

Ocean Tenants Leaseholders Association Stepney City Farm Office Risk Assessment 2015/16

Ocean Youth Connexions

DATE: 30th November 2015

ASSESSMENT BY: Kamal Ahmed

RISK ASSESSMENT: Activity Hall, kitchen and Toilets

TIMES: Monday to Friday 9.00am-6.00pm

HAZARD/RISK	WHO IS AT RISK	ACTION REQUIRED
<p>Risk tripping, slipping on wet lino, tripping over door lip and loose wires resulting in accident or injury Probability is low/medium</p> <p>Risk electrocution Risk of House fire Risk of extinguisher falling off wall bracket Risk of chairs failing causing injury Risk of hitting knees against desk poles Risk of objects falling from heights Risk of asbestos Hazard is severe Probability is low</p> <p>Probability is low/serious</p> <p>Injury to: Staff, participants and visitors Overall risk assessment is low</p>	<p>Members and staff</p> <p>Identify special needs. If yes, check if further measures are needed. (E.g. disability or behaviour.</p> <p>Members and staff</p>	<p>Staff are aware of these issues and attempt to minimise risk by ensuring a dry floor before work commences, advise visitor of the door lip, tidy up loose wires and ensure they are tucked away</p> <p>Ensure wires are PAT tested and are safe to use through regular visual checks.</p> <p>Ensure any fire lighting products are kept safe and secure and no smoking policy including e-cig is applied in an office environment</p> <p>Ensure fire extinguisher is securely stuck to wall and annually tested.</p> <p>Ensure only operational chairs are used and any faulty equipment is disposed off.</p> <p>Ensure staff move in and out of desk space slowly and are aware of desk poles that may result in knee injury.</p>

<p>Ensure equipment complies to EN safety standards and is PAT tested is current and renewed yearly</p> <p>Ensure the centre has an electricity safe certificate.</p> <p>Ensure floor is fit for usage and mop up any wet surfaces, is cleaned and made dry before work commences</p> <p>Ensure in an event of fire staff and visitors know what to do and extinguishers are annually checked and operational</p> <p>Ensure the office is not overcrowded with people</p> <p>Ensure provisions are provided for cold and hot seasonal periods</p> <p>Hazard is severe The probability is low/serious.</p> <p>The overall risk assessment is low/medium.</p>		<p>Ensure that any equipment store above head height is securely stowed away and that appropriate tools/ ladders are used when working at heights</p> <p>The building maybe deemed as asbestos free, but any major work on floors, walls and ceilings must be carried out by professionals to contain asbestos.</p> <p>Ensure staff and visitor are informed of the fire exits, evacuation procedure and the importance of registration. Signs are displayed on the walls and doors</p> <p>Centre evacuation meeting point is main gate opposite Sir John Cass Secondary School</p> <p>The safe use of equipment must be demonstrated and any damaged equipment must be reported or disposed off immediately to reduce further risks.</p> <p>The equipment must be visually checked by the Coordinator before each session ensuring they are safe for usage.</p> <p>Annual PAT testing must be carried out on all OYC's equipment and appliances in the office building</p> <p>Gas testing is carried out annually and electrical every five years by Stepney City Farm</p>
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Ocean Youth Connexions

RISK ASESMENT: VDU's, laptops and computers

TIMES: Monday to Friday 9.00am-6.00pm

ASESSMENT BY: Kamal Ahmed

HAZARD / RISK	WHO IS AT RISK	ACTION REQUIRED
<p>Risk of repetitive strain injury from typing and looking at the screen for long period of times, on eyes, fingers and back issues from sitting</p> <p>Risk of Electric Shock through equipment blowing up or playing with wires on the back of the CPU, laptop, charger, kettle, convector fan heater, and VDU's</p> <p>Static electric shock from electrical equipment</p> <p>Hazard is serious Probability is low</p>	<p>Members and Staff</p>	<p>Ensure a qualified First Aider is on hand during the session</p> <p>Make sure staff are briefed on possible risks of strain on eyes, fingers, back and sitting/standing on chairs, etc.</p> <p>Ensure staff are sitting up straight and not bending for long periods during work.</p> <p>Ensure adequate breaks are given to reduce the risk of eye strain and finger strain from VDU and keyboards</p> <p>Reduce the screen brightness to a safe levels, provide larger screen sizes, fit screen glares where applicable</p> <p>Before the start of a session ensure cables are properly secured and tied and that there is no need to fix faulty equipment.</p> <p>Ensure that there is a powder fire extinguisher to tackle electrical, paper and wood fires</p>

DATE: _____ Name: _____ Position: _____ Signed: _____