ARCH **RISK MANAGEMENT**

Office & Professional Risks - Risk Management Considerations

Although we tend to think that the health and safety risks and hazards are low in an office environment, accidents can and often do still happen. Office based risk management is no less important than in physical working environments that pose seemingly more serious risk.

Paper storage, sound levels, lighting, fire safety, and poorly designed workstations can have a detrimental effect on staff productivity and can affect both mental and physical health. Display screen equipment and surrounding areas also pose a significant hazard in office environments.

These key considerations will help your business reduce risk in order to ensure the health and safety of anyone who works in/on or visits the premises.

Key Considerations for Office & Professional Risks

1. Slips, trips and falls is one of the major risks associated with offices. How do you make your staff aware of this?
2. Do you have a Fire Risk Assessment completed by a competent person taking into account evacuation times and routes if the building is multi-level or multi-user?
3. Electrical shock from faulty equipment can cause serious injury – even death. How frequently are checks carried out on your electrical equipment, both portal and static? Are they competent to carry out those checks?
4. Have all staff carried out a display screen equipment (DSE) assessment for their workstation and have deficiencies been rectified? Do you pay for your DSE users to undertake an eye test, should they request one?
5. Have staff received instruction on how to safely lift, move and carry objects, such as deliveries of stationary, moving office furniture around?
6. If you require staff to drive on behalf of the business, even if it's collecting the office sandwiches, do you have appropriate checks in place to ensure you meet your legal responsibilities?

Relevant eLearning modules include:

- ✓ Slips Trips and Falls
- ✓ Manual Handling
- ✓ DSE
- ✓ Electricity Safety
- ✓ Fire Safety
- ✓ Mental Health Awareness
- ✓ Managing Stress
- ✓ Managing Absence
- ✓ Effective Questioning and Listening
- ✓ Modern Slavery

The above are part of the current 23 eLearning modules available within the Arch Risk Management website.

Find out more

- Sign into the Arch Risk Management portal (available to all Arch eligible policyholders).
- Click the 'Key Risks' section for more detailed information and guidance.
- Learn about the health and safety issues that can impact your business, as well as all the resources, e-learning modules and support to enable you to manage them.

To register for Arch Risk Management, scan the QR code.

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*As of March 31, 2025