

Smith Davis Press Ltd. Risk Assessment for Queen's Chambers (first produced March 15 1999 and reviewed annually)

Due to the nature of the business and continuous investment in improving the working environment, no significant risks were identified. However, the following guidelines are issued to staff in relation to avoiding risk.

Hazards identified	Staff at Risk	Action/controls in place. Information available
<p>1. Trip hazards Narrow staircases and the small staircase jutting into the corridor at the foot of the stairs to the top graphics room are potential trip hazards.</p> <p>There is one cable trip hazard, in the top graphics room. The cables are shielded by rubber protective casings.</p>	<p>All staff and visitors</p>	<p>Preventive measures in place such as clear markings on small staircase at floor of stairs to small graphics and regular maintenance of stair carpets etc.</p> <p>Investment in recabling has virtually eliminated trip hazards.</p> <p>Cable protectors regularly inspected to make sure hazard is minimised.</p> <p>Trip hazards are pointed out to new staff and visitors.</p> <p>Further information available from the directors.</p>
<p>2. Slip hazards Floors in the darkroom and kitchen potentially slippery when wet.</p>	<p>Mainly photographers in the darkroom. All staff in the kitchen.</p>	<p>All staff aware of responsibility to clean up any spillages to prevent slip hazard.</p> <p>Kitchen floor regularly inspected to make sure no spills remain.</p> <p>Notices in kitchen reminding staff of the potential risk.</p> <p>Further information available from the directors.</p>
<p>3. Chemical hazards Some of the chemistry stored and used in the photographic darkroom is potentially hazardous.</p>	<p>All staff.</p>	<p>Only photographers need to and are authorised to use the chemistry in the darkroom. Photographic staff aware of the potential hazards and trained to use chemistry properly. Further information available from the directors.</p>

Smith Davis Press Ltd. Risk Assessment for Queen's Chambers (continued)

Hazards identified	Staff at Risk	Action/controls in place. Information available
<p>4. Electrical hazards The large amount of electrical equipment in the building means there are a lot of power cables throughout the premises.</p>	<p>All staff and visitors.</p>	<p>During the re-networking investment in 2000 all computer equipment was either given a thorough overhaul, including electrical tests, or replaced. All equipment is regularly inspected for electrical safety.</p> <p>No staff are required to do any rewiring work or re-networking. All staff are advised not to touch any electrical equipment, other than to use it for the purpose for which it is intended.</p> <p>Further information available from the directors.</p>
<p>5. Fume hazards Spraymount used sometimes in the graphic design rooms is potentially a fume hazard.</p>	<p>All staff and visitors.</p>	<p>Staff authorised to use Spraymount (ie. the graphic design team) are aware of the risks of breathing in the fumes, and are able to make sure rooms are properly ventilated while the spray is in use by opening windows.</p>
<p>6. Manual handling Very little manual handling activity takes place within the company. However, there are occasions where either furniture, equipment, deliveries of publications or photographic materials may need to be moved, which may pose a risk.</p> <p>Photographers have identified a risk from carrying their equipment for long periods.</p>	<p>All staff.</p>	<p>Furniture and equipment removal is supervised by the directors and carried out properly. Staff are advised to take care when carrying any equipment, publications or deliveries.</p> <p>Because of risk identified we are exploring the possibility of providing manual handling training, if relevant, for the photographers.</p>

Conclusion

Although risks identified are minimal, the company appreciates that visitors and new employees, who are not familiar with the layout of the building may be more at risk than long-term employees.

Therefore new employees are given a safety briefing and a copy of this risk assessment as part of their induction.

Visitors are always accompanied by a member of staff and are appraised of particular risks which relate to the parts of the building they are visiting.

Staff are encouraged to feedback any concerns over health and safety at work, or potential risks, to the directors, who will include them in the review of the company's risk assessment and look at potential action to minimise risk.

Risk assessment for - Smith Davis Press Ltd, Queen's Chambers, 8 Westport Road, Burslem, Stoke-on-Trent, ST6 4AW.

Assessment reviewed - March 11 2008

Signed



Name - Andrew Jackson, Director

Date for next review - March 2009