

RISK ASSESSMENT for Talbot Lane Centre

8 ELECTRICAL AND TECHNICAL EQUIPMENT

- (a) Injury can be caused through lifting and carrying, and also from electric shock or electrocution.
- (b) The persons most at risk in this respect are employees, who will normally be the persons asked to move such equipment around the building.
- (c) Make sure that all written instructions for the use of equipment are studied and followed at all times. Make a visible check every time that all plugs and leads to electrical equipment are in good condition. Never carry electrical equipment with a loose trailing lead; make sure it is safely wrapped away. Always carry equipment carefully, taking the recommended action when approaching doorways; door-wedges are available and should be used. Never leave electrical power-leads trailing across open floors where people might walk; there are ample power-sockets near to where equipment will be used to allow for such situations to be avoided. Make sure all wall-sockets are switched off when not in use. Also switch off all items of equipment after use and before storage. Do not leave any equipment in positions where it will create a possible danger to other people, especially in corridors or on staircases. All equipment should be stored in the correct positions in recommended safe areas. When kept in the storage room, items should not be left in the central area but locked away in the storage cages provided. Users of electrical equipment and movers thereof must always remember that electricity can kill.
- (d) It is the responsibility of each organisation using the building to arrange annual PAT testing on all electrical equipment used within the Centre.

9 MOVEMENT OF HEAVY ITEMS

- (a) There is a risk that heavy items might be dropped and cause injury, particularly to legs and feet.
- (b) Employees are most at risk, since they will normally be the people moving heavier items.
- (c) Where possible, use of trolleys should be the method of moving heavier items. Whenever possible seek the assistance of another person, and also use door-wedges to leave doors in the open position. Especially when working alone, if the item can be left until help is available, leave it where it is, provided it is in a safe position that will not hamper movement around the building. If an item simply must be moved, decide whether it can be rolled or slid along, both actions which must always be carried out with great care. When lifting heavy items, never simply bend the back and pull at the item: always try to keep the back straight and use the legs as powerful levers in the lifting process.

10 FIRE SAFETY

- (a) Damage or injury by fire or smoke inhalation.
- (b) There is a risk to all building users should a fire break out. The building is equipped with a fire alarm and all the doors are fire doors which should not be left open at any time. All building users should be aware of the evacuation procedure and the position of the Fire exits. This information is on display in each meeting room and the Fire exits are clearly marked.
- (c) When the Fire alarm sounds, vacate the building as calmly as possible by the Fire exits, closing all doors behind you. **DO NOT USE THE LIFT.** Assemble outside the Town Hall. Each group leader should check that everyone in their group is present. Dial '999' to alert the Fire Brigade. Do not re-enter the building until the Fire Brigade say it is safe to do so.