

RISK ASSESSMENT for Talbot Lane Centre

Risk Assessment in action

The Health and Safety Executive (HSE) suggest that the optimum way to conduct a risk assessment is to adhere to a 5-step control plan. These steps are:

Step 1 - Identify the hazards;

Step 2 - Establish who could be harmed by the hazards and how these hazards might occur;

Step 3 - Assess the risks these hazards present and determine whether existing safeguards are sufficient or if further action is required;

Step 4 - Record the conclusions in writing, including the date the assessment was conducted;

Step 5 - Re-evaluate the risk assessment periodically (do not merely wait until work patterns change), and implement any new findings.

In each Perceived Risk section, paragraph (a) considers the perceived risk or danger; (b) considers who may be at risk and how the problems might occur; and (c) recommends action to be taken to avoid the problems while bearing in mind existing safeguards.

1. GATES AT ENTRANCE TO CAR-PARK

- (a) Opening and closing the gates, especially in windy weather, when sudden movement might occur.
- (b) The person(s) opening or closing the gates. Also, driver and/or passenger of cars using the car-park.
- (c) The gate being opened or closed should be held at all times until secured. When the gate is in the open position it should be firmly secured by means of the hook-system installed.

2. MAIN ENTRANCE DOOR FROM CAR-PARK

- (a) Fingers or hands may be trapped.
- (b) This could happen to all users, especially anyone moving items into and out of the building.
- (c) If working outside or going to and coming from the car-park, the door must not be just gently rested on its lock-bolt. It must be properly closed, which is the normal practice, or correctly disengaged on the rare occasion that this would facilitate use by an employee.
- (d) All building users must sign in and out on each occasion to provide a record should there be a need to evacuate the building in an emergency.
- (e) All building users should familiarise themselves with the emergency evacuation procedure by reading the 'In case of emergency' notices displayed in each room.

3. LIFT

- (a) Improper use. Being trapped between floors, either as a result of mechanical breakdown or be inadvertent overloading of the lift.
- (b) This could happen to anyone using the lift.
- (c) Always follow the instructions for use, as printed on access and within the lift itself, especially ensuring that audible signals are heeded. The lift must never carry more than two people. If a wheelchair is being transported with its occupant within it, no more than one other person (standing) should simultaneously use the lift. Children should never be permitted to operate the lift, whether accompanied by an adult or not. When equipment is being transported, it is strongly recommended that only one person uses the lift at that time. Do NOT use the lift during evacuation in the case of fire.
- (d) The lift is serviced every 6 months.