


# Newland Express Transport Ltd

## Risk Assessment

<b>Title</b>	General Office Risk Assessment	<b>Date Of Assessment</b>	Thu 11 Jan 2024
<b>Site</b>	Newland Express Transport Ltd	<b>Location</b>	Offices
<b>Risk Assessor</b>	James Asbrey	<b>Assisted By</b>	-
<b>Non-Employees Involved</b>	-	<b>People At Risk</b>	Members of the Public, Contractors, Visitors, Employees
<b>Task Description</b>	Assessment of general office hazards to reduce the risk of injury, ill health, and unsafe working conditions.		
<b>Risk Rating</b>	 Low		
<b>Review Date</b>	Thu 14 Jan 2027	<b>Reviewer</b>	James Asbrey

### Hazards

<b>Hazard</b>	Working Alone
<b>Risk Of Harm</b>	People working alone may be at increased risk if they fall ill or have an accident when alone on the premises and no one else is there to raise the alarm. People on their own opening and closing the premises early morning or at night could be at risk of assault.
<b>Existing Control Measures</b>	During normal hours there is always three or more employees present and working in close proximity. During early/late hours there is always at least 2 employees present and working in close proximity.

<b>Hazard</b>	Office Equipment - Shredder
<b>Risk Of Harm</b>	Risk of injury if loose clothing, long hair being caught in shredder blades if not tied back, and possible injuries to hand.
<b>Existing Control Measures</b>	Shredder fitted with interlock device which cuts power if door is opened. Shredder is fitted with reverse button to help clear jammed documents.

<b>Hazard</b>	Office Equipment – Photocopier
<b>Risk Of Harm</b>	Risk of possible burns from hot surfaces inside the copier when clearing jammed paper. Risk of ill-health – ozone exposure.
<b>Existing Control Measures</b>	Photocopier is serviced at regular intervals by the manufacturers approved contractor. Only authorised members of staff will clear jammed paper. Hot surfaces inside the machine are well shielded to prevent anyone coming into contact with them. Photocopier situated in a well ventilated area in accordance with manufacturer's advice in the user manual reduces the risk of exposure to ozone.

<b>Hazard</b>	Manual handling
<b>Risk Of Harm</b>	Risk of muscle or back strain as a result of poor manual handling techniques.
<b>Existing Control Measures</b>	All staff undergo basic manual handling instructions as part of their documented induction training when they join the company. Trolley is provided to assist with the movement of boxes and copy paper etc. Wherever practically possible heavier items are broken down into lighter loads to be carried. Good standards of housekeeping maintained at all times.

<b>Hazard</b>	Fire
<b>Risk Of Harm</b>	A fire could lead to staff and visitors being trapped and overcome .
<b>Existing Control Measures</b>	A premises fire risk assessment has been completed by Broadgate Safety Consultants Ltd on 20/12/24. A record of the assessment is held by James Asbrey. There have been no changes to buildings, layout or process. All staff have been trained in fire safety arrangements for the premises.

<b>Hazard</b>	Display Screens
<b>Risk Of Harm</b>	Fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. Problems can also be experienced from poorly designed workstations or work environments.
<b>Existing Control Measures</b>	<p>Staff are provided with suitably designed chairs for the work they are undertaking and given instructions on how to adjust them.</p> <p>All staff complete a display screen questionnaire on an annual basis and discuss the outcome with their line manger and appropriate actions taken as required.</p> <p>Workspace is ergonomically designed with clear desk space, and staff are given instructions on how to adjust their monitor correctly.</p> <p>All staff are provided with a flat screen monitor with low reflective properties to reduce glare.</p> <p>Diffused CAT 2 lighting is installed throughout the working areas in the office.</p> <p>Staff are encouraged to rotate their work tasks to prevent lengthy periods of work in front of the screen.</p> <p>The company provide eye tests upon reasonable request for employees who spend the majority of their working time in front of the computer screen (designated users).</p>

<b>Hazard</b>	Electrical
<b>Risk Of Harm</b>	Risk of electrocution, burns and fire.
<b>Existing Control Measures</b>	<p>Staff are trained to spot and report to management any defective plugs, discoloured sockets, damaged cables, on off switches and to take any defective equipment out of use immediately.</p> <p>Access to the distribution board is kept clear at all times.</p> <p>The mains electrical installation is tested and inspected by a qualified and competent electrician every five years.</p> <p>A competent person conducts PAT testing periodically in accordance with the company's policy depending on the type and use of the appliance.</p> <p>The main socket outlets and lighting circuits are protected by RCD trip devices.</p>

<b>Hazard</b>	Uneven, Wet or Slippery Floors
<b>Risk Of Harm</b>	Possible injury as a result of slip or trip hazards not being effectively managed.
<b>Existing Control Measures</b>	<p>All staff are encouraged to clean as they go.</p> <p>Wet floor signs are always used in the event of a spillage or when cleaning activities are being undertaken.</p> <p>Door mats are provided at the main entrance during wet weather.</p> <p>Floors are maintained in good condition any damage is reported to the manager immediately with appropriate maintenance carried out.</p> <p>All areas of the workplace are well lit and failed lights are replaced accordingly.</p>

**Past Reviews**

Review Date	Reviewer	Comments
Tue 13 Jan 2026	James Asbrey	Reviewed
Mon 12 Jan 2026	James Asbrey	Reviewed