

Activity – Office and Beach Hut

PERFORMED BY Stacey Springett

MINIMUM INSTRUCTOR QUALIFICATION: N/A

DATE 09/04/2025

INSTRUCTOR : PARTICIPANT RATIO - N/A

Risk	Who Might Be Harmed	Measures to Minimise Risk
Slips and trips	Staff and visitors	<ul style="list-style-type: none"> • Basic upkeep and cleanliness are maintained • All areas are well lit • Trailing leads or cables are moved or protected • Staff keep work areas clear e.g. no boxes left in walkways, deliveries stored immediately • Staff mop up or report spillages • Filing cabinet doors and desk drawers kept closed when not in use • Floor surfaces maintained to good standard
Manual Handling	Staff	<ul style="list-style-type: none"> • Staff are aware/trained on how to split heavy loads and make them easier to carry • Trolley available where required • High shelves used for storing light and infrequently used items • Heavy items stored at low level • Training in manual handling carried out • Separate manual handling assessment undertaken as required

Electrical Appliances	All	<ul style="list-style-type: none"> • All electrical equipment has a portable appliance test (PAT) • Liquid spills mopped up immediately • Any defects reported immediately and defective equipment taken out of use and replaced • Sockets not overloaded
Fire	Staff and Visitors	<ul style="list-style-type: none"> • Fire drills carried out regularly • Fire drill procedures included in all staff inductions • All fire exits are kept clear • Fire alarm points, emergency lighting and fire extinguishers tested and maintained • Any heaters in use switched off at the end of the day • Combustible materials kept away from heaters and disposed daily • Waste bins emptied on a regular basis • Fire risk assessment completed for premises (see fire log book)
Display Screen Equipment	Staff	<ul style="list-style-type: none"> • Adjustable blinds to avoid glare • Regular breaks taken • DSE workstation assessments carried out and reviewed as appropriate • Lighting and temperature suitably controlled • Laptops used with docking station, screen and mouse
Poor Storage	Staff	<ul style="list-style-type: none"> • High storage used for storing light and infrequently used items • Heavy items to be stored at low level • Access equipment available e.g. step ladders for higher shelves