



GENERAL RISK ASSESSMENT REPORT

The Hyelm Group

43 New North Road, Hackney N1 6JB.

Date of Review: 11/05/2026

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Signed:

A handwritten signature in black ink, appearing to read "Andrew Large".

On behalf of:-

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CONTENTS

1. Introduction.....	3
2. Management of Health and Safety at Work Regulations 1999 (as amended).....	3
3. Specific risk assessments.....	4
5. Assessment of risk	5
6. Identification of priorities.....	6
7. Recommendations for a new management action plan	7
8. Risk assessment tables	8
9. Further information.....	24
10. Disclaimer	24

1. Introduction

Following the Health and Safety General Risk Assessment carried out at your specified premises, observations and recommendations have been presented for your consideration. This report has been prepared on the basis of observations or information provided by company representatives; information, where provided (verbally or in writing), has been used in good faith by Envex and no attempt has been made to verify the accuracy or reliability of the information.

The contents of this report should not be interpreted as providing all the detailed specific risk assessments required under all relevant legislation; where specified your organisation still has an obligation to carry these out. This report is intended as a General Risk Assessment, which forms the basic framework for the risk assessment process.

It is not normally possible for a specialist from an outside organisation to carry out an absolute and formal Detailed Risk Assessment as the identification of all possible hazards and risks relating to your organisation requires constant monitoring of conditions, personnel and procedures, and relies on a full knowledge of the workings of your organisation. This General Risk Assessment with the observations and recommendations made, refers only to the conditions and methods of work that were seen or explained to our consultant at the time of visit. You have a statutory requirement to retain your current General Risk Assessment and any other specific assessments on file.

2. Management of Health and Safety at Work Regulations 1999 (as amended)

Every employer has a legal obligation to:

"make a suitable and sufficient risk assessment of: the risks to health and safety of his employees to which they are exposed whilst they are at work; and the risk to health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed upon him by or under the relevant statutory provisions".

This General Risk Assessment may fulfil all of your legal requirements for H&S risk assessment, but only you, the employer, can determine if all of the relevant sites, personnel, processes, etc, have been identified by our consultant and are therefore covered by this General Risk Assessment (subject to the statements made in Section 3 of this report).

Although Regulation 6 of the above-mentioned Regulations allows for the appointment by the employer of one or more competent persons to assist him in his undertaking, the onus is on the employer to make arrangements for adequate co-operation, time and means available having regard to the size of the organisation and distribution of those risks throughout the business.

There is a further requirement on the employer under Regulation 6 to ensure that any competent person appointed: *"who is not in his employment: is informed of the factors known by him (the employer) to affect, or suspected by him of affecting, the health and safety of any persons who may be affected by the conduct of his undertaking and has access to the information referred to in Regulation 8" (comprehensive and relevant information to be given to the employees).*

3. Specific risk assessments

The following series of statutory legislation will be taken into consideration in the General Risk Assessment, but this report **will not cover** detailed risk assessments as may be required by your business to comply with other legislation such as:-

- The Display Screen Equipment Regulations 2002
- The Manual Handling Operations Regulations 1992
- The Provision and Use of Work Equipment Regulations 1998
- The Control of Substances Hazardous to Health Regulations 2002
- The Control of Asbestos Regulations 2012
- The Control of Noise at Work Regulations 2005
- The Control of Vibration at Work Regulations 2005
- The Electricity at Work Regulations 1989
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Dangerous Substances and Explosive Atmospheres Regulations 2002
- The Working at Height Regulations 2005
- The Personal Protective Equipment at Work Regulations 2002
- The Regulatory Reform (Fire Safety) Order 2005

This summary report will refer to the need for such assessments where the above-mentioned regulations apply within your business.

This summary report is directed towards problems witnessed or anticipated by inspection. In this context the advice and assessment are to guide Management, but do not relieve Management of the duty to carry out any specific risk assessments as indicated in the Management Recommended Action Sections of this report.

