



Own office or studio

Risk assessment checklist for creative freelancers

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Your work as a creative freelancer can take you to a lot of different places.

If you are working from your own office or studio, it is important to make sure you are well prepared and able to manage any risks you may face while working.

To help you with this, we have developed this free risk assessment checklist, this covers potential risks to you, your staff and visitors to your office or studio, including:

- ✓ Slips and trips
- ✓ Manual handling
- ✓ Display Screen Equipment (DSE)
- ✓ Electrical equipment
- ✓ Fire

This risk assessment checklist is to be used as a guideline and is not likely to cover all scenarios and risks. It is designed as a starting point for you to use as a template as you develop a Risk Assessment document based on the activities and risks that are unique to your organisation.

Slips and trips

Potential risk	Date checked
Is the Health and Safety policy for your office available to view?	
Are all communal areas well lit – including stairs?	
Are there any trailing leads or wires in walkways around the office?	
Are there any areas of loose carpet in offices or communal areas?	
Have all staff been instructed to keep work areas clear of obstructions and trip hazards e.g. boxes, equipment etc?	
Are the offices and communal areas cleaned and tidied every evening?	
Is there a process in place to deal with spills in the kitchen area promptly?	

Manual handling

Potential risk	Date checked
Have all relevant staff been provided with adequate training on safely lifting heavy boxes, office equipment etc?	
Is there access to a trolley to transport boxes of paper and other heavy items safely e.g. when collecting deliveries?	
Is there a process in place to ensure no heavy items are stored on high shelves?	
Are staff regularly reminded to not try to lift heavy items themselves and to not undertake manual handling when alone?	

Display Screen Equipment (DSE)

Potential risk	Date checked
Have you and all staff had DSE training and carried out an assessment of all workstations?	
Have you carried out a reassessment following a change to any workstation e.g. new chair, keyboard, lighting etc?	
Are workstations and equipment set to ensure good posture and to avoid glare and reflections on the screen?	
Is the lighting and temperature controlled suitably for a comfortable working environment?	
Are there adjustable blinds on the windows so you can control the level of natural light?	
Are noise levels in the work area controlled?	

Electrical equipment

Potential risk	Date checked
Is the fixed electrical system in good condition e.g. no signs of scorching or arcing on sockets?	
Are there sufficient numbers of sockets to prevent overloading in all work areas?	
If extension leads are used, are these the fused and switched type? (Cables and extension leads should be positioned so that they are not subject to excessive wear or damage and do not present a trip hazard).	
Is any electrical equipment brought in to the workspace by staff and visitors (laptops etc.) in good condition and free from any visual faults? Are these PAT-tested every year?	
Do you undertake regular visual checks of electrical equipment to identify any obvious faults such as worn or damaged leads or plugs?	

Fire

Potential risk	Date checked
Is there a clear fire safety policy in action for your office? Are all staff aware of it and know how to find it?	
Are there weekly fire alarm tests in the office?	
Are smoke detectors and a sprinkler system installed? Are these regularly tested?	
Do all staff know their nearest fire exit and safest escape route? Is there a process in place so that all visitors are aware of the fire exits?	

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