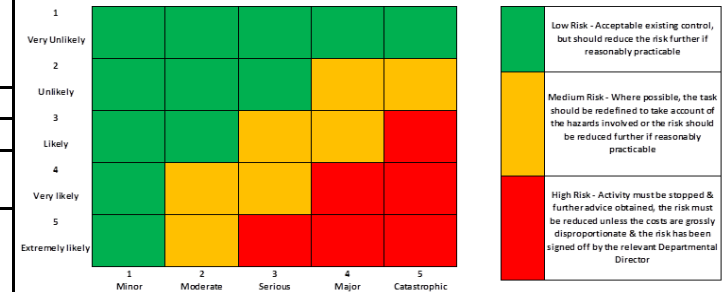


TOYOTA MATERIAL HANDLING UK

Assessment Title (Task, process, equipment or facility)		General Office	
Location	TMHUK Offices	Date	01/04/2026
		Review Date	31/03/2027
Prepared By (Team)		Elaine Greaves (QHS Manager)	
Legal / Best Practice Requirements / Links to Other Assessments (eg COSHH)		Health and Safety at Work Act 1974, Management of Health & Safety at Work Regs 1999, Manual Handling Operations Regulations 1992, Regulatory Reform (Fire Safety) Order 2005.	



Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
Manual Handling	Various injuries to the human physique, mainly strained back or upper limbs	TMHUK employees	2	4	M	1. Health and Safety Essentials and Manual Handling training packages to be completed. Supplied within the TMHUK training programme. 2. Training will be supported a Safe Working Practice (SWP-13 Manual Handling). 3. All employees are to follow the procedure detailed in SWP-13 Manual Handling. 4. Associated risk assessment for Manual Handling is in place. All employees are to follow the control measures documented. 5. First aid equipment & trained first-aiders are provided where required.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Use of Electrical Equipment	Various injuries to the human physique / possibility of death / electric burns	TMHUK employees / Property / Equipment	2	4	M	1. Specific training on general health and safety is supplied within the mandatory TMHUK training programme. 2. The training will be supported by Safe Working Practice (SWP-11 Working with Electricity). 3. All team members are to follow the procedure detailed in SWP-11 Working with Electricity. 4. Maintenance tools will be supplied in accordance with organisation policies, procedure documents, SWP's & QMS procedures. 5. Portable appliances will be used & maintained in accordance with the organisation QHSE Manual, particularly SM-28 Electricity at Work. 6. First aid equipment & trained first-aiders are provided appropriately.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Display Screen Equipment	Eye Strain / Impaired Vision / Upper Limb Disorder	TMHUK employees	2	4	M	1. DSE users will be assessed in accordance with SM-27 Display Screen Equipment. 2. First aid equipment & trained first aiders are provided appropriately.	1	4	L	All reasonably practicable controls in place. No further action necessary.	

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Hazard	Risk	Effect (Who / what affected)	Initial Risk			Current Controls (inc practices/ procedures)	Actual Risk			Additional Controls (inc practices/ procedures)	Action by and when
			Likelihood	Severity	Risk Level		Likelihood	Severity	Risk Level		
In the Event of Fire	Burns / Inhalation / Respiratory Difficulties / Death	TMHUK Team Members / Customer / 3rd Party Contractors / Site Visitors / Property, equipment and environmental damage.	2	4	M	1. Specific training on general H&S is supplied via the TMHUK training programme. 2. The training will be supported by a Safe Working Practice SWP-09 In Case of Fire and SM-17 Fire Precautions. 3. All team members are to follow the procedure detailed in SWP-09 In Case of Fire & SM-17 Fire Precautions. 4. All team members, visitors and contractors are to comply with company policies and local procedures. 5. All visitors and contractors to undertake induction and receive instruction on site emergency procedures. 6. Fire Marshals are to be appointed appropriately and evacuation drills of the premises to be undertaken twice a year. 7. All TMHUK Busines Centres and Network Offices subject to annual Fire Risk Assessment and Auditing.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Trailing cables and other obstacles that can cause trip hazards.	Slips, trips and falls	TMHUK employees / site visitors	2	4	M	1. Safety audits and safety walks conducted in accordance with SM-05 Responsibilities and SM-15 Internal Auditing to control standards of housekeeping. 2. Management and supervision to ensure workplace best practices are observed. 3. First aid equipment & trained first aiders are provided appropriately.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Work related stress / bullying	Depression / anxiety / mental health issues / absenteeism	TMHUK employees	2	4	M	1. Training packages for specific job roles are provided within the TMHUK training programme. 2. Standards of behaviour and conduct are applicable as defined in HR Policy PS-023 Team Member Conduct. 3. Team member wellbeing and support is provided as described in HR Policy PS-024 Welbeing and Support.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Smoking	Respiratory illness through passive smoking	TMHUK employees	2	4	M	1. General office areas are strictly non-smoking. Smoking is only permitted in designated areas.	1	4	L	All reasonably practicable controls in place. No further action necessary.	
Young persons, by virtue of physical limitations, inexperience & the inability to recognise, or youthful disregard, for danger	Various injuries to the human physique / skin contact / eye contact / inhalation / ingestion / fire / explosion	TMHUK employees / customer / 3rd party contractors / site visitors / the environment	2	4	M	1. Young persons may only be involved in such work if adequately instructed & supervised in accordance with SM-09. 2. Reference must be made to HR Policy PS-029 in regard to any young workers.	1	4	L	All reasonably practicable controls in place. No further action necessary.	