Envex - General Risk Assessment

5. Assessment of risk

5.1. Risk Assessment Scoring Protocol

LIKELIHOOD			CONSEQUENCE		
Title	Description	Scale	Title	Description	Scale
Probable	Likely to occur frequently / almost certain	5	Major	Death Total systems loss	5
Likely	Likely to occur	4	Serious	"Major" injury or illness. e.g. Amputations; major fractures; poisonings; multiple injuries; Occupational cancer; other severely life shortening diseases; hearing loss; dermatitis; asthma; work related upper limb disorders; ill-health leading to permanent minor disability. Major damage to plant etc Environmental impact	4
Possible	Not surprised if it did	3	Medium	Loss of time/injury or illness e.g. burns; concussion; minor fractures Damage to plant etc Environmental impact	3
Unlikely	Unlikely to occur	2	Minor	First Aid Accident e.g. superficial injuries, minor cuts; minor sprains; bruises; temporary eye irritation from dust. Routine maintenance repair	2
Very unlikely	Remote chance	1	Negligible	Very minor not requiring first aid e.g. nuisance or irritation, temporary discomfort. Little consequence.	1

5.2. Risk Rating Matrix

		SEVERITY/CONSEQUENCE				
Risk Rating		1.Negligible	2.Minor	3.Medium	4.Serious	5.Major
LIKELIHOOD	1.Very unlikely	1	2	3	4	5
	2.Unlikely	2	4	6	8	10
	3.Possible	3	6	9	12	15
	4.Likely	4	8	12	16	20
	5.Probable	5	10	15	20	25

6. Identification of priorities

The General Risk Assessment identifies areas where, in the opinion of the consultant, action is required to prevent accidents, injuries, ill health or risks to employees and others, and also to ensure compliance with the relevant statutory requirements either as mandatory requirements or as interpreted requirements. It should be noted that employers also have an obligation towards Contractors on site regarding Health and Safety. This is defined in Regulation 10 of the Management of Health and Safety at Work Regulations 1999.

A suitable risk-based control plan should involve effort and urgency that is proportional to risk. All risk assessments should be reviewed periodically.

All actions should be implemented as soon as reasonably practicable and in particular where there is a statutory compliance issue. Timescales should only be used as indicators of the relative importance of each recommendation.

Envex guidance			
Risk level	Tolerability	Comment	Action and time-scales
1-6 Low	May be acceptable; however, due care should be employed, and task reviewed to see if risk can be reduced further.	Contravention of statutory requirements, likely to be in contravention or considered by the assessor to be a high priority. It is advised that the recommendations are put into action as soon as possible	Immediate action
7-14 Med	Task should only proceed with appropriate authorization from a manager. Where possible the task should be redefined and/or measures employed to reduce the residual risk.	There is the potential for contravention of statutory requirements or guidance set out by enforcing authorities is not being applied etc. A programme of work should be established leading to the systematic elimination of the hazardous conditions.	Take action as soon as reasonably practicable and within 3 months.
15-25 High	Task must not proceed. It should be changed, or further control measures put in place to reduce risk. Controls should be re-assessed prior to the task commencing	Matters in addition to basic statutory requirements including proposed changes to legislation, introduction of Codes of Practice and precautions or techniques consistent with good practice, good loss control and risk management programmes. It is advised that these recommendations be considered and with implementation when the opportunity arises.	As convenient

7. Recommendations for a new management action plan

The recommendations below are a summary of the recommendations provided in the area specific tables included in Section 7 of this report. Please refer to the area specific tables for full details.

All hazards and deficiencies identified in this report should be addressed by implementing all recommendations contained in the following section; special attention should be paid to meeting legal obligations irrespective of the outcome of the risk assessment.

Ensure all previous action plans provided have been implemented.

Action	Risk Level
1. Ensure the contractor approval process is kept up to date.	Medium
2. Ensure due regard is given to the requirement for the submission of risk assessments and method statements prior to contractors undertaking works on site.	Medium
3. Issue EFS with a list of contractors approved by Hyelm so that they can effectively sign off the first part of the 'Contractors Authorisation to work' form.	Medium
4. Provide for flexibility in part 1 of the 'Contractors Authorisation to work' form (contractors may not need to be referred if they are contractors approved by BH and/or work under the control of PMD).	Medium
5. Obtain the latest risk assessments for maintenance works from PMD.	Medium
6. Upgrade the cat ladder providing access to the rooftop plant room.	Medium
7. Inspect and maintain HVAC system in accordance with industry guidelines and Workplace Regulations 1992.	Medium
8. Ensure that Zeta complete the legionella log book when visiting and establish where records will be maintained for compliance (if online, confirm arrangements for downloading at the end of contract).	Medium
9. Approve and issue the Hyelm Legionella Written Scheme of control (verifying the record keeping section is accurate before issue).	Medium
10. Ensure there is reasonable policy in place to review home-working risk assessments for those staff who are authorised to work from home.	Low
11. There is an approved training matrix and broadly the training seems to be in place. Ideally there should be formal reviews recorded periodically to confirm training is up to date. Breathe HR may be a way of recording the training delivered.	Low
12. Ensure that your commercial tenants provide you with a suitable fire risk assessment for their demise (or as a minimum complete a basic checklist to confirm certain controls are in place).	Low
13. The staggered refurbishment program will result in (potentially) a staggered future fixed-wire testing program. Consider how to best manage this variation to ensure that future fixed wiring tests are completed on time.	Low

8. Risk assessment tables

Risk assessment tables are presented in this section of the report for each discrete area assessed during the on-site review.

