

360 Recruitment – Risk Assessment for Office Workers 360Rec-23 | 2024-2025

Company Name: 360 Recruitment Ltd.

Date of Assessment: 01/05/2024

What are the hazards?	Who might be harmed & how?	What are you already doing?	Do you need to do anything else to control the risk?	Action by who?	Action by when?	Done
Slips & trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables. Staff keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately.	No			
Repetitive Strain Injury	Staff involved in a high quantity of PC / administrative work.	Recommending regular breaks and that alternative tasks are undertaken intermittently.	No			
COSHH	Office cleaner, harmful chemicals present in cleaning products.	Subcontract Cleaners contracted with responsibility for H & S and COSHH of their staff.	No			
Manual Handling	Staff receiving stationery or other items delivered for use within the office.	Staff receive and sign off relevant training on Manual handling & Safe lifting.	No			