

Front of House Risk Assessment

The people that might be harmed: BBC Studioworks employees, contractors, public, artists

HAZARD	CONTROL
Access/Egress – Unsafe or unsuitable access/egress routes could result in slips/trips/falls or problems with exiting in emergency.	<ul style="list-style-type: none"> • Reception space designed to building regulation Floors/stairs in access/egress routes are in good condition, and kept free of all obstructions – this is checked in regular office safety inspections. • Any changes in floor level are clearly marked.
Display Screen Equipment (DSE) – Incorrect set up and use of DSE can result in poor posture, leading to discomfort, muscle strain, upper limb disorders, eye strain, stress.	<ul style="list-style-type: none"> • DSE assessments carried out and any corrective actions required are followed up by line managers. • All “hot desks” are DSE compliant and equipment fully adjustable for users. • Work station has been assessed by ergonomic specialist and remedial action followed.
Electricity – possible exposure to electric shock, burns from faulty or damaged electrical equipment.	<ul style="list-style-type: none"> • All electrical equipment purchased is via reputable supplier and fit for purpose. • All equipment is subject to an electrical test regime (PAT) prior to use and labelled to that effect. • Electrical equipment is subjected to regular pre use visual inspection by user and during office safety inspections. • All electrical equipment is maintained by a competent person.
Hot/Cold temperatures - working in excessively hot or cold temperatures can lead to discomfort, increased fatigue, or loss of manual dexterity which can result in accidents.	<ul style="list-style-type: none"> • Comfortable office temperature, as stated in Workplace regulations, is maintained through fit for purpose heating and ventilation system. • Window blinds are provided to reduce solar gain. • Access to fans provided if necessary. • Drinking water is available.

<p>Housekeeping – slips, trips, falls resulting from general untidiness of leaving bags, files in walkways, leaving desk draws open, trailing cables, etc</p>	<ul style="list-style-type: none"> • Good housekeeping procedures in place. • Adequate storage facilities provided. • Files not in regular use are archived.
<p>Lighting – Inadequate levels of lighting can lead to eyestrain, headaches and slips, trips, falls from failing to see any obstructions.</p>	<ul style="list-style-type: none"> • Lighting levels provided comply with the recommended levels. • Desk lamps are available if required.
<p>Manual Handling – musculoskeletal injuries resulting from poor handling techniques.</p>	<ul style="list-style-type: none"> • The need for manual handling activities in the reception area has been eliminated where possible. • There is no requirement for receptionists to move heavy loads
<p>Working Patterns/ Working Hours – long working hours and/or shift work can result in stress or fatigue which can lead to ill health & accidents.</p>	<ul style="list-style-type: none"> • Working time regulations are complied with. • Staff are encouraged to take adequate breaks throughout the day.
<p>Lone Working – Risk of violent attack if working alone. Risk of becoming unwell & nobody knowing.</p>	<ul style="list-style-type: none"> • Good security measures in place – controlled & restricted access. • Experienced staff