Risk Factor – Key to tables		
<u>Current</u> level of risk prior to any recommendations made.		
A/C	=	All Covered – no specific action recommended
High	=	High
Medium	=	Medium
Low	=	Low
Trivial	=	Issued not considered significant – action may be taken but no need to record formally. Issue not carried over to any formal action plan.
N/A Compliance issue	=	Not applicable for a severity or likelihood rating – deals with a general compliance issue rather than a pure risk

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
Employers Liability Certificate	Legal requirement. Uninsured	Displayed in office. Renewed in October each year.	A/C	No immediate action identified (ensure insurance is maintained). Certificate seen.
H&S Law Poster Displayed	Legal requirement. Lack of knowledge	On display	A/C	Keep information up to date
H&S Policy	Lack of direction and legal requirement	One in place – reviewed annually.	A/C	Ideally Hyelm should carry out an audit of the policy to ensure policy requirements are being met adequately.
H&S Structure (e.g., Appointed Competent Person for Health and Safety)	Legal requirement. Lack of proper resources or control	Structure reasonable. The Housing Manager reports to the CEO who reports to the Board.	A/C	No action required.
Training of Competent Person.	Legal requirement. Lack of proper resources	The Housing Manager is the Old Street competent person.	A/C	The Housing Manager has completed IOSH Managing Safely. September 2025. Envex are retained for one visit a month.
Training of Management on H&S issues.	Legal requirement	Unclear	L	General Duty Managers have received training by Envex. A new induction training presentation is available. There is an approved training matrix and broadly the training seems to be in place. Ideally there should be formal reviews recorded to confirm training is up to date. Breathe HR may be a way of recording the training delivered.

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
H&S Induction training/ emergency procedures (inc. evacuation)	Legal requirement. Lack of knowledge resulting in poor action/response in an emergency situation (e.g., fire)	Induction process reasonable. All current staff have been inducted. A specific induction was developed for the new maintenance person and signed off by A. Large. There is now an approved process.	A/C	
Adequacy of employee training programme for health and safety.	Legal requirement.	Adequate at this time.	T	See other notes on training.
Risk Assessment Programme and Method Statements	Legal requirement	There is an authorised works 'permit' system in place and site rules for contractors which is now managed by Event Fire Solutions. The Duty/Housing Manager sign-off on the 'Authorisation to work' permits has been removed as has any reference to the submission of RAMS. The Housing Manager has stated that her preference is that only works completed by contractors who are not approved should be referred to Hyelm. However, the approval process does not require submission of RAMS in	M	Issue EFS with a list of contractors approved by Hyelm so that they can effectively sign off the first part of the 'Contractors Authorisation to work' form. Hyelm should also provide for flexibility in part 1 of the 'Contractors Authorisation to work' form (contractors may not need to be referred if they are contractors approved by BH and/or work under the control of PMD). Maintain the contractor approval process. Obtain the latest risk assessments for maintenance works from PMD.

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
		all cases e.g. the whole M&E contract or if the contractor is accredited under an SSIP scheme. EFS do also not know who are 'approved by Hyelm so that cannot answer the first question (which is not always recorded on the current version of the form). Some maintenance work undertaken by PMD. No current copy of their risk assessments could be located. Hyelm Managers must ensure any works completed by PMD are covered by the existing risk assessments and that controls outlined in the assessments are followed when on-site as part of Hyelm's general obligations to ensure safe working. Project works are handled by Brittain Hadley. There is a window cleaning programme in place.		

