



20106 - East of England Ambulance Branch

## **RISK ASSESSMENT FORM**

### **Assessor's Observation Sheet**

Work place / work activity inspected – Unit 10 Babbage Road Stevenage 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 10 Babbage Road Stevenage Herts

This is a unit on an industrial estate.

There are 13 vehicles at this site. There is only room for 10 to be parked in the bay area and the other 3 are parked outside.

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

The bay area has two large manual doors.

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><br>List hazards, unsafe practices and good practice  | <b>Action to be taken (if any)</b><br>List any immediate, short, medium or long action required   | <b>Priority</b><br>Low, Medium, High  |
|--|---|---|
| <p><u>EXTERNAL FRONT</u></p> <p>Rubbish at front of building, old mattress's and a bath, old empty box's</p> <p><u>BAY AREA</u></p> <p>Bay doors are manual and may cause a trapping hazard.<br/>The doors sit in a gully and are pulled apart to allow opening</p> <p>Old box's in bay area.</p> <p>Spare tyres on bay area floor</p> <p>Heater fitted to ceiling in the bay.</p> <p>Free standing large oxygen cylinder against wall of bay area.</p> <p>No extractor fan fitted for vehicle exhaust</p> <p>No fire extinguishers</p> <p>No reversing ramps fitted on the floor of the bay area</p> <p>Fire exit needs signage to keep clear of vehicles</p> | <p><b>Clear rubbish</b></p> <p><b>Provide signs to alert staff of finger trap hazard</b></p> <p><b>Ensure gully is kept clear of debris</b></p> <p><b>Clear rubbish</b></p> <p><b>Provide appropriate storage</b></p> <p><b>Requires testing and servicing</b></p> <p><b>Provide adequate storage and signage</b></p> <p><b>Arrange for extractor fan to be fitted</b></p> <p><b>Carry out fire assessment and provide fire extinguishers</b></p> <p><b>Fit appropriate safety ramps</b></p> <p><b>Provide sign and yellow tape on the floor to ensure no parking</b></p> | <p>Medium</p> <p>High</p> <p>High</p> <p>Medium</p> <p>Medium</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p> <p>High</p> |

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|--|--|--------------------------------------|
| Gas mains cupboard in the bay area, difficult to open. This houses the main off switch | <b>Fit a handle to the cupboard. Provide sign alerting staff of the contents i.e. gas mains and off switch</b> | High                                 |
| Electrical cupboard is also in the bay area.   | <b>Provide adequate sign to alert staff of electrical mains</b>  | High                                 |
| <u>LADIES TOILET</u>   |  |                                      |
| No waste bin or sanitary bin   | <b>Provide bins</b>  | Low                                  |
| Light not working  | <b>Replace bulb</b>  | Low                                  |
| No shower  | <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 bin</b>   | Low                                  |
| No shower  | <b>We were informed that staff are allowed to go home if they need to shower.</b>                              |                                      |
| <u>KITCHIN</u>   |  |                                      |
| Very small opens into the bay area. No microwave or fridge                             | <b>We were told the microwave and fridge are on order</b>  | Low                                  |
| No hot or drinking water signs   | <b>Provide adequate signage</b>  | Medium                               |
| Electrical items require testing   | <b>Arrange for testing</b>   | High                                 |
| No fire blanket  | <b>Provide fire blanket</b>  | High                                 |

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|--|--|--------------------------------------|
| <u>MAIN ENTRANCE LOBBY</u><br><br>Large chair leaning against the wall. (type that is fitted into the vehicles)<br><br>No fire exit signs around the building<br><br>Statutory Health and Safety notice not on display | <b>Remove and store appropriately</b><br><br><b>Provide appropriate signs</b><br><br><b>Ensure this is displayed</b> | Medium<br><br>High<br><br>Medium     |
| <u>GENERAL AREA</u><br><br>No rest area for the crews<br><br>No lockers for staff with no obvious area to locate them  | <b>Provide adequate rest area with seating</b><br><br><b>Provide lockers and appropriate area to house them</b>      | Medium<br><br>High                   |