

SITE SURVEY REPORT

Office Risk Assessment

Prepared for	Fenmoor Pike Accountants LLP
Date	7 Oct 2026
Site	Fenmoor Pike Accountants, Cambridge
Prepared by	R. Achebe

FORM

Office Risk Assessment

1. Office and assessment details

Project	Fenmoor Pike Accountants, Cambridge: office risk assessment (completed example)
Office address	Ainsworth House, 9 Coldham Row, Cambridge
Business or occupier	Fenmoor Pike Accountants LLP
Location (GPS)	52.2041, 0.1442
Assessment date	7 Oct 2026
Assessed by	R. Achebe
Number of employees	30
Floors or areas covered	Ground and first floor
People usually in the office on a working day	22
Others who come into the office	Visitors and clients, Cleaners, Contractors and maintenance
Staff consulted for this assessment	M. Doyle (office manager), H. Szabo (staff rep), two audit seniors who work late in busy season
Date of the previous assessment	9 Oct 2025

HSE describes risk assessment as five steps: identify hazards, assess the risks, control the risks, record your findings and review the controls. Employers must make a suitable and sufficient assessment, and with five or more employees must record the significant findings and any group of employees identified as especially at risk (Management of Health and Safety at Work Regulations 1999, regulation 3).

Written record	Significant findings must be recorded (5 or more employees)
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2. Office safety checklist

Floors, walkways and stairs clear, even and free of trailing cables	Action needed
What needs doing, or why not checked	Extension lead run across the first floor corridor to the printer by the meeting room, with archive boxes beside it.
Stair handrails in place and secure	Acceptable
Fire exits, escape routes and fire doors clear, not wedged open	Acceptable

Fire extinguishers in place and fire action notices displayed	Acceptable
Sockets not overloaded; no damaged leads, plugs or extension leads	Action needed
What needs doing, or why not checked	Same corridor extension lead, plus the kitchen kettle flex is split at the base. Both recorded as hazards.
Workstations set up, and DSE assessments done for display screen users	Acceptable
Temperature reasonable, with a thermometer available	Acceptable
Ventilation working: windows open or air handling running	Acceptable
Lighting suitable: no failed tubes, flicker or glare on screens	Acceptable
Toilets and washing facilities clean, with hot and cold or warm water, soap and drying	Acceptable
Drinking water available	Acceptable
Somewhere to rest and eat	Acceptable
Kitchen: kettle, microwave and fridge clean and in good order	Action needed
What needs doing, or why not checked	Kettle flex damaged, see the kitchen hazard.
Cleaning chemicals stored safely, away from food, with data sheets available	Acceptable
Storage: heavy items low, shelving stable, nothing stacked on top of cupboards	Acceptable
First aid box stocked and staff know who the first aider or appointed person is	Acceptable
Thermometer reading in the main work area (°C)	21
Time of the reading	10:15
Checks needing action	3
Not checked	0
Acceptable	13

3. Areas and hazards

Areas 1: First floor open-plan

Area	First floor open-plan
Type of area	Open-plan office
People usually working here	16

Area photos



Hazards in this area 1: Display screen equipment and workstations

Hazard	Display screen equipment and workstations
What is the hazard here?	Sixteen desks with two screens each; staff hot-desk on Fridays.
Who might be harmed	Display screen users, Pregnant or new mothers
How could they be harmed?	Neck, back and wrist aches and eye strain from poor set-up or long spells without a break.
What is already in place	Sit-stand desks and adjustable chairs. DSE assessment for every user, done in SiteSurvey. Eye tests paid for on request.
Risk level now (your own scale)	Low
Further action needed?	No

Hazards in this area 2: Lone and late working

Hazard	Lone and late working
What is the hazard here?	Audit seniors work alone in the office until about 21:00 in January.