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
		An internal maintenance risk assessments is in place. A PPE issue log was also prepared so this both this and the risk assessment will have to be periodically reviewed as equipment etc is procured. A risk assessment for dealing with syringes if found has been prepared. A COVID-19 risk assessment was issued previously but this is not currently 'live'. Pregnancy or new mother risk assessments completed as required. The Housing Manager doesn't want to approve all contractors when they arrive on site. Event Fire Solutions are acting as Duty Managers and she is comfortable that only works that sit outside of 'normal' approved works would need to		

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
		be approved or signed off by Hyelm staff.		
First-aiders	Legal requirement. Additional harm caused by failure to provide adequate response following injury	3 staff completed emergency first aid in November 2024.	A/C	Reasonable provision.
First aid boxes	No immediate/appropriate medical treatment - additional harm caused by inadequate response following injury.	First aid box in the office and one in reception – contents checked by the Housing Manager.	A/C	No action required– arrangements satisfactory.
Accident report book	Legal requirement of the Social Security (Claims & Payment) Regulations. Risk of RIDDOR non-compliance/lack of knowledge about reporting.	Accident book in the office. The book is Data Protection Act compliant. No recorded accidents reported to Envex over the last 12 months. One 'near miss'. Records scanned to Sharepoint.	A/C	No action required.
Fire Risk Assessment	Legal requirement. Injury or death	Fire risk assessment completed in 2019 by Tenos. There has been a fire safety review by Techfire fire engineers (draft report submitted September 2025) and a smoke control report prepared by Smoke Ventilation	M	There are residual risks known with regards to fire safety but there is a plan in place to mitigate these risks.

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
		Consultancy (24JZ-DOC-001v4 New North Road Report submitted January 2025). Techfire also undertook an FRA on 17/09/2025. The existing fire action log is monitored regularly. Extensive fire upgrade works are underway. Nothing seen from Juno (commercial client) with regard to their demise. Discussions with the CEO indicated that her preference was to require them to complete a basic fire safety checklist – this is a reasonable approach given the nature of the tenant and the size of the demise.		
Gas safety	Fire, explosion, gas leaks and carbon monoxide (CO) poisoning	Gas safety now contracted to Aston. Formerly Atlas. Gas safety check done in January 2026. Both boiler	A/C	

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
		servicing and gas tightness checks completed.		
Falls from balconies or roofs	Death	Balconies are fitted with appropriate height balustrades. Balustrades are sloped to prevent objects being put on them (parties etc). Additional protection added to the East Road plant room level near the plant room access door. Staff informed to stay to immediate access route and use two hands when climbing or descending the access cat-ladder. A new access ladder to the plant room (or at least a cage to be fitted to the existing one) is planned.	T	
Falls from windows (objects or people)	Death to user or someone below window.	Windows are fitted with restrictors. Their function and use are part of the general monitoring of Duty Managers. Notices given to residents not to by-pass.	T	Ongoing monitoring of the by-passing of restrictors is required. Re-design of the windows is part of the planned external upgrade works. Window safety is on the design agenda. Envex have previously raised

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
				the issues which should be considered with regards to safety.
Use of electrical equipment (portable and fixed appliances)	Electric shock with complications	Date of last fixed wire test: completed 12 September 2023. Remedial works were completed and new certificates are added as the floors get refurbished. Date of last PAT test: Done in October 2025.	A/C	Set up a folder on Sharepoint so that each floor can be tracked so that fixed wire testing can be repeated as required. Ensure that only qualified electricians install, test or modify electrical equipment.
Machinery, plant and work equipment (LOLER and PUWER Regulations other than passenger lifts)	Entanglement with moving parts, bodily injury - cuts, bruises, dermatitis (from cutting oils), contact with hot surfaces, ejected material, objects falling from height.	Three ladders – a ladder register seen – last check March 2026.	A/C	
LOLER Regulations – passenger lifts	Falls, entrapments	There is evidence of statutory inspections completed by Zurich – 13/11/2025 (NNR and ER). There is also a service agreement in place with Apex lifts. Last service March 2026	A/C	LOLER checks and servicing in place.
Use of flammable substance and or combustible dusts	fires and explosions	No action required – minor amounts only properly stored.	A/C	

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
Dangerous Substances and Explosive Atmospheres Regulations 2002				
Identification and control of Stress	Stress leading to decreased productivity and increased liabilities	Stress included in the safety policy.	A/C	Any issues reported to must be formally dealt with and documented. Training covered on IOSH Managing Safety. No issues reported by Property Manager.
Smoking policy	Fire and passive smoking and related illnesses	No issues.	A/C	Monitor compliance of non-smoking policy.
Use of Computers - Display Screen Equipment (DSE) use	Work related upper limb disorders	Sample DSE risk assessments seen.	L	Set up a central folder for all DSE risk assessments.
Health and Welfare Considerations	Inadequate facilities for heating, general ventilation, drinking water, toilets	Drinking water provided via a water machine – reported to have a UV lamp system. Reported to be under a service contract.	L	Establish a filter changing regime.
Building Ventilation and air conditioning	Inadequate ventilation, contact with fungal spores, allergic responses	Fan coil units in the offices. There is also a ventilation system in the office areas – these are reported to be past the service frequency.	M	Inspect and maintain HVAC system in accordance with industry guidelines and Workplace Regulations 1992.

