

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26



Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

Access & Egress

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
Emergency Escape Routes Items stored in emergency routes could lead to a delay in an evacuation or potentially block the route all together.	MA team, guests	- A regular check of access routes will be made and any obstructions removed. - MA Team and guests will be briefed on instructions on safe storage and the importance of keeping escape routes clear.	Alison Grade, CEO	Low
Housekeeping Spillages and poor cable management can introduce the risk of slips, trips and falls. Build up of waste can increase the fire risk.	MA team, guests	- MA team will maintain a high level of housekeeping. Waste will not be allowed to accumulate. - Cleaner engaged for weekly cleans - All spillages will be promptly cleaned up. - Cables will be minimised where possible and all cabling will be covered or flown above walkways.	Alison Grade, CEO	Low

Display Screen Equipment

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
---------------	-----------------	-------------	----------------	---------------

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26



Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

Laptops, Monitors and Other Desktop Equipment Poor layout or posture can lead to sprains, strains, carpal tunnel syndrome and other musculoskeletal injuries.	MA team	• Anyone working with Screen Equipment will carry out a self-assessment of their workspace. This will include an assessment of the position, height and layout of the workstation. • Standing desks, Laptop risers/monitors, separate keyboards and mice will be available for prolonged use of laptops. • All will attempt to work in areas where there is enough space to carry out their task comfortably. • All will be instructed to inform their Line Manager of any pain or discomfort which can be linked to their use of computers. • All will take regular breaks when performing repetitive tasks.	Alison Grade, CEO	Low
Lighting Incorrect lighting levels or glare can result in eye strain or headaches	MA team	• Office space will be a well-lit workplace. • Window blinds will be in place to reduce screen glare	Alison Grade, CEO	Low
Electricity Contact with live elements can lead to electric shock; overloading installations can lead to fire.	MA Team	• All electrical equipment is purchased from reputable suppliers. • Electrical equipment will be checked for any damage before use. • All electrical equipment will be subject to regular safety inspection and testing. • Extension cables and multi-gangways will not be overloaded or daisy-chained.	Alison Grade, CEO	Low

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26

Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

Fire

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
Fire Procedures Inadequate procedures can lead to delayed warning, insufficient fire fighting facilities, and ineffective evacuation.	MA team, guests	- Production office fire management follows existing procedures overseen by the landlord. Fire procedures are displayed in prominent positions. - An assessment of needs/fire risk assessment will be completed. - All guests / visitors to be briefed on building fire procedures upon arrival.	Alison Grade, CEO	Low
Fire Routes Blocked or insufficient routes can lead to ineffective evacuation	MA team, guests	- All fire routes will be checked regularly and any flammable items or items blocking routes will be removed. - Regular checks will be made to ensure all exterior doors and any leading to them are easy to open, unlocked and obstruction free. - MA senior team to receive regular briefing from landlords for planned fire alarm tests and drills	Alison Grade, CEO	Low

Lone Working

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
---------------	-----------------	-------------	----------------	---------------

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26



Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

Working In Office Alone Lack of communication can result in lone workers not receiving necessary support and being at risk from security threats.	MA team	- A communication plan will be in place for all lone working including contact before entering and on exiting office. - Lone workers to have access to building reception and security numbers in case of emergencies. - Lone workers will be experienced in the tasks they will complete alone.	Alison Grade, CEO	Low
---	---------	--	-------------------	-----

Office

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
Fire Injury or death may result if unable to extinguish or escape from a fire in the office.	MA team, guests	- A site specific fire risk assessment will be obtained from the landlord, or completed before the premises are occupied. - Fire protocols will be in place and tested at least once a year. - A means of raising an alarm and sufficient fire-fighting equipment will be in place before the property is occupied. - All fire alarms, fire-fighting equipment and emergency lighting will be maintained and tested at scheduled intervals. - Sufficient fire wardens will be appointed to cover all areas and cover absences. Fire warden names will be available to all. - All walkways and emergency exits will be kept clear and fire doors not propped open. Fire Wardens will complete regular inspections. - All employees and visitors will be made aware of the fire protocols.	Alison Grade, CEO	Low

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26



Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

		- Combustible materials (papers, textiles etc) will be kept to a minimum and stored away from heat sources. - Employees will be told to keep work areas tidy.		
First Aid	MA team, guests	- A first aid risk assessment has been established and trained First Aiders have been appointed: Reasha McLarty (exp 11/11/27) Piper Jady (exp 11/11/27) - First Aiders to check the contents of the first aid kit monthly - Emergency protocols will be in place and the method of contacting first aiders to be clearly communicated. - First aiders / appointed persons will record injuries and illnesses.	Danielle McGirr Reasha McLarty Piper Jady	Low
Electricity Possible exposure to electricity from faulty or damaged equipment causing shock, burns or fire.	MA team, guests	- Fixed installation testing has been completed within the last 5 years - All electrical equipment will be purchased from reputable suppliers. - Scheduled equipment inspections and tests will be completed. - Users will complete visual inspections before use and during office safety inspections. - Extension cables and multi-gangways will not be overloaded or daisy-chained.	Alison Grade, CEO	Low
Workstation Layout/Space Lack of space and overcrowding can lead to stress and can cause access/egress problems.	MA team	Office space is designed to allow sufficient room and walkways that are wide enough to allow circulation. Approx 5m2 should be allowed for each	Alison Grade, CEO	Low