Who might be harmed	Lone or late workers
How could they be harmed?	Taken ill or hurt with no one to help; walking to the car park in the dark.
What is already in place	Late workers sign the late book and message the office manager when they leave. Car park lit on a timer to 22:00.
Risk level now (your own scale)	Medium
Further action needed?	No
Hazards recorded here	2
High	0

Areas 2: First floor corridor

Area	First floor corridor
Type of area	Stairs and corridors

Hazards in this area 1: Slips and trips

Hazard	Slips and trips
What is the hazard here?	Extension lead trailing across the corridor to the printer, with two archive boxes left beside it.
Who might be harmed	Staff, Visitors, Cleaners
How could they be harmed?	Tripping over the lead or the boxes on the main route to the meeting room and fire exit.
What is already in place	None for this lead: it was put in when the printer moved in September.
Risk level now (your own scale)	Medium
Further action needed?	Yes
Further action	Move the printer next to a wall socket in the print bay, remove the lead, and send the boxes to archive storage.
Who will do it	M. Doyle
Due by	9 Oct 2026
Status	Done, checked
Date done	8 Oct 2026

Photos



Hazards recorded here 1

High 0

Areas 3: Ground floor kitchen

Area Ground floor kitchen

Type of area Kitchen or tea point

Hazards in this area 1: Electrical

Hazard Electrical

What is the hazard here? Kettle flex split where it enters the base, with the inner wires showing.

Who might be harmed Staff, Cleaners

How could they be harmed? Electric shock or burns when using or cleaning the kettle.

What is already in place Portable appliances inspected and tested by a contractor each year. Staff told to report damaged leads.

Risk level now (your own scale) High

Further action needed? Yes

Further action Take the kettle out of use now, label it, and buy a replacement. Remind staff at the next team meeting to check leads before use.

Who will do it M. Doyle

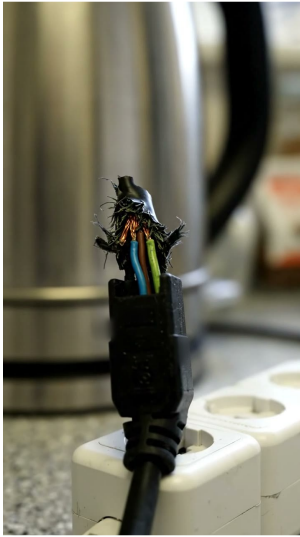
Due by 7 Oct 2026

Status Done, checked

Date done

7 Oct 2026

Photos



Hazards in this area 2: Cleaning chemicals

Hazard	Cleaning chemicals
What is the hazard here?	Bleach, limescale remover and dishwasher tablets under the sink.
Who might be harmed	Cleaners, Staff
How could they be harmed?	Skin or eye contact when decanting or using.
What is already in place	COSHH assessment for each product. Kept in original containers in the cleaner's cupboard; only washing-up liquid under the sink.
Risk level now (your own scale)	Low
Further action needed?	No
Hazards recorded here	2
High	1
Hazards recorded	5
Rated high	1
Needing further action	2
Further actions not yet done	0

4. Significant findings and review

Significant findings	Main hazards: display screen work, late lone working in busy season, trips on the first floor corridor and electrical damage to kitchen appliances. Staff, cleaners and visitors could be harmed. Controls are DSE assessments, the late-working sign-out, clear walkways and annual appliance testing. The corridor lead and the damaged kettle were dealt with this week.
Groups identified as especially at risk	Lone or late workers, Pregnant or new mothers
What is in place for them	Late workers sign out with the office manager. One member of staff is pregnant and has her own pregnancy risk assessment, reviewed each trimester.
Linked assessments for this office	DSE workstation assessments, Fire risk assessment, COSHH assessments, Lone working risk assessment, First aid needs assessment, Pregnancy risk assessment
How the findings were shared with staff	Summary at the staff meeting on 14 October; full assessment on the shared drive.
Review sooner if	Office layout or furniture changes, New equipment or substances, An accident, near miss or ill health report, Staff raise a problem

5. Actions, review and sign-off

Hazards needing further action	2
Result	Further actions done

Other actions (not already on a hazard row) 1: Add a check of leads and extension leads to the office manager's monthly walk-round.

Action	Add a check of leads and extension leads to the office manager's monthly walk-round.
Priority	Within a month
Who will do it	M. Doyle
Due by	2 Nov 2026
Status	Open
Actions still open	1
Decision	Complete: further actions listed
Review date	6 Oct 2027

Summary for staff and management

Office assessed on 7 October with staff input. Two findings: a trailing extension lead in the first floor corridor (moved and removed on 8 October) and a kettle with a damaged flex (taken out of use and replaced the same day). One follow-up action to add leads to the monthly walk-round. Next full review October 2027, or sooner if the office changes.

Assessor nameR. Achebe

Assessor signature

Manager responsible nameM. Doyle

Manager responsible signature