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
Building Water Systems	Legionnaires Disease. COSHH regulations and ACOP L8 compliance	Water systems risk assessment review completed 14 April 2025 There is a building water system maintenance contract with Zeta (taken over Ph water). The process of getting Hyelm onto the Zeta system has not yet taken place. Zeta are not completing the PH water on-site log book and as of yet no evidence has been seen of online records (or confirmation of what happens at the end of contract).	M	Ensure that Zeta complete the legionella log book when visiting and establish where records will be maintained for compliance (if online, confirm arrangements for downloading at the end of contract). Approve and issue the Legionella Written Scheme of control.
Asbestos	Disturbance of asbestos leading to exposure	None present – building 2008	A/C	No action required.
Unsuitable glazing (The Workplace regulations 1992)	Cuts and associated injuries. Glazing in some locations may be a higher risk, such as: in doors and gates, and door and gate side panels; where any part of the transparent or translucent surface is at shoulder level or below; in windows, walls and partitions, where any part of the transparent or translucent	No issues identified visually (judgement only and not to be relied upon where doubt exists). Building refurbished in 2008.	T	No concerns around current glazing (some mitigation of fire risks already undertaken in the link block).

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
	surface is at waist level or below.			
Peripatetic workers and Off-site working (Risk assessment programme and control).	Various risks associated with work away from the office.	CEO works from home to some extent. As does FD. During COVID-19 pandemic more staff are working at home. A home-working policy has been developed (drafted by Envex with external legal review from the client's solicitors). Guidance was sent out to Hyelm to send to all home-workers and assessments were completed in 2022. It wasn't clear that these risk assessments have been reviewed recently.	L	
Driving at work	Fatal accident or serious injury etc	Staff do not drive on company business.	A/C	
Lone Working	Increased potential for injury and/or lack of appropriate timely response.	No current lone-working (other when working from home)	A/C	

Area/Premises: Background Health and Safety

Task/area/etc.	Hazard/Issue	Comment	Risk Factor	Risk reduction Recommendations/Comments
Prevention of harm or violence to staff	Potential for injury due to inadequate security arrangements.	Doors are secure. No lone working. Practically no cash handling. De-escalation training for completed for staff. Reporting process in place to review any safety issues.	T	
Prevention of harm to Young Persons (less than 18 years old)	Inadequate precautions, lack of supervision, inappropriate precautions.	N/A	A/C	No action required.
Employment of agency or temporary staff	Lack of training, or inadequate protective equipment.	N/A	A/C	No action required.
Night time working.	Health effects from sleep deprivation or disruption to circadian rhythms, lone working, disruption to medication protocols	N/A	A/C	No action required.
Safe Access around site (external).	Car park and surfaces (traffic, slip and trip hazards in external areas, inadequate lighting in external areas.	External lighting.	A/C	The obligation for salting/gritting is now under the control of Hylem (the maintenance person or EFS fire wardens)
Workplace Transport	Impact with vehicles; major injuries or fatalities	Deliveries to outside only. No issues.	A/C	No action required.

Area/Premises: **General office/reception area**

Task/area/etc.	Hazard/Issue	Persons at Risk	Severity SH, H, EH	Likelihood L, M, H	Risk Factor	Risk reduction Recommendations/Comments
Housekeeping and general storage	Tripping/slipping	All employee, visitors.	3	2	L	Adequately controlled. Duty managers conduct regular walk-throughs. Ensure all walkways remain clear and unobstructed at all times. Wet floor sign in the reception kitchenette and access to the cleaner's cupboard for mop. Staff understand the need to keep floors dry. Cleaners in daily.
Emergency provisions	Additional harm caused by failure to provide adequate response following injury (lack of first aid, extinguishes etc)	All employees' visitors	4	1	L	First aid box in office area. Fire signage and extinguishers in in the reception area. There is an alarm in the disabled toilet – this is checked periodically. There is also a light linked to the fire alarm in the disabled toilet and this will be checked as part of the periodic fire alarm checks. Refer to Health & Safety background assessment table.
Emergency exits / circulation routes and stairwells	Fire and possibility of trapping with complications	All employees visitors	4	1	L	Ensure that a walk-way is maintained in the reception area.

