

|             |                        |                                                                                     |
|-------------|------------------------|-------------------------------------------------------------------------------------|
| <b>RA55</b> | <b>RISK ASSESSMENT</b> |  |
|-------------|------------------------|-------------------------------------------------------------------------------------|

|                            |                                  |
|----------------------------|----------------------------------|
| <b>Operation/Activity:</b> | <b>General office activities</b> |
|----------------------------|----------------------------------|

|                         |               |
|-------------------------|---------------|
| <b>Site / Location:</b> | <b>Office</b> |
|-------------------------|---------------|

|                                                        |  |
|--------------------------------------------------------|--|
| <b>Specific Worker this risk assessment relates to</b> |  |
|--------------------------------------------------------|--|

| <b>Persons at Risk (tick appropriate boxes)</b> |   |                         |   |
|-------------------------------------------------|---|-------------------------|---|
| <b>Employee</b>                                 | ✓ | <b>Pregnant Women</b>   | ✓ |
| <b>Visitor</b>                                  | ✓ | <b>Disabled Persons</b> |   |
| <b>General Public</b>                           |   | <b>Lone Workers</b>     |   |
| <b>Young Persons</b>                            |   | <b>Others</b>           |   |

GUIDE TO RATINGS:

| <b>Risk Severity</b> |              | <b>Risk Likelihood</b> |                | <b>Risk Rating</b> |        |
|----------------------|--------------|------------------------|----------------|--------------------|--------|
| 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**

|                                                                     |
|---------------------------------------------------------------------|
| <b>Describe the hazards associated with the activity/operation.</b> |
|---------------------------------------------------------------------|

|           |  | <b>Summary of Assessment Overleaf</b> |                   |                 |                 |             |
|-----------|--|---------------------------------------|-------------------|-----------------|-----------------|-------------|
|           |  | Risk Rating<br>(Before Controls)      | Likelihood<br>(L) | Severity<br>(S) | Risk<br>(L x S) | Risk Rating |
| <b>H1</b> |  |                                       |                   |                 |                 |             |

|                     |                      |              |                   |
|---------------------|----------------------|--------------|-------------------|
| <b>Assessed By:</b> | <b>Craig Knights</b> | <b>Date</b>  | <b>09/12/2025</b> |
| <b>Reviewed By:</b> |                      | <b>Date:</b> |                   |
| <b>Approved By:</b> | <b>Gary Robinson</b> | <b>Date:</b> | <b>09/12/2025</b> |

|             |                        |                                                                                     |
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| Hazard         | Risk Control Measures                                                                                                                                                                                                                                                                                                                                                   | Residual Risk |          |      |
|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----------|------|
|                |                                                                                                                                                                                                                                                                                                                                                                         | Likelihood    | Severity | Risk |
| <b>General</b> | <ul style="list-style-type: none"> <li>This risk assessment exists to put into place a mechanism to recognise the specific needs of a pregnant worker or new mother.</li> </ul>                                                                                                                                                                                         |               |          |      |
|                | <ul style="list-style-type: none"> <li>All general office risk assessments will apply. On notification of a worker becoming pregnant or being a new mother whether an existing or new employee a specific risk assessment to the individuals needs will be carried out and detailed below. This risk assessment will be reviewed as the pregnancy progresses</li> </ul> |               |          |      |
| <b>H1</b>      | <ul style="list-style-type: none"> <li></li> </ul>                                                                                                                                                                                                                                                                                                                      |               |          |      |