

Risk assessments for all workplaces of the National Centre for Electromagnetic Therapies CIC

The following risk assessments should be updated on a regular basis in tandem with the Health and Safety as well as Corona Virus Policies. The implementation of new equipment such as portable heaters, portable generators, solar panels and other equipment of an electrical nature warrant an updated review of the following risk assessments.

Guidance can be found on www.hse.gov.uk/simple-health-safety/risk/. To identify the hazards, the assessor has:

- walked around the office, noting things that might pose a risk;
- checked the HSE advice on employees with disabilities: www.hse.gov.uk/disability/;
- talked to any supervisors and staff if applicable to learn from their experience and listen to their concerns;
- talked to the office cleaning contractors, to make sure the cleaning activities did not pose a risk to office staff;
- looked at the accident book to see how previous accidents had occurred.

Contact details

- Responsible officer for Health and Safety: Kasey Phifer
- Phone number: 03301 334 193 ext. 2
- Email: admin@ncet.co.uk
- Address: Badger House, Oldmixon Crescent, Weston-Super-Mare BS24 9AY

Last update: 27 May 2021

Risk assessment

Company name: National Centre for Electromagnetic Therapies CIC

Assessment carried out by: Kasey Phifer (Managing Director - MD)

Date assessment carried out: 27 May 2021

Workplaces: Clinic location in Weston-Super-Mare, The Practice Rooms in Clifton/Cotham Hill, and newly built office at Hillside Studios Cribbs Causeway

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Slips and trips	Staff and visitors may be injured if they trip over objects or slip on spillages.	<ul style="list-style-type: none"> • General good housekeeping. • All areas well lit, including stairs. • No trailing leads or cables. • Staff keep work areas clear, i.e. no boxes left in walkways, deliveries stored immediately. • Offices cleaned at the end of every workday. • Outdoor stairs, pathways and car park should be kept clear of snow and ice or covered with sand or ice melt. • Steps and edges that might be difficult to navigate will be lined by a handrail and reflective tape. • Avoid burns by covering food and hot beverages when moving them up stairs. 	Install a handrail on the outdoor steps of the new office location	All staff need to monitor; MD will carry out installation	Appx. 1/7/2021	

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Display screen equipment	Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor.	<ul style="list-style-type: none"> • DSE training and assessments of workstation carried out by all new starters. Actions carried out asap. • Reassessment to be carried out at any change to work feature, eg equipment, furniture or the work environment such as lighting. • Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen. • Shared workstations are assessed for all users. • Work planned to include regular breaks or change of activity. • Overhead lighting, desk lighting and temperature suitably controlled. • Adjustable blinds at window to control natural light on screen • Noise levels controlled. • Eye tests provided when needed, dutyholder to pay for basic spectacles specific for regular users of visual displays.. • Laptop users trained to carry out own DSE assessment for use away from office. When used at office, laptop should be used with docking station or laptop stand, wrist pads, screen, keyboard and mouse. 	Supervisors to monitor to ensure staff continue to get breaks away from the computer.	Supervisors	27/5/2021	27/5/2021
			Check that identified actions from self-assessments are followed up ASAP.	Manager	27/5/2021	27/5/2021
			Tell staff that they are to inform their manager of any pain they have that may be linked to computer use.	All staff	27/5/2021	27/5/2021
			Remind laptop users to carry out regular DSE assessment to avoid problems and identify any issues.	Manager	27/5/2021	27/5/2021
Working at height Filing on top shelves, putting up decor, etc	Falls from any height can cause bruising and Fractures etc.	<ul style="list-style-type: none"> • Staff stand on chair to file on high shelves, put up decorations etc. 	Make sure it's not a rolling chair	Manager	27/5/2021	27/5/2021

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Stress	All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc.	<ul style="list-style-type: none"> • Staff understand what their duties and responsibilities are. • Staff can talk to supervisors or manager if they are feeling unwell or at ease about things at work. • 'No bullying' policy and Dignity & Equality Policy review 	Remind staff they can speak confidentially to their manager or Supervisors or job coach if applicable if they are feeling unwell or or ill at ease because of work.	Manager or Managing Director	27/5/2021	27/5/2021
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment. Electrical faults can also lead to fires.	<ul style="list-style-type: none"> • Staff trained to spot and report (to office administrator) any defective plugs, discoloured sockets or damaged cable/equipment. • Defective equipment taken out of use safely and promptly replaced. • Staff told not to bring in their own appliances, toasters, fans etc. 	<ul style="list-style-type: none"> • Next electrical safety check in Badger House? • Next electrical safety check in Elm Place? • Confirm the system with landlord for making safe any damage to building installation electrics, eg broken light switches or sockets. 	MD	27/5/2021 27/5/2021	27/5/2021

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Fire	If trapped, staff could suffer fatal injuries from smoke inhalation/ burns.	Working with landlord, fire risk assessment done, see www.fire.gov.uk/workplace+safety/ and necessary action taken. <ul style="list-style-type: none"> • Install fire extinguisher inside the new premises 	Ensure the actions identified as necessary by the fire risk assessment are done.	Manager MD	Ongoing Appx. 1/7/2021	
Lone working Home Visits	Staff could suffer injury or ill health while out of office, eg visiting clients' offices, or while working alone in the office. Staff could injure themselves on the patient's premises or be at higher risk of contamination	<ul style="list-style-type: none"> • Staff write visit details in office diary and give a contact phone number or email address. • Staff not returning to the office after a visit call in to report this. • Staff closing up for the night should check all areas, including toilets, before locking up at night. • All home visits must be approved by supervisor, manager or MD if applicable prior to visit and location confirmed and logged • If possible, visiting therapist should be accompanied by another member of staff (i.e. volunteer, supervisor) • Visiting staff should wear full PPE (hospital scrubs or apron, face covering/mask, hair tied back or covered) • Visiting staff must bring their own medical grade hand sanitiser. 	Whereabouts of staff 'out of the office' to be monitored by office-based staff.	Office admin team	From now on ongoing	

	Upon completing the home visit, PPE is to be removed and stored in an air-tight container in their car or for the journey back to the office or their home. Upon returning to the office or their home, they must immediately wash their hands thoroughly.				
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