ENVEX GENERAL RISK ASSESSMENT



Area/Premises: **General office/reception area**

Task/area/etc.	Hazard/Issue	Persons at Risk	Severity SH, H, EH	Likelihood L, M, H	Risk Factor	Risk reduction Recommendations/Comments
						Contractors are given site rules. Refer to latest fire risk assessment. The integrity of external walkways are checked on the weekly checklist.
Ambient and task lighting	Eye strain, headaches	All employees	3	1	L	Lighting appears adequate.
Electrical appliances including those in kitchen appliances	Hot water burns, electric shock, exposure to microwave radiation	All employees	4	1	L	Kitchen appliances to be included on equipment testing schedule as appropriate (see guidance provided).
Delivery of supplies, archiving and other office duties involving manual handling	Manual Handling – leading to injury e.g., strains, bruises cuts	All employees	4	1	L	Some limited handling of boxes of paper and files. Staff get manual handling training as part of the general H&S course.
Photocopiers and Printers	Contamination from spilled toner, exposure to irritant ozone gas	All employees	4	1	L	No action required – service agreement in place. Toner cartridges are self-contained and installed according to manufacturer's instructions. Ensure any ozone filters etc are serviced according to manufacturer's instructions
Use of office chemicals	Exposure to toxic office chemicals	All employees	3	1	L	None used.
Access to unauthorised areas	Exposure to hazards (electrical switch cupboards etc)	All employees	4	1	L	Lock all building risers and limit access to authorised persons only.
General cleaning	Inhalation and contact with chemical cleaning	Cleaner	4	1	L	Contract cleaners in place.

ENVEX GENERAL RISK ASSESSMENT



Area/Premises: **General office/reception area**

Task/area/etc.	Hazard/Issue	Persons at Risk	Severity SH, H, EH	Likelihood L, M, H	Risk Factor	Risk reduction Recommendations/Comments
	agents and spilled materials					COSHH assessments posted in the cupboard.

9. Further information

Further information is presented at the end of the General Risk Assessment. This is not part of the General Risk Assessment. The information is intended only as a basic guide to legislation for Management and does not provide the relevant detail to carry out Specific Risk Assessments.

10. Disclaimer

Envex has prepared this report with all reasonable skill, care and diligence within the terms of the Contract with the client, incorporating Envex's General Terms and Conditions of Business, and taking account of the manpower and resources devoted to it by agreement with the client.

Envex/RSA disclaims any responsibility to the client and others in respect of any matters outside the scope of the above.

This report is confidential to the client and Envex/RSA accepts no responsibility of whatsoever nature to third parties to whom this report, or any part thereof, is made known. Any such party relies upon the report at their own risk.

Appendix 1 - General health and safety regulations

Please refer back to the text of the full regulations and associated ACOPs and guidance notes for all information provided in appendices. .

Summary of the Management of Health and Safety at Work Regulations 1999

The regulations require any organisation employing five or more people to have a written health and safety policy, and to have performed and documented a series of risk assessments.

Summary of the Workplace (Health, Safety and Welfare) Regulations 1992

These regulations cover the working environment (temperature, ventilation, space etc), safety (windows, doors, floors etc), facilities (toilets, rest areas, drinking water etc) and housekeeping (cleanliness, removal of waste etc). The regulations became law on 1 January 1993.

Summary of the Provision and Use of Work Equipment Regulations (PUWER) 1998

The regulations cover the purchase, installation, modification and maintenance of work equipment. They also cover the immediate environment to the work equipment. Well-maintained equipment, fit for the purpose is unlikely to require any work but older, less well-maintained equipment may require up-grading.

Work equipment includes any machinery, appliance, apparatus, tool and installation. This covers equipment from photocopiers and computers to mowers, knives and laboratory apparatus. Use of the equipment includes starting and stopping, programming and setting, transporting, repairing and modifying, maintaining and servicing, and cleaning.

Summary of the Display Screen Equipment (DSE) Regulations 1992 (amended 2002)

These regulations apply to habitual users of display screen equipment and are designed to minimise the risk of muscular and other physical problems, eye fatigue and mental stress. Assessment of risk to users is required to cover the DSE and workstation. Habitual users can be defined as anyone who uses DSE for more than an hour continuously per day. Display screen equipment means any alphanumeric or graphic display screen and includes visual display units, microfiche readers, and process control screens. Workstation means the display screen equipment, keyboard, software, optional extras to the DSE, the immediate work environment, and any disc drive, telephone, modem, printer, document holder, chair, desk, work surface and other peripheral items.

