

## RISK ASSESSMENT for Talbot Lane Centre

### 4. DOORS

- (a) Doors slamming and hitting the user. There is a special risk of injury in this way to head, hands, elbows, knees and feet.
- (b) Such risks could affect any user, but an employee carrying equipment is particularly vulnerable.
- (c) Employees and other users should always be mindful that doors controlled by mechanical closing systems have their own idiosyncrasies (some doors close faster than others); therefore, it is incumbent on employees to make every effort to make themselves aware of such potential hazards and accordingly act in a sensible manner. If a door needs to be temporarily left in the open position, such as when equipment is being moved around, users should ensure that the door is properly secured with one of the wedges provided. When two hands are being used to carry items, the door should not be operated by foot: proper and careful action is required, either by putting down the equipment and securing the door with the wedge, or by seeking the assistance of another person.
- (d) All the doors have been upgraded to Fire doors and should be closed when not in use.

### 5. STAIRWAYS

- (a) Danger may arise if a user trips or slips on the staircase.
- (b) Users, especially employees carrying equipment, are particularly at risk in such areas. Always look careful at the stairway before ascending or descending it. Never leave loose items or equipment on a staircase. Do not leave the treads in a wet or slippery condition. Be especially mindful that danger may arise when the carrying of items requires the use of two hands.

### 6. CARRYING KITCHEN ITEMS AND EQUIPMENT and items of food, drink, crockery, flasks, etc.

- (a) The danger of dropping items, or inadvertently meeting another person when approaching a door is a constant risk.
- (b) Employees and hospitality volunteers are most at risk.
- (c) No one should attempt to carry too much; it is far safer to make two walks to and from the destination. Be particularly careful when using doorways; either use the wedge provided to ensure that the door is safely in the open position, or ask another person to hold the door open whilst you use it. Always be alert to another person's presence as you approach a doorway. Never carry another item if a jug or flask containing hot fluid is being moved, and never carry more than one such item at a time.

### 7. CHAIRS AND TABLES

- (a) There is always a risk of back-injury when moving heavier items around, and also of trapping fingers and/or feet
- (b) Employees are at greatest risk, but anyone moving chairs and tables around should be mindful of possible injuries of this nature.
- (c) People should not attempt to move alone items weighing in excess of 35 pounds (15 kilograms). This means that chairs should always be moved one at a time, and tables would normally require two persons if they are being lifted. Both chairs and tables can often be safely moved by gently sliding them along the fitted carpeting. Chairs should be carried one at a time, and not one in each hand; this also applies to tables, which should be moved one at a time. When chairs are stacked there should be no more than four in a stack. When moving chairs from a stack, this should be done singly and by carefully pushing the chair backs apart to ease removal from the stack. Sudden and forceful jerking is not necessary, and if separation of chairs in a stack is not easy, seriously consider using chairs from another stack. In the case of tables, this may mean closing down the legs using the special spanner provided, before sliding the table into position. Tables, when needing to be moved after the legs have been folded, are best moved by gentle sliding them on their edges. Care must always be taken when moving chairs and tables to ensure that fingers are not trapped. Trolleys are available to carry chairs and tables and should be used as a normal matter of routine.