



Visiting or working at a client's office

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 visiting a client's workplace, 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 template covers potential risks associated with visiting or working at a client's office, such as:

- ✓ Slips and trips
- ✓ Display Screen Equipment (DSE)
- ✓ Electrical equipment
- ✓ Fire
- ✓ Facilities
- ✓ Data protection

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 of the client's office available to view?	
Are all communal areas well lit – including stairs?	
Are there any trailing leads or wires in walkways around the co-working space?	
Are there any areas of loose carpet in offices or communal areas?	
Is the office 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?	

Display Screen Equipment (DSE)

Potential risk	Date checked
Are you able to set up your workstation 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 office 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 the area you are working?	
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 your own electrical equipment (laptops etc.) in good condition and free from any visual faults?	
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 fire safety policy in effect for the office?	
Have you been made aware of your nearest fire exit and meeting point outside?	
Are there weekly fire alarm tests in the shared workspace?	
Are there smoke detectors and a sprinkler system installed?	

Facilities

Potential risk	Date checked
Have you been instructed on how to safely use the facilities at the office e.g. kitchen appliances like coffee machine, instant hot water tap etc.	
If the workspace has a communal shower, is this regularly cleaned and tidied? Is there an active Legionella risk assessment policy in place for it?	

Data protection

Potential risk	Date checked
Do you minimise the amount of sensitive information you take to the office?	
Are any shared networks secure? Does the office have adequate controls on who can access the Wi-Fi and shared devices such as printers?	

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