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26

Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

		workstation, and at least 25% of workspace should be walkways for good circulation.		
Laptops, Monitors and Other Desktop Equipment Poor layout or posture can lead to sprains, strains, carpal tunnel syndrome and other musculoskeletal injuries.	MA team	• All employees working will have carried out a personal assessment of their workspace. This includes an assessment of the position, height and layout of the workstation. Users will be instructed to inform their line manager of any issues identified by the assessment. • Desk chairs made available will be adjustable and have a 5-wheel base (where appropriate) • Additional peripheral equipment (monitors, keyboards, mice, risers etc) to be used as appropriate and additional requested if needed. • Users will be instructed to inform their line manager of any pain or discomfort that can be linked to their use of laptops, tablets or other desktop equipment. • Whenever possible, users will work in areas where there is enough space to carry out their task comfortably. • Users will be instructed to take regular breaks when performing repetitive tasks.	Alison Grade, CEO	Low
Lighting Inadequate levels of lighting can lead to eyestrain, headaches and trips from failing to see any obstructions.	MA Team, guests	• Lighting levels are sufficient and comfortable for the work being undertaken. If there is concern measurements will be taken to check levels are between 500 - 1000 lux. • Desk lamps are available for additional task lighting.	Alison Grade, CEO	Low

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26

Mission
Accomplished.

Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

		Window blinds are provided to reduce glare.		
Temperature Working in excessively hot or cold temperatures can lead to discomfort, increased fatigue or loss of manual dexterity which can result in accidents.	MA Team, guests	- A comfortable office temperature will be maintained. - Window blinds are in place to reduce solar glare. - Fans and heating are serviced regularly.	Zellig Landlords	Low
Sharp Objects Inappropriate use of or faulty/damaged equipment such as guillotine, shredder etc. can result in cuts.	MA Team, guests	All guards on equipment are kept in place and regularly maintained.	Alison Grade, CEO	Low
Chemical Substances Exposure to substances may lead to skin, eye, respiratory problems.	MA Team, guests	- All chemical substances off the shelf products available to the general public. - Safety data sheets are held for all substances and all manufacturer's instructions followed. Separate risk assessments will be completed for prolonged or high volume use. - Chemical substances are stored securely. - Spillage and disposal procedures in place	Alison Grade, CEO	Low

Visitors

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
---------------	-----------------	-------------	----------------	---------------

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26



Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

Visitors Visitors may not appreciate the risks on site and put themselves or others at risk.	MA Team, guests	- All visitors will be accompanied while on site where possible. - Guests who are invited to use the space without MA team present will be asked to read and confirm understanding of this risk assessment.	Alison Grade, CEO	Low
Security Visitors could be a security risk.	MA Team, guests	Visits will be arranged in advance and cleared with the Senior MA team.	Alison Grade, CEO	Low

Work Experience

Hazard & Risk	Affected People	Mitigations	Responsibility	Residual Risk
Working In An Unfamiliar Environment and Tasks A lack of familiarity to the environment and lack of risk awareness may result in bad practice or injury.	Young Worker	- Participants will be given a safety briefing and induction walk around at any new workplace. - Participants will be given a copy of any risk assessments relevant to their workspace.	Alison Grade, CEO	Low
Poor Understanding of What Is Expected When Undertaking A Task Poor understanding can lead to stress or injury to the participant.	Young Worker	Participants will be supervised at all times when carrying out work for company.	Alison Grade, CEO	Low

Mission Accomplished – Office Risk Assessment

Updated: 14.05.25

Review date: 14.05.26

Mission
Accomplished.

Address: Unit 319, Zellig Building, Gibb Street, Digbeth, Birmingham, B9 4AT

		• Prior to carrying out any activities, the participant will receive a full briefing of what is entailed.		
Manual Handling Participants may not be as physically capable as regular workers, attempting to carry out the same tasks may lead to injury.	Young Worker	• The participant will receive manual handling training or supervision on correct lifting technique. • The participant will only carry out lifts within their capabilities.	Alison Grade, CEO	Low
Young People (Aged 18 or Under) Some activities are not suitable for young workers such as operating certain machinery, handling explosives. Young people may not fully understand instruction or ask for further information.	Young Worker	• Local requirements will be checked to make sure all tasks are suitable for young people to undertake. • Additional checks that a young person has fully understood induction and instruction will be made. • A higher level of supervision will be given.	Alison Grade, CEO	Low
Psychologically Demanding Work N/A	Young Worker	• The participant will only work on content which is suitable for their age. • The participant will only work hours in line with their current educational times.	Alison Grade, CEO	Low