



20106 - East of England Ambulance Branch

## RISK ASSESSMENT FORM

### Assessor's Observation Sheet

Work place / work activity inspected – Unit 3 Swallow Court WGC Depot (MS site)

Date 06/06/2007

Assessment undertaken by (name) June Felstead / Brenda Palfreman (Unison)  
Phil Costello (Medical Services)

Signed

Date of assessment review One year from the Date of Inspection

Overview of Area / Item to be Assessed

Unit 3 Swallow Court, Swallowfields Welwyn Garden City.

This is a unit on an industrial estate.

There are 12 vehicles at this site. There is only room for 6 to be parked in the bay area the other 6 are parked outside.

We were unsure of how many staff are working from this site.

The bay has one automatic door at the rear and the fire exit opens out to the rear.

There were no Medical Services policies on site, i.e. Health and Safety policy, Manual Handling policy, Lone Worker policy.

We were informed that staff were to be issued with handbooks in the near future.

<b>Observations</b> List hazards, unsafe practices and good practice	<b>Action to be taken (if any)</b> List any immediate, short, medium or long action required	<b>Priority</b> Low, Medium, High
<u>BAY AREA</u>		
Fire exit door has the appropriate push bar for rapid exit.	None	
No fire exit signs around the building.	<b>Provide appropriate signs</b>	High
No fire assessment record. Only one fire extinguisher, the testing is out of date.	<b>Carry out fire assessment and provide fire extinguishers</b>	High
Fire exit needs sign to keep clear of vehicles.	<b>Provide sign and yellow boxed tape on the floor area</b>	High
Large studs (Bolts) x 3 sticking up from the bay floor. Trip hazard	<b>Remove</b>	High
Spare tyres and vehicle jacks on the bay floor.	<b>Move to appropriate store</b>	Medium
Heater fitted in the bay area (over head)	We were told this has just been serviced	
Extractor fan fitted on rear wall did not appear to be a suitable for the size of the room. Did not appear to work and had no safety guard in place.	<b>Test and repair or replace.</b>	High
Medical gases stored inappropriately, lying on bay area floor.	<b>Provide adequate storage. Provide appropriate signage</b>	High
No reversing ramps fitted on the floor of the bay area	<b>Fit appropriate safety ramps</b>	High

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<p>Two doors open into the bay area from front of the building, which lead to offices and crew rest room.</p> <p>Water tap fitted to side of the wall with no hose</p>	<p><b>Provide signs alerting of reversing vehicles and to keep doors closed when vehicles are moving.</b></p> <p>Staff are not expected to wash vehicles valetting company is used.</p>	<p>High</p>
<p><u>LOCKER ROOM</u></p> <p>Adequate with space and apart from other rooms.</p> <p>No evidence of heating in the rest of the building. Unsure if under floor heating is fitted</p> <p><u>OFFICES</u></p> <p>Three offices one will be used for the crews rest room, currently has fold up chairs. The other two offices are empty, although the middle office has trailing wires from the ceiling.</p> <p>No fire exit signs in this area</p> <p><u>MAIN RECEPTION</u></p> <p>The building is alarmed and this is housed in this area. The electrical system is in a cupboard in this area.</p> <p>Windows are locked, but easily opened from the inside.</p>	<p><b>Check adequate heating and test system</b></p> <p><b>Provide adequate seating and secure wires</b></p> <p><b>Provide appropriate signs</b></p> <p><b>Ensure staff are trained in using the alarm system. Provide appropriate sign for the electric cupboard door.</b></p>	<p>Medium</p> <p>Medium</p> <p>High</p> <p>Medium</p>

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Statutory Health and Safety notice not on display	<b>Ensure this is displayed</b>	Medium
<u>LADIES TOILET</u>		
No waste or sanitary bin	<b>Provide appropriate bins</b>	Low
No shower (unsure how many staff work from this site)	<b>We were informed that staff are allowed to go home if they need to shower</b>	
<u>GENTS TOILET</u>		
No waste bin	<b>Provide appropriate bin</b>	Low
No shower	<b>Were we informed that staff are allowed to go home if they need to shower</b>	
We were informed that a cleaner is to be employed.		
<u>KITCHEN</u>		
No hot water signs on display	<b>Provide appropriate signs</b>	Medium
No drinking water signs on display	<b>Provide appropriate signs</b>	Medium
No smoke alarm no fire blanket	<b>Ensure these are fitted</b>	High
Electrical items need testing	<b>Ensure testing is carried out</b>	High
No waste bin	<b>Provide a waste bin</b>	Low