

# CORPORATE AMUSEMENT SERVICES

## Risk Assessment for Depot, Newbury

November 2016

<b>RESPONSIBLE PERSON FOR HEALTH &amp; SAFETY</b>	<i>Dave Field</i>
<b>GENERAL</b>	
<p>There are five employees at the depot (four full-time). Two employees deliver and man the arcade games and photo booths. The hours of work are variable from 7.00 a.m. finishing at 3.30 to 4.00 p.m. when in the depot. Drivers are given time off in lieu following longer travel days.</p> <p>The depot is on a trading estate and consists of ground floor warehouse where the games are serviced and repaired and an office and additional storage on the mezzanine floor. There is a car and lorry park to the front. The ground floor has a server room and toilets. The mezzanine floor has a small kitchen area for making drinks and a store cupboard.</p> <p>The Health and Safety Law Poster is displayed in the kitchen area. A copy of the Employers Liability Compulsory Insurance Certificate is displayed in the kitchen.</p>	
<b>WELFARE/FIRST AID</b>	
<p>The kitchenette has a kettle, coffee machine, fridge and microwave oven and sink. The first aid box is kept in the kitchenette. This is new and stock is checked monthly. The accident book is kept in the kitchenette. First aid kits are carried on vehicles. All employees are trained in Emergency First Aid at Work.</p>	
<b>PPE</b>	
<p>All employees wear steel toe-capped boots, company fleece, polo shirt and trousers and are provided with high visibility jackets and jackets for wet and cold weather. Gloves are provided. Hard hats are carried in the vehicles. PPE wears quickly and ample supplies and/or harder wearing makes should be provided.</p>	
<b>First Aiders:</b>	All staff are trained in Emergency First Aid at Work

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SIGNIFICANT HAZARDS		Who Might be Harmed & How?	Control Measures/Observations	Further Actions Needed	Action Completed*	Actioned By:
1.	<b>Slips, trips and falling objects.</b>	Employees  Strains/Sprains/ Abrasions/Bruises/Cuts	The standard of housekeeping has been improved with clear aisles. Store areas are marked out with yellow lines to leave room to work on repairs and servicing.	Walkways and routes to the fire exits should be kept clear at all times. Ensure there is access to racking and component stores. Designate an area for storing cleaning materials etc. Do not store games in front of each other so that it is not possible to access the shelves etc. without moving games.		
2.	<b>Use of Electrical Equipment</b>  Kettle, microwave oven, extension leads and games.	Employees  Possible risk of electrocution/ electric shock/ burns.	All new equipment is checked before first use to ensure there are no obvious signs of damage.  Defective equipment is taken out of use safely and promptly replaced.  All games are PAT tested in house on an annual basis.  Portable electrical appliances are tested by a competent electrician.	Only competent electricians are to undertake work on electrical equipment.  Encourage staff to spot and report any defective plugs, discoloured sockets or damaged cable/equipment.  Encourage staff to report any loose or trailing wires.  Staff are advised not to overload extension sockets to avoid overheating.  Five year electrical testing on the building should be carried out in line with regulations.		



