

Activity Centre – Office & Grounds

Hazards	Who is at Risk?	Control Measures
OFFICE		
Computers and screens	Office Staff	Regular breaks taken to reduce eyestrain, computers checked and tested annually.
Slips, Trips and falls	All staff and public visiting the Office	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. Rubber mats placed in door ways.
Naked Flame	All staff	No smoking in building designated smoking area outside building with bins provided. Smoke detectors in and around building with audible alarms throughout.
STORES		
Slips, Trips and falls	All staff	All walkways are kept free of obstacles, all kit hung up, Any spillage is cleaned up as soon as possible. Repairs and Maintenance carried out when necessary. Emergency lighting fitted on exit doorways
Electric Shock	All staff	All portable appliances are tested annually. ELCB are fitted to mains.
Slips, Trips and falls	All staff	All walkways are kept free of obstacles, all kit hung up, Any spillage is cleaned up as soon as possible. Repairs and Maintenance carried out when necessary. Emergency lighting fitted on exit doorways