RISK ASSESSMENT WIZARD



STANDARD OFFICE-BASED ROLES

Safety Guide

Office Professional

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Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Efficient Workflows

Efficient administrative workflows enable reliable delivery of services and consistent deadline achievement.

Team Coordination

Centralised coordination improves communication between departments and accelerates decision making.

Professional Development

Regular desk-based work supports continuous professional development through mentoring and digital learning.

Secure Information

Secure handling of information enables accurate records and compliance with regulations.

KEY HAZARDS & CONTROL MEASURES

Display Screen Equipment (DSE)

- ✔ DSE assessments completed annually
- ✔ Regular screen breaks enforced
- ✔ Adjustable workstations provided
- ✔ Eye tests offered to DSE users

Psychosocial Factors & Workload

- ✔ Workload monitoring systems
- ✔ Mental health first aiders
- ✔ Employee assistance programme
- ✔ Flexible working options

Fire & Evacuation Readiness

- ✔ Fire wardens on each floor
- ✔ Clear evacuation routes posted
- ✔ Regular fire drills conducted
- ✔ Extinguishers maintained

Electrical Equipment & Cables

- ✔ PAT testing schedule in place
- ✔ Staff reporting procedures
- ✔ Cable management systems
- ✔ Regular visual inspections

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

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Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
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