RISK ASSESSMENT WIZARD

ASSESSMENT DETAILS

ESCALATION CONTACT:

Team Lead:		Contact No.:	
Affected Parties:			

ACTIVITY OR SERVICE DETAILS

Purpose:		Date:	

Benefit: Enhances productivity by offering a structured workspace. | Ensures compliance with industry regulations and data security standards. | Facilitates collaboration and communication among financial teams. | Minimizes operational disruptions by maintaining infrastructure and utilities. | Provides a secure and professional environment for financial operations. | Supports customer engagement through dedicated meeting spaces.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Natural disasters	Disruptions, injuries, property damage	Enhances business continuity and resilience, ensuring operations can recover quickly while leveraging existing recovery strategies.	Develop a comprehensive disaster recovery plan, secure critical documents and systems, ensure backup power supplies, and train staff on emergency procedures to maintain operations during events like floods or earthquakes. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Med**
Biological hazards	Illnesses, absenteeism	Encourages a healthy workplace culture, supporting employee well-being and reducing absenteeism without overly restrictive measures.	Promote hygiene practices such as regular handwashing, provide sanitizers, ensure cleanliness in common areas, and manage sick leave policies to minimize the spread of illnesses within the office. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Chemical hazards	Exposure, health issues	Allows effective cleaning and maintenance practices, ensuring a hygienic and safe office environment.	Properly store all chemicals, provide appropriate labeling, train employees on safe handling procedures, and ensure accessibility to Material Safety Data Sheets to minimize exposure risks. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**
Data breaches	Unauthorized access, data loss	Enables efficient handling and processing of confidential information, which is essential for effective financial services operations.	Implement strong cybersecurity protocols, use encryption, conduct regular security audits, train employees on data protection, and limit access to sensitive information to protect against unauthorized access and data loss. **(ALL)**	Employees, clients	Before Measure: **High** After Measure: **Low**
Electrical hazards	Electrocution, equipment damage	Facilitates the integration of essential electronic equipment necessary for financial services, enhancing productivity and operational efficiency.	Perform routine electrical inspections, ensure all wiring complies with safety standards, avoid overloading circuits, provide surge protectors, and educate staff on electrical safety practices to prevent accidents. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**
Equipment malfunctions	Injuries, disruptions	Using a wide variety of equipment increases productivity and flexibility, allowing for diverse operational capabilities.	Schedule regular maintenance and safety checks, replace outdated or faulty equipment, train employees on proper usage, and have backup equipment available to prevent disruptions and accidents. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**
Ergonomic issues	Musculoskeletal problems, discomfort	Encourages employees to personalize their workspaces, fostering creativity and individual comfort, which can lead to higher job satisfaction and productivity.	Implement ergonomic assessments for workstations, provide adjustable furniture, offer training on proper posture, and encourage regular breaks and stretching to prevent musculoskeletal problems and enhance employee comfort. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**

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HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Fire hazards	Fire, injuries, property damage	Allows for a variety of equipment and technologies that increase productivity and staff well-being, supporting dynamic office operations.	Install smoke detectors, fire extinguishers, and sprinkler systems; conduct regular fire drills; ensure clear evacuation routes; and train employees on fire safety protocols to minimize fire-related risks. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Inadequate break areas	Fatigue, reduced morale	Provides essential relaxation spaces that help maintain employee morale and productivity without costly elaborate lounge areas.	Designate comfortable break spaces with necessary amenities, ensure cleanliness, provide seating and relaxation areas, and encourage regular breaks to enhance employee well-being and productivity. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**
Inadequate emergency exits	Inability to evacuate, injuries	Supports efficient emergency preparedness, allowing for quick evacuations and maintaining safety standards without extensive infrastructure changes.	Ensure all emergency exits are clearly marked, unobstructed, and accessible; conduct regular inspections; and train employees on evacuation routes to enhance safety during emergencies. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Inadequate lighting	Eye strain, reduced visibility	Supports a comfortable and adequately lit work environment, promoting employee well-being without the need for expensive lighting upgrades.	Install sufficient lighting in all areas, use energy-efficient bulbs, provide task lighting where needed, conduct regular maintenance to replace faulty lights, and ensure compliance with lighting standards to enhance visibility and reduce eye strain. **(ALL)**	Employees, visitors	Before Measure: **Med** After Measure: **Low**

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Inadequate parking facilities	Accidents, delays	Enables use of existing parking facilities, providing convenience and accessibility for employees and visitors without high expansion costs.	Provide sufficient and secure parking spaces, ensure proper lighting in parking areas, implement access control measures, and maintain clear signage to ensure safe and convenient employee and visitor parking. **(ALL)**	Employees, visitors	Before Measure: **Med** After Measure: **Low**
Inadequate restroom facilities	Hygiene issues, discomfort	Maintains basic restroom standards without investing in luxurious facilities, balancing comfort with cost-effectiveness.	Ensure restrooms are clean, well-stocked, and accessible; conduct regular maintenance; and provide adequate facilities to meet the needs of all employees, maintaining hygiene and comfort. **(ALL)**	Employees, visitors	Before Measure: **Med** After Measure: **Low**
Inadequate security measures	Unauthorized access, theft	Maintains essential security while allowing flexibility in office operations and resource allocation to other critical areas.	Implement basic access control systems, use surveillance cameras strategically, conduct periodic security assessments, and train staff on security protocols to protect the workplace from unauthorized access. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Inadequate signage	Confusion, delays	Ensures essential information is readily available, enhancing navigation and safety without cluttering the office with excessive signage.	Install clear and visible signs for exits, restrooms, fire equipment, and safety instructions; ensure signs are maintained and comply with safety regulations to guide employees and visitors effectively. **(ALL)**	Employees, visitors	Before Measure: **Med** After Measure: **Low**
Insufficient training	Errors, accidents	Gives employees opportunities to access training and develop skills, fostering a knowledgeable and adaptable workforce.	Provide ongoing training programs, offer access to professional development resources, conduct regular safety and skills workshops, and encourage continuous learning to enhance employee competence and safety. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**

