

Activity Centre – General Risks

Hazards	Who is at Risk?	Control Measures
Slips, Trips and falls	All staff and public visiting the premises	All walkways are kept free of obstacles, any steps are illuminated where possible and signs posted. Any spillage is cleaned up as soon as possible. All floors, staircases and doorways clean and free of obstructions. Repairs and Maintenance carried out when necessary. Entrances well lit.
Parking	All staff and public visiting the premises	Customer parking in marked area only. Separate parking area for staff. Speed restriction in place at all times. Parking area illuminated. Signs directing customers to reception.
Electric Shock	All staff and public visiting the premises	All portable appliances are tested annually; suppliers maintain Snack/drink machines. ELCB are fitted to mains.
Naked Flame	All staff and public visiting the premises	No smoking in building designated smoking area outside building with bins provided. Smoke detectors in and around building with audible alarms throughout.
Bleach and Low hazard chemicals	All Staff	Any chemicals are stored away from the general public; Gloves provided all staff are trained in their use.
Poor visibility	All staff and public visiting the premises	Emergency lights above exits and escape areas. Staff trained in evacuating premises.
Fire	All staff and public visiting the premises	Smoke detectors in and around building with audible alarms throughout. Action Plan in meeting room Staff trained in evacuating premises

Activity Centre – General Risks (Continued...)

Hazards	Who is at Risk?	Control Measures
Drugs	All staff and public visiting the premises	Any person found in possession of drugs or found under the influence of drugs, will be asked to leave the premises and the Police called.
Abusive or Aggressive persons	All staff and public visiting the premises	Persons who become aggressive or are abusive to costumes or staff will be asked to leave the premises or the Police will be called. Staff are trained in how to deal with disruptive customers.
Drunken persons	All staff and public visiting the premises	Any person found to be in a state of intoxication will be asked to leave the premises and taxi will be call.
Heating Oil, Boiler	All staff and public visiting the premises	Oil tanks stored at back of building away from public. Checked regularly for leaks. Boiler serviced annually. Auto fuel cut off in the event of fire, excess to boilers by key personal only