

Community Pharmacy Surrey and Sussex	RA No: CPL01	Activities: Office Risk Assessment	Author: Julia Powell	Date: 5 <sup>th</sup> February 2026	<b>Review in 12 months, or if there has been a significant change or incident</b>
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Description of activities: - The hazards below encompass the activities of CPSS. These activities include the use of display screen equipment, use of printers, and light and infrequent manual handling. Remote working is also included in this risk assessment.

Risk Rating Classification									
Rating	Likelihood					Likelihood Rating (L)	Severity Rating (S)	Classification (C)	Required action
	1	2	3	4	5				
Severity	1	1	2	3	4	5	1. Insignificant 2. First Aid Treatment 3. Lost Time Injury 4. <b>Major</b> -over 7 days (RIDDOR) 5. <b>Possible Fatality</b>	1-5 LOW 6-10 MEDIUM 12-15 HIGH 16-25 VERY HIGH	None, controls adequate Monitor and review as required Immediate additional controls required <b>STOP. Reduce the risk level immediately</b>
	2	2	4	6	8	10			
	3	3	6	9	12	15			
	4	4	8	12	16	20			
	5	5	10	15	20	25			

Hazard & Risk	Who can be harmed & consequences	Pre-Control Risk Rating				Existing Control Measures & observations	Additional Control Measures Required	Post Control Risk Rating				Action by who & when to be completed
		L	S	R	C			L	S	R	C	
<b>Hazard</b> <ul style="list-style-type: none"> <li>Untrained persons</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Not knowing processes or safe working procedures</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>New starter, visitor, contractor</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Major or minor injury</li> </ul>	3	4	12	H	All employees are given Safety, Health & Environment (SHE) induction on their first day by the appropriate person.  Appropriate on the job training given to all staff on all relevant processes.	Maintain existing controls	1	4	4	L	N/A

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<b>Hazard</b> <ul style="list-style-type: none"> <li>Electricity</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Electrical Shock/Fire</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Possible fatality or major injury</li> </ul>	3	5	15	H	Sockets should not be overloaded, wiring and plugs are to remain in a good condition.  All portable/plugged items provided by the business are PAT tested every 2 years.  Suitable cable management in place.	Ensure that no extension leads are daisy chained on to another as this could cause catastrophic failure.  All Staff to be briefed on dangers of overloading extension leads.	1	5	5	L	Management
<b>Hazard</b> <ul style="list-style-type: none"> <li>Office equipment (Printers, photocopiers)</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Entrapment, Entanglement, Crushing, Drawing – in Contact with hot surfaces</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Office staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Major or minor injury (Crushing, breaks, fractures, cuts, bruises, burns)</li> </ul>	3	4	12	H	All staff are competent to use the office equipment.  All moving parts of the machines are enclosed.  Printers are to be maintained regularly.	Maintain existing controls.	1	4	4	L	N/A

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<b>Hazard</b> <ul style="list-style-type: none"> <li>Manual handling</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Back, upper or lower limb injury</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Office staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Major or minor injury (Disc, muscle or tendon sprain / strain)</li> </ul>	3	3	9	M	Manual handling for the role is minimal and generally light.  Team lifting is adopted when necessary.	Maintain existing controls.	1	3	3	L	N/A
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<b>Hazard</b> <ul style="list-style-type: none"> <li>COSHH – Chemical (Cleaning Chemicals &amp; printer ink)</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Inhalation, ingestion, eye contact, skin contact</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Office staff/contractor</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Acute adverse reaction, illness, injury</li> </ul>	3	4	12	H	The substances are used infrequently for their intended purpose.  Hazardous substances stored safely in their original container and in a suitable location.	Maintain existing controls.	1	4	4	L	N/A
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<b>Hazard</b> <ul style="list-style-type: none"> <li>• Display Screen Equipment whilst Home Working</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>• Eye strain, repetitive strain injury, fatigue, poor posture</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>• Home Working staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>• Injury, long-term health issues</li> </ul>	3	3	9	M	Staff ensure suitable desk and chair are available to work from.  Staff ensure workstation and lighting are of a good standard and suitable for activity.	Any staff who have not completed a DSE self-assessment must complete one at the earliest opportunity.  If any home working employees change workstations or any other employees start working from home DSE assessments should be completed/repeated.	2	3	6	M	<b>Management – Ongoing</b>  <b>Staff/ office Manager Ongoing</b>
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<b>Hazard</b> <ul style="list-style-type: none"> <li>Manual handling</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Back, upper or lower limb injury</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Office staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Major or minor injury (Disc, muscle or tendon sprain / strain)</li> </ul>	3	3	9	M	Manual handling for the role is minimal and generally light.  Team lifting is adopted when necessary.	Maintain existing controls.	1	3	3	L	N/A
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<b>Hazard</b> <ul style="list-style-type: none"> <li>COSHH – Chemical (Cleaning Chemicals &amp; printer ink)</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Inhalation, ingestion, eye contact, skin contact</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Office staff/contractor</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Acute adverse reaction, illness, injury</li> </ul>	3	4	12	H	The substances are used infrequently for their intended purpose.  Hazardous substances stored safely in their original container and in a suitable location.	Maintain existing controls.	1	4	4	L	N/A
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<b>Hazard</b> <ul style="list-style-type: none"> <li>Driving for business purposes</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Road traffic accident</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Staff, other road users</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Fatality, major or minor injury, damage to other vehicles or property</li> </ul>	3	5	15	H	<p>All driving licenses are provided by staff upon employment and are checked by the employer.</p> <p>Records of the licenses are kept in the office.</p> <p>All driving staff have the correct business insurance.</p> <p>Staff must have an MOT and car serviced if driving for business purposes.</p> <p>Staff ensure that they are fit to drive and healthy.</p> <p>Vehicle sharing is adopted where possible.</p> <p>Staff check routes before travel.</p> <p>Extra care is taken in adverse weather.</p> <p>Adequate breaks are taken during the day.</p>	Maintain existing controls.	2	5	10	M	N/A
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<b>Hazard</b> <ul style="list-style-type: none"> <li>Lone Working</li> </ul> <b>Risk</b> <ul style="list-style-type: none"> <li>Being unattended in an emergency</li> </ul>	<b>Who</b> <ul style="list-style-type: none"> <li>Staff</li> </ul> <b>Consequences</b> <ul style="list-style-type: none"> <li>Minor or Major injury or Fatality, unnecessary worsening of injury</li> </ul>	2	5	10	M	<p>Generally lone working is rare.</p> <p>Lone working only takes places for short periods of time; these are usually at the start and the end of the day or on the weekends.</p> <p>No high-risk activities are conducted when lone working.</p> <p>All staff have mobile phones to make contact in the event of an emergency.</p>	Maintain existing controls.	1	5	5	L	N/A
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<b>Hazard</b> • Occurrence of accident or ill health  <b>Risk</b> • Injury, Chronic Illness, Mental Health	<b>Who</b> • Office staff, visitors, contractors  <b>Consequences</b> • Minor/Serious Injury, Fatality or Mental Health Impact	3	5	15	H	Accident book in place and in use to identify and report injuries and any patterns  Return to work process following on from sickness  Sickness policy in employee handbook  First aid policy in place and a full training is provided.	Maintain existing controls.	1	5	5	L	N/A
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	Name	Signature	Date
Assessor	Julia Powell		05/02/26
Chair – Sussex LPC	SARAH DAVIS		08/03/2026
Chair – Surrey LPC	CHRIS SCOBLE		08/03/2026

Date reviewed	Reviewed by	Signature	Reason for review