

WESTWOOD DAY CENTRE WELSHPOOL

Health & Safety Risk Assessment

Review, July 2016

1. Slipping/tripping/falling hazards - Individuals affected – Staff and users

Existing control measures – Stained wood and carpeted floor surfaces throughout the premises are in good condition and lighting is good.

Ground floor rooms are DDA compliant with ramps and level surfaces.

There are mats in the entrances to stop rain water being carried in. Storage is not permitted in corridors and there are no trailing wires or leads.

Car park surface is tarmac, well drained and generally in good condition, with limited lighting to front.

Working at height - eg. changing light bulb, cleaning windows
– Provide commercial quality stepladder, securely stored and available for use by Council staff.
There is a separate working at height risk assessment.

Risk factor – Low

2. Electrical Safety - Individuals affected – Staff and users

Existing Control Measures – Portable Appliance Testing is current.

Electrical equipment is regularly monitored and any defects rectified. A safety brief is provided to staff which includes electrical safety rules and advice.

Additional Control Measures – None

Risk Factor – Low

3. Fire Safety (see separate Fire Assessment)

All fire exits are clearly marked and free from any obstructions. Adequate fire fighting facilities are also provided, with suitable Notices above all extinguishers indicating the type of situation in which they should be used.

Routine testing of all fire extinguishers is current.

Risk Factor – Low

4. Gas Safety

Individuals affected – Staff and users.

Existing Control Measures – regular servicing of boiler and hot water radiator system by qualified engineers.

Risk Factor - Low

5. Hazardous Substances

Individuals affected – Cleaner and others cleaning or decorating.

Existing Control Measures – see COSH risk assessment.

Equipment - Mops, brushes and appropriate rubber gloves are provided.

Additional Control Measures – None

Risk Factor – Low

6. Infrastructure (Displays, Chairs, Tables)

Individuals affected – Staff and users.

Existing Control Measures – All is in good condition and suitable for purpose. The equipment stored safely.

Risk Factor – Low

7. Manual Handling Operations

Individuals affected – Staff

Existing Control Measures – General training, including basic manual handling, is available for all staff and committee members.

Risk Factor - Low

8. Asbestos Survey

Individuals affected – Staff and users

Existing Control Measures – See separate asbestos report. None of concern.

Additional Control Measures – none

Risk Factor – Low

9. Accident Procedures

Individuals affected – Staff and users.

Existing Control Measures – A fully stocked First Aid Box was available. First Aid training is provided for all Staff who are also Dementia Trained.

Additional Control Measures – Any accident which requires medical attention must be reported to the Town Clerk.

If it is serious this must be done immediately on 077767 267830. An Incident Report form must be completed and the manager will place an entry in the accident book.

A serious accident (death, major injury, disease, dangerous occurrence or hospitalisation of a member of the public), will require action as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). This is best done by telephoning the HSE Incident Contact Centre on 0845 300 9923, as soon as possible

Risk factor – Low

10. Water Safety

Individuals affected – staff and users.

Existing Control measures - There are storage tanks and these are checked regularly for legionnaires disease.

The kitchen has a separate risk assessment.

The toilets have instantaneous heating to water which is checked regularly.

Risk factor – Low

11. Traffic Management

Individuals affected – staff and users.

Existing Control measures –

The building is located in a central location with light vehicular access all around, with car parking to the rear and at each side.

Additional Control Measures –

There is possible conflict between pedestrians and vehicles arriving or departing so a 5 mph speed limit is employed.

Risk Factor - Low

12. Health, safety and Welfare Information
Individuals affected – Staff and users.

Existing Control Measures –
HSE Safety Law poster and new Accident Book have
been provided at the centre and in the Main Office of the Town
Clerk.

There is a Health & Safety notice board in the staff room area
with a Health & Safety Policy and all appropriate material displayed.

Additional Control Measures – None

Risk factor – Low

July 2016

Signed *Robert A Robinson*
R A Robinson FRICS FILCM Town Clerk