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SIGNIFICANT HAZARDS	Who Might be Harmed & How?	Control Measures/Observations	Further Actions Needed	Action Completed*	Actioned By:
<ul style="list-style-type: none"> <li>• <b>Hand Tools</b></li> </ul>	<p>Employees Cuts, bruises, abrasions from sharp edges etc.</p>		<p>Ensure the tools used are suitable for the task.</p>		
<p><b>4. Manual Handling</b>  Moving of games in depot and loading/unloading of vehicles.</p>	<p>Employees  Strains/Sprains/ Abrasions/Bruises/ Crush Injuries</p>	<p>All staff are trained in manual handling. Several mechanical aids are provided: Pool Table Trolley, Pump pallet truck, sack barrow for upright machines, Lifter and chocks, electric stair trolley, pinball trolley, Ramps of various sizes and walk boards are available. Tail lifts on some vehicles. Games are on casters.</p>	<p>Ensure lifting aids are suitable for the task.</p> <p>Inspect lifting aids regularly for obvious signs of damage. Some aids, e.g. the pool table trolley and pinball table trolley may need a thorough inspection under LOLER. Consult your competent person.</p> <p>Employees reported the stair trolley is difficult to use.</p>		
<p><b>5. Lone Working</b></p>	<p>Employees  In the event of illness and injury it is vital to let people know employees are at work. Potential verbal or physical abuse from intruders.</p>	<p>There may be one person in the office working alone. When working in the depot, there are generally one or two people in the office. Drivers may work alone but sites they deliver to are occupied. Mobile phone contact is maintained with the office.</p>	<p>Establish a routine to maintain contact with lone workers, e.g. drivers to let office know when they leave the depot and when they expect to arrive on site; report to office on arrival on site and when they leave giving anticipated time of arrival at depot. Office staff must contact the drivers if they have not reported in at the anticipated time and raise the alarm if they cannot contact them. Drivers to carry contact details with them.  Lone workers must not attempt tasks, e.g. manual handling if they believe they are beyond their capabilities. Always ask for assistance.</p>		

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6.	<b>Fire</b>	Employees	A full fire risk assessment has been prepared as a separate document.			
7.	<b>Work at Height</b>	Employees and others nearby. Injuries from falls from tail lifts and mezzanine floor or collision with falling objects. Objects falling from fork lift trucks.	Tail lifts have support bars to prevent large objects from falling. A competent person carries out a thorough examination of the tail lifts every six months. Loading bay on mezzanine floor has toe boards and gate. Hard hats, high visibility jackets and steel toe capped footwear worn.	Tail lifts must be regularly serviced and maintained. Keep records for at least two years. Ensure footwear and surfaces are clean and dry and not slippery. Train operatives in safe use of tail lifts.		
8.	<b>Hazards Substances</b> See separate COSHH assessment.	Employees				
9.	<b>Use of DSE</b>	Employees in office	The workstations and furniture are suitable for DSE work.	Complete DSE assessment sheet for each employee.		
10.	<b>Health of Workers.</b>	Employees could be affected by factors such as lack of job control, bullying, not knowing their role etc.	Employees can speak confidentially to manager if they're feeling unwell or ill at ease about things at work.			

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			Change is managed and communicated effectively.			
11.	<b>Young persons, Disabled or Pregnant workers</b>	Vulnerable workers may be at greater risk of harm from low-risk hazards.	All staff to be aware that young colleagues may be inexperienced or lack awareness of risks. Manager agrees action plan to address any specific needs. Separate risk assessment to be carried out for pregnant or young persons as need arises.			
13.	<b>Asbestos</b>	Employees and contractors. Asbestos only poses a risk if fibres are released into the air and inhaled. Maintenance workers are most at risk.	Asbestos is not present. The building is approximately 15 years old.			
14.	<b>Driving</b>	Employees, members of public Injury from collisions with vehicles or pedestrians or from	Daily checks of vehicles for tyre condition, lights, fluid levels etc. Two drivers to share driving on long journeys.	Keep records of daily checks.		

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		vehicle breakdown.	Rest periods on long journeys. Vehicles are regularly serviced.			
15.	<b>Loading/Unloading Vehicles</b>	Employees may suffer personal injury, crush injuries or manual handling injuries if load moves unexpectedly or falls.	<i>See section on Work at Height and Manual Handling.</i> Games are manoeuvred on and off the vehicles at the depot by using a forklift truck, tail lift or lifting aids. Games are strapped in place on vehicles to prevent them moving.			

#### MANAGERIAL/SUPERVISORY ACTIONS

**A copy of the Employers Liability Compulsory Insurance Certificate needs to be displayed.**

Ensure equipment is maintained in efficient working order and inspected in accordance with statutory duties.

#### TRAINING

A training matrix is in use. Ensure training records are kept.

**Date of Assessment: 20th November 2016**

**Verified by:** *Janice Armstrong*

**Risk Re-Assessment Date: November 2017**

**Employees' Comments:**