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HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Limited accessibility for disabled individuals	Exclusion, reduced mobility	Promotes inclusivity and diversity, enhancing the workplace environment by accommodating various needs without extensive redesigns.	Ensure office spaces comply with accessibility standards, provide ramps, accessible restrooms, and assistive technologies, and regularly review accessibility features to accommodate all employees and visitors. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Mold growth	Respiratory issues, property damage	Allows offices to operate in older buildings more suitable to mold, leveraging existing structures without prohibitive renovation costs.	Control moisture levels through regular maintenance, promptly repair leaks, ensure adequate ventilation, and conduct regular inspections to prevent and address mold issues, safeguarding health and property. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Noise pollution	Distractions, stress	Fosters a lively and collaborative office atmosphere, encouraging teamwork and open communication among staff.	Use sound-absorbing materials, create designated quiet zones, implement noise control policies, and provide noise-cancelling options for employees to maintain a conducive work environment. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**
Overcrowding	Discomfort, reduced productivity	A larger team allows for more productivity and creative ideas, leveraging diverse talents and perspectives despite spatial constraints.	Monitor office occupancy, enforce maximum capacity limits, design workspaces to accommodate employees comfortably, and implement flexible work arrangements to prevent overcrowding. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**
Pest infestations	Health issues, contamination	Allows for greater flexibility in office location choices, enabling operations in diverse environments without being overly restricted by pest control concerns.	Schedule regular pest control services, maintain cleanliness, seal potential entry points, and monitor for signs of pests to prevent and address infestations effectively. **(ALL)**	Employees, visitors	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Poor housekeeping	Clutter, injuries	Maintains a standard level of cleanliness, allowing employees to focus on their tasks without excessive housekeeping protocols.	Establish regular cleaning schedules, promote organization practices among employees, conduct routine inspections, and ensure proper storage solutions to maintain a tidy and safe office environment. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**
Poor indoor air quality	Respiratory issues, fatigue	Permits operation with cost-effective ventilation solutions, allowing funds to be allocated to other critical areas that directly enhance business operations.	Maintain and regularly service HVAC systems, use air purifiers, ensure adequate ventilation, minimize the use of volatile compounds, and monitor air quality to provide a healthy work environment and reduce respiratory issues. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Poor layout and space design	Accidents, discomfort	Balances efficient use of space with safety, optimizing office size and functionality to support diverse work activities.	Design workspaces to allow free movement, minimize clutter, ensure accessibility, and optimize space usage to enhance safety, comfort, and productivity for all employees. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**
Poor ventilation	Discomfort, health issues	Maintains acceptable air quality without investing in advanced ventilation technologies, allowing for operational cost savings.	Ensure HVAC systems are regularly maintained, clean air ducts, use appropriate filtration systems, and monitor airflow to maintain a comfortable and healthy office environment. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Poor waste management	Hygiene issues, environmental impact	Allows for more flexibility in office location choices by not being overly constrained by waste management infrastructure requirements.	Implement recycling programs, provide clearly labeled waste bins, establish regular waste collection schedules, and educate employees on proper waste disposal to maintain cleanliness and sustainability. **(ALL)**	Employees	Before Measure: **Med** After Measure: **Low**

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Poorly managed contractor access	Accidents, security breaches	Contractors allow necessary works to be undertaken, enabling maintenance and improvements without the need for in-house resources.	Implement strict access controls for contractors, monitor their activities, provide necessary safety training, and ensure adherence to workplace protocols to minimize risks associated with external personnel. **(ALL)**	Employees, contractors	Before Measure: **High** After Measure: **Low**
Slippery floors	Falls, injuries	Allows the use of aesthetically appealing flooring materials that enhance the office environment and employee satisfaction without extensive modification costs.	Conduct regular inspections to identify and address potential slip hazards. Clean and dry floors promptly, apply non-slip treatments where necessary, use warning signs in wet areas, and enforce proper footwear policies to minimize the risk of falls. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**
Stress and mental health issues	Burnout, reduced performance	Supports employee resilience and well-being, fostering a supportive environment that enhances overall morale and productivity.	Provide access to employee assistance programs, promote work-life balance, offer stress management resources, and cultivate a supportive workplace culture to address mental health concerns. **(ALL)**	Employees	Before Measure: **High** After Measure: **Low**
Workplace violence	Physical harm, psychological trauma	Fosters a secure and supportive work environment that enhances employee morale and productivity.	Implement security measures such as access controls and surveillance, provide training on conflict resolution, establish clear reporting channels, and foster a positive workplace culture to mitigate risks of violence. **(ALL)**	Employees, visitors	Before Measure: **High** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Unforseen hazard	Illness, injury, death		Ongoing dynamic risk assessment conducted by all relevant personnel. Any identified potential risks should be immediately reported to the appropriate supervisor or risk manager, and corrective action should be taken as necessary. **(ALL)**	All	**N/A**

NOTES

Extra notes & evaluation:

Completed by	Reviewed/Approved by	Risk Assessment Date	Review Required Date