Summary of the Manual Handling (MH) Operations Regulations 1992

These apply to any manual handling operations that may cause injury at work. Manual handling means any operations involving the transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force. The regulations are based around three steps; firstly, to avoid hazardous manual handling where reasonably practicable, secondly, to assess adequately any hazardous operations that cannot be avoided, and thirdly, to reduce the risk of injury as far as is reasonably practicable. The regulations became law on the 1 January 1993.

Summary of the Personal Protective Equipment at Work (PPE) Regulations 2002

These regulations set out the principles for selecting, providing, maintaining and using PPE. PPE is defined as all equipment designed to be worn or held to protect against a risk to health or safety. Exceptions

include ordinary working clothes, uniforms, PPE for transport (such as crash helmets), and sports equipment. The regulations became law on 1 January 1993. Personal protective equipment should only be used when there are no other viable alternatives for removing the risk.

Summary of the Noise at Work Regulations 2005

The Noise at Work Regulations place certain duties on employers and manufacturers. These include an assessment of employees' exposure to noise, written records of exposure levels, the provision and maintenance of ear protection equipment, and the formation of ear protection zones where appropriate. There are three action levels for noise control: the first action level is a daily personal exposure level of 80dB(A), the second action level is a daily personal exposure of 85dB(A), and the peak action level is a level of 87dB(A) at the ear. At the first action level, ear protection should be provided on request. If noise levels reach the second action or peak action levels, the employer must provide ear protection. Ear protection should be last resort only where no other options (such as new machinery) are viable. Health surveillance is required if the second action level of 85 dB(A) is exceeded.

The Vibration at Work Regulations 2005

You must make a "suitable and sufficient" assessment of the risks from vibration and identify employees who may be at risk from exposure to it. You must produce a soundly based estimate of your employees' vibration exposures compared with the exposure action value and exposure limit value from the regulations. You should keep a record of the assessment; the person(s) responsible for the assessment; the control measures you have taken and their effectiveness and your plans for further action.

Summary of the Electricity at Work Regulations 1989

Under these regulations employers have a series of duties. These are to ensure the provision of safe electrical plant, systems and equipment, to ensure the safety of all systems of work involving the installation, testing, maintenance, de-commissioning and ultimate disposal, to provide adequate information and training, and to employ competent workers (including contractors). They also have an obligation to engage competent external safety advisors where the competence is not available in house, and to provide adequate PPE. Employees have a duty to cooperate and take reasonable care for the health and safety of themselves and other persons who may be affected by their acts and omissions.

Summary of the Control of Substances Hazardous to Health Regulations (COSHH) 2002

The COSHH regulations require the assessment of health risks created by work involving substances hazardous to health and the prevention or control of exposure to substances hazardous to health. The regulations require the keeping of detailed records. Documentation should include assessments, records on control measures such as PPE, exposure monitoring results, health surveillance and training.

The Control of Asbestos Regulations 2012

The duty holder should ensure that a survey is completed by a competent person and act on the findings of that survey. That would require a management plan. Additional survey work and management action will likely have to be taken prior to any refurbishment or demolition work. All actions are designed to prevent exposure to asbestos.

Summary of Regulations relating to safe access, fire, accident and emergencies.

Information relating to use of ladders, cradles and other building height access equipment (e.g., Cherry pickers) is covered by the HSE guidance notes, information and construction summary sheets.

The Regulatory Reform (Fire Safety) Order 2005 requires employers to appoint a RESPONSIBLE PERSON and undertake a fire risk assessment of their premises to identify fire risks in order to remove, reduce control or monitor them. All workplaces must be provided with appropriate fire-fighting equipment and means of giving warning in case of fire. Employers must take measures for firefighting in the workplace by nominating, training and equipping an adequate number of employees to implement the measures. All equipment provided to assist escape from the premises, such as fire detection, warning systems and emergency lighting and all fire-fighting equipment should be regularly checked and maintained by a competent person.

The Dangerous Substances and Explosive Atmospheres Regulations 2002 require an assessment to be carried out to identify the risk of an explosion being caused from substances (including dusts), mixtures or preparations used on site. There are requirements for control, emergency procedures and staff training.

Appendix 2 - Hazards to be considered in workplace.

