc.

Existing Control Measures

Filing cabinets etc are of a type that only allows one drawer to be opened at a time or labelled warning of a tipping risk, heavy items not to be stored on top of filing cabinets where possible. all new equipment purchased to appropriate standard checked by a competent person before use (for example 'Portable Appliance Testing'.)
 users trained/given instruction on use of equipment and equipment maintained
 Any damage equipment is reported and taken out of use. (use signage to inform others of the status of the equipment if it is not possible to remove immediately.)
 When dealing with issues relating to photocopiers / fax machines such as paper blockages, equipment is to be switched off at the wall before dealing with the issue.

Risk Level

With Existing Controls:

Risk Level
A - Very Low / Trivial

2. Safe use of offices during the COVID-19 Pandemic

Description of Activity:

Staff who are unable to continue working from home will be permitted back to working on campus, however the risk of transmission of the COVID-19 virus is still a threat, staff must follow the controls detailed below to further reduce this risk.

Hazard 1. Entrances, exits, circulation spaces and shared areas

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

please refer to the following building risk assessments for information on the processes in place and the access and egress:
 RA048098 - Rockefeller and Medical School Building RA
 RA047915 - Darwin, Med Sci & Anatomy, Huxley and 4th floor MRC building RA
 RA052499 - Medawar Building RA

Hazard 2. Poor Housekeeping, hygiene and Social Distancing

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

UPDATED 10/09/2021

- Everyone must wear a face covering inside campus buildings unless medically exempt, if you are in a single occupancy office, or the only person working in the office, you do not need to wear a face covering, but when more than 1 person is present, face coverings must be worn.
- Open windows in offices to provide fresh air
- do not move desks, seating or other furniture or Computers that have been moved to ensure social distancing can be maintained
- follow signage in place within the office.
- Hands should be washed or hand sanitiser used.
- Computer equipment and desks should be cleaned at the start and end of the day.
- Do not share stationery in offices, particularly pens. Avoid sharing other equipment such as staplers and hole punches. If items must be shared, clean down before and after use and wash or sanitise hands.
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Risk Level

With Existing Controls:

Risk
Level

**C -
Medium /
Moderate**