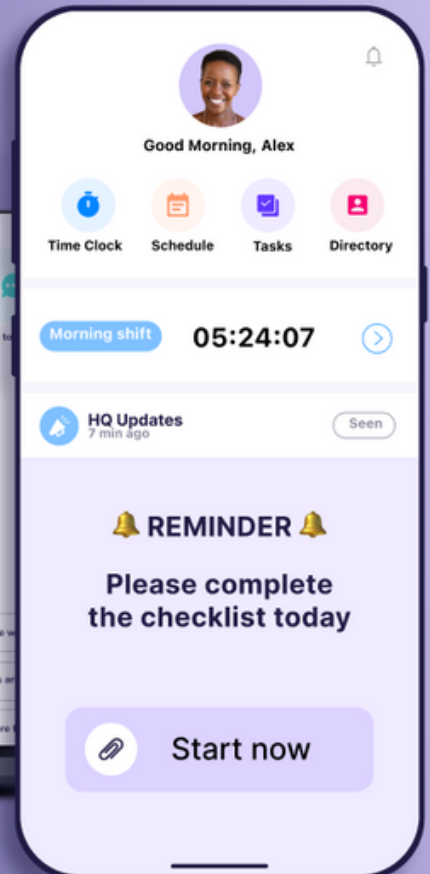


# Office Risk Assessment Template

Use our office risk assessment template as a starting point to customize yours to fit your business.



The Office Risk Assessment Template is tailored for professionals managing or working in office environments.

It focuses on identifying and mitigating risks specific to office settings, such as ergonomic hazards, electrical safety, and fire risks.

This template is essential for ensuring a safe and healthy workplace, promoting employee well-being, and maintaining compliance with occupational health and safety standards.

## Office Risk Assessment Template

Date of Assessment: \_\_\_\_\_

Assessment Conducted By: \_\_\_\_\_

Location/Area of Assessment: \_\_\_\_\_

Review Date: \_\_\_\_\_

### Workspace Layout and Ergonomics

- Workspace Design and Layout: \_\_\_\_\_
- Ergonomic Risks (e.g., desk, chair, computer setup): \_\_\_\_\_
- Measures to Reduce Ergonomic Hazards: \_\_\_\_\_

### Electrical Safety

- Electrical Equipment Used (e.g., computers, printers): \_\_\_\_\_
- Inspection and Maintenance of Electrical Equipment: \_\_\_\_\_
- Actions to Address Electrical Safety: \_\_\_\_\_

### Fire Safety

- Fire Hazards Identified: \_\_\_\_\_
- Availability and Accessibility of Fire Safety Equipment (e.g., extinguishers, alarms):  
\_\_\_\_\_
- Fire Evacuation Procedures: \_\_\_\_\_

### General Safety and Health

- Slip, Trip, and Fall Hazards: \_\_\_\_\_
- General Workplace Cleanliness and Housekeeping: \_\_\_\_\_
- Adequacy of Lighting and Ventilation: \_\_\_\_\_

### Staff Well-being

- Measures to Address Stress and Workload Management: \_\_\_\_\_
- Facilities for Rest and Breaks: \_\_\_\_\_

## Emergency Procedures

- Emergency Contact Information: \_\_\_\_\_
- First Aid Equipment and Trained Personnel: \_\_\_\_\_

## Risk Analysis

- Overall Risk Level (e.g., low/medium/high): \_\_\_\_\_
- Additional Risks Identified: \_\_\_\_\_

## Monitoring and Review

- Monitoring Procedures: \_\_\_\_\_
- Scheduled Review Date: \_\_\_\_\_

## Additional Comments

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## Signatures

- Assessor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_
  - Approval Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_
- 

This Office Risk Assessment Template is a key instrument in proactively identifying and addressing various risks within office environments.

Regular use of this template will contribute to creating a safer, healthier, and more productive workplace.

It is essential for risk management and plays a crucial role in fostering a culture of safety awareness among all office staff.

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