

# RISK ASSESSMENT



CLIENT		ASSESSMENT SCOPE		Completed:			Date:			<div style="font-size: 2em; font-weight: bold; margin: 0;">bof</div> <div style="font-size: 0.8em; margin: 0;">OFFICE FURNITURE</div>		
Activity	Hazard	Effects of Hazard	Persons Affected	Initial Risk			Control Measures	Residual Risk			Action/Comments	
				LK	SV	R		1-5				
<b>New workers on site</b>	Accidents caused by lack of awareness of site rules and control measures.	Various	Fitters and Porters	4	3	12	All fitters to attend safety induction before commencing work.  All fitters to attend any necessary site safety induction.  All fitters to be briefed in risk assessment findings, control measures to be applied & method statement relating to project.	1	3	3	Full construction site PPE to be worn during unloading and transfer of furniture along with all construction site areas where furniture is to be installed. Hard hat, safety footwear and high visibility vest, gloves where necessary.  Site safety rules to be adhered to at all times.	
<b>Moving Vehicles on site/ delivery vehicles</b>	Collisions with moving goods vehicles.	Potential for major injury or death.	Fitters and Porters	4	4	16	Deliveries on site planned with site supervisor	1	4	4	Banksman to assist with reversing of delivery vehicles. PPE to be worn (high visibility vest etc).	
<b>Moving and handling of goods/furniture</b>	Manual handling injuries.	Potential for pulls, strains and abrasions	Fitters, porters and site workers.	4	2	8	Use of handling equipment during movement & handling of furniture.	2	2	4	Walk the route to ensure that clear access is available before beginning any transfer operation.	
	Trip & fall injuries.	Potential for damage to floor coverings, walls and lift interiors.		4	2	8	Do not leave furniture in walkways. Always place directly into areas to be installed.	2	2	4		
	Using skates & trolleys.			4	2	8	No person should lift more than 20kg frequently or 25kg for occasional lifting	1	2	2		
<b>Furniture Storage</b>	Falling stacks	Potential for crush	Fitters and porters	4	3	12	Employ safe stacking systems for furniture. Utilise space effectively. Do not stack at an unnecessary height.	1	2	2	BOF supervision to continually monitor and maintain standard of housekeeping and waste to be continually moved to BOF vehicle or skip.	
	Blocking escape routes and emergency exits.	Potential for death in event of fire.		4	5	20	Control Storage and installation areas to maintain clear access routes.	1	5	5		
	Poor housekeeping presenting trip hazards.	Slip & injuries, pulls, strains and abrasions.		4	2	8	Maintain efficient housekeeping protocols to clear and remove waste packaging on a regular basis.	2	2	4		
<b>Working with Power Hand Tools</b>  <b>Working with "Stanley" style safety cutters</b>	Electrical Shock	Potential for cuts, impale injuries & death	Fitters and Porters	3	4	12	12V battery power tools only to be used during furniture installation. Chargers to be PAT tested regularly. When not in use, tools to be stored in toolboxes or off the ground.	1	1	1	<b>Control Measures Must be adhered to by ALL BOF Personnel</b>	
	Accidents using tools in work area			4	2	8		1	2	2		
	Accidents when using knives	Potential for cuts		4	4	16	Only safetyknives which are in good mechanical order are to be used. Appropriate cut level 5 gloves to be used.	1	2	2		

<p><b>Working at Bofs premises</b></p>	<p>Contracting COVID-19</p>	<p>Severe illness or death. Infecting others</p>	<p>All</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Eliminate:- Substitute:-  Isolate: - Workers showing or reporting symptoms will be ordered to self isolate until declared well, all workers who are not ill and but can work from home, will work from home. All workers who are unable to work from home, communal areas and vans will be equipped with Anti-bac gels/wipes. black bags for waste disposal. PPE: inclusive of RPE and latex gloves, face shields.  Cleaners will be reminded to use anti-bac on all surfaces and handles of shared use. External delivery drivers will be asked to remain in their vehicles.  All worker to abide by the social distancing guidelines of 2M</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p><b>Control Measures Must be adhered to by ALL BOF Personnel</b></p>
<p><b>Contracting COVID-19 working offsite (UK)</b></p>	<p>Contracting COVID-19</p>	<p>Severe illness or death. Infecting others</p>	<p>All</p>	<p>3</p>	<p>5</p>	<p>15</p>	<p>Eliminate:- Substitute:-  Isolate:- Teams to work as a set of 2 and not mixed. Workers showing or reporting symptoms will be ordered to self isolate until declared well, all workers who are not ill and but can work from home, will work from home. All workers who are unable to work from home, communal areas and vans will be equipped with Anti-bac gels/wipes. black bags for waste disposal. PPE: inclusive of RPE and latex gloves, face shields.  Teams will be reminded to use anti-bac on all surfaces and handles of shared equipment/vehicles twice daily.  All workers to abide by the social distancing guidelines of 2M where practically possible.  All sites to have access to hand washing facilities and drinking water.</p>	<p>1</p>	<p>5</p>	<p>5</p>	<p><b>Control Measures Must be adhered to by ALL BOF Personnel</b></p>