

RA34	RISK ASSESSMENT	 AURARETROFIT Home Heating and Energy Solutions
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Operation/Activity:	Slips Trips and Falls in the Office Environment
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Site / Location:	Office
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Persons at Risk (tick appropriate boxes)			
Employee	✓	Pregnant Women	✓
Visitor	✓	Disabled Persons	✓
General Public		Lone Workers	✓
Young Persons	✓	Others	

GUIDE TO RATINGS:

Risk Severity		Risk Likelihood		Risk Rating	
1	Negligible	1	Unlikely	1 - 6	Low
2	Minor	2	Possible	7 - 14	Medium
3	Significant	3	Quite Possible	15 - 25	High
4	Major	4	Likely		
5	Catastrophic	5	Very Likely		

Overall Risk Rating = Low

Describe the hazards associated with the activity/operation.						
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		Summary of Assessment Overleaf				
		Risk Rating (Before Controls)	Likelihood (L)	Severity (S)	Risk (L x S)	Risk Rating
H1	Employee, members or third-party injury, this may include: • Back injury • Ligament/tendon injuries • Cuts/abrasions or bruises • Muscular/nerve injuries • Knocked unconscious These injuries may lead to time off work and/or hospitalisation	Medium	2	2	4	Low

Assessed By:	Ian Morgan	Date	18/10/23
Reviewed By:	Craig Knights	Date:	09/12/2025
Approved By:	Gary Robinson	Date:	09/12/2025

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Hazard	Risk Control Measures	Residual Risk		
		Likelihood	Severity	Risk
General	Employees are required to look for possible malfunctions of equipment i.e. leaking fridges. This will ensure that any potential escape of water is dealt with quickly.			
	A structured cleaning and maintenance programme is in place to ensure that work areas are at all times clean and tidy and free from obstructions.			
	Employees are required to highlight any problems with the working areas and ways in which the efficiency and design of these areas could be improved to reduce the risk of slips or trips.			
H1 Slips / Trips	All materials which may cause anyone to slip or trip must be eliminated. All cables and cords should be neatly taped or re-routed to safer locations.	2	2	4
	The floor in office area should be kept at all times in a good condition. Spillages should be cleared immediately. Any tears or rips in the flooring should be reported immediately to the Office Manager.			
	Employees are required at all times to 'clean as they go' this ensures a clean and tidy working area.			
	Employees are required to wear suitable and safe footwear when working.			
	Equipment and goods must not be stored in passageways or any other area where they may present a risk of increased slips trips or falls			