

Risk Assessment – Display Screen Equipment 28 July 2021

Hazard	Those at risk	Risks	Controls	Review
Use of portable electrical appliance	Senior staff FOH & Kitchen Office staff Outside contractors	Injury from faulty electrical equipment	Yearly PAT testing by external provider for all office equipment Changed to every two years	PAT test June 13 due June 14 Review 16/3/2018 Last PAT test 20/1/17 PAT test due this year contacted Leigh Review 24 July 19 PAT test every two years now book for 2020 Review 11 MAY 2021 Pat Test due and organised with Grove Electrical
Hazard	Those at risk	Risks	Control	Review
Joint or muscle strain	None	No member of staff uses the computer for more than an hour on a daily basis New office position working 4 days a week July 2021 Strain to hands and arms typing Neck strain answering phone Neck and back strain sitting in the wrong position Circulation sitting for long periods of time	Desk height correct Seat is adjustable Seat is stable and in good working 5 legs on wheels Adequate space to work with two screens Computer heights adjustable for correct position Blue tooth Keyboard and mouse Hands free speaker phone Job role involves moving around business Taking regular breaks from desk encouraged 4 day week gives adequate time away from desk	Reviewed the facilities provided for the infrequent use of computers. 4 March 14 Seating and desk area is positioned correctly with adequate desk space. Chair is stable and flexible Review 16/3/2018 No changes Review 24 July 2019 no changes Review 11 May 2021 NOTE review for 28 July ref new employee Reviewed 28 th July 2021

Hazard	Those at risk	Risks	Control	Review
Eye strain	None	<p>No member of staff uses the computer for more than one hour on a daily basis</p> <p>New office position working 4 days a week July 2021</p> <p>Eye strain from regular use of computers</p> <p>Not enough lighting</p> <p>Glare from sunlight</p>	<p>Artificial lighting designed for offices</p> <p>Natural light from a large window</p> <p>Blind fitted to tilt to avoid direct sunlight</p> <p>Yearly eye test</p>	<p>Reviewed the facilities provided for the infrequent use of computers. 4 March 14</p> <p>Adequate lighting both natural and artificial.</p> <p>Blind fitted to cut out any glare</p> <p>Review 16/3/18 No changes Review 24 July No changes</p> <p>Review 11 May 2021</p> <p>NOTE review for 28 July ref new employee</p> <p>Reviewed 28th July 2021</p> <p>Check eye test Dec 2021</p>