Examples of hazards are listed below. It is not necessarily a comprehensive list, but is given to illustrate the nature of the hazards which have been taken into account in the Risk Assessment of work activities:-

PHYSICAL INJURY HAZARDS

Work at height (fall of person)
Fall of object/material from height.
Fall, trip and slips on same level.
Struck by vehicle (or fall under) or mobile plant.
Impact with fixed object
Operation of vehicles (on-site or off-site)
Use of access equipment (e.g., Ladders, lifts)
Use of mechanical equipment (e.g., Moving parts)
Contact with high energy/speed sharp objects (grinding wheel etc)
Use of hand tools (including power tools)
Bruising/trapping/entanglement (of body parts)
Contact with ejected / flying objects.
Contact with low energy sharp objects (e.g., Knives, glass)
Stored energy (e.g., Pressurised systems, liquefied gases)
Fire
Hot work (e.g., Welding)
Electric shock
Unsafe ground, trapping or burying.
Underground structures and services
Excavations
Confined spaces
Explosions (gases, chemicals and dusts)
Manual handling operations
Manual handling operations
Poor ergonomics
Repetitive actions (e.g., Physical, mental, procedural)
Crushing (e.g., Excessive number of people)

PHYSICAL AGENT HAZARDS

Noise and vibration
Ionising radiation
Non-ionising radiation (e.g., Lasers, ultra-violet light)
Excessive cold (requiring PPE)
Excessive heat (requiring PPE)
Contact with hot/cold surfaces.

HAZARDOUS SUBSTANCES (e.g., in the form of a liquid, gas, vapour, aerosol, fibre or dust)

Inhalation of hazardous substances (including asphyxiants)
Contact with hazardous substances.
Ingestion of hazardous substances
Contact with biological agents (micro-organisms)

MISCELLANEOUS

Cleaning operations (compressed air, high pressure water/steam)
Adverse weather conditions
Visual impairment
Poor lighting conditions
Heat and cold stress
Vermin, dangerous animals, carcasses
Violence to staff (physical and verbal abuse)
Psychological stress and mental fatigue
Inadequate workplace ventilation
Inadequate information, instruction and training.

Appendix 3 - Maintaining portable electrical appliances.

1. Class 1 includes equipment that is connected from the mains. The equipment in this category will have an earth connection from your mains and will likely have live parts that contain basic insulation. Appliances that typically fall into Class 1 include computers, fan heaters and other similar items.
2. Class 2 includes equipment that does not have exposed metal work and contains at least two different layers of insulation. Items typically found in this class include dictation machines, desk calculators and others.
3. Class 3 includes all equipment that operates from power supplies less than 50v AC. These items will have basic insulation and will contain no metal work. Items typically found in this category include mobile phones and lap tops among others.

PAT testing is required by employers, landlords and self-employed to ensure safety of portable appliances. The Health & Safety Executive provides no set rule on PAT testing frequency, only that testing should be done regularly to ensure preventative maintenance. The reason that there is no set frequency is because different situations arise that call for different measures. There are a number of factors that affect PAT testing frequency, and it is up to each individual to determine when testing should be carried out.

In order to determine how often you should have your appliances tested, you should bear in mind a few different factors:

- Equipment that is used more should be tested more frequently. This equipment is likely to suffer less damage than that used regularly.
- If people using equipment report any damages as they become noticeable, there is less chance of a major hazard. If equipment regularly receives damage or abuse that is not reported then inspections and testing are required more frequently.
- The type of equipment in question is a major factor in determining PAT testing frequency. Hand held appliances are more likely to become damaged than those that are stationary. Class 1 appliances carry the greatest risk of danger and should be tested more often.

Although there are no requirements for PAT testing frequency, there are recommendations. These are summarised below (please refer to HSG107 (current edition): Maintaining portable electrical equipment. These tests should be backed up by suitable user visual inspections.

Offices, Shops and Hotels

Class 1 equipment including stationary and IT equipment should be tested every 48 months. Moveable equipment such as extension leads, and portable equipment should be tested every 24 months. Handheld equipment should be tested every 12 months.

Schools

All Class 1 equipment in schools should be PAT tested every 12 months. Class 2 equipment should be tested every 48 months.

Public Use Equipment

Stationary and IT equipment such as computers should be tested every 12 months. Moveable, Portable and Handheld equipment falling into Class 2 should be tested every 12 months. Moveable, Portable and Handheld equipment falling into Class 1 should be tested every 6 months.

Construction

All 110V equipment used on construction sites should be tested every 3 months.

Industrial

All industrial sites, including commercial kitchens should have Portable and Handheld equipment tested every 6 months. Stationary, IT and Moveable equipment should be tested every 12 months.