

BOB POTTER LEISURE LTD LAKESIDE COMPLEX

RISK ASSESSMENT

Ref No:	Location/ Section	Activity			
1057	Car Parks	Manage all traffic flow including visitors' cars, coaches and service vehicles			
Reason for assessment (x)		New activity or process	Change in activity or process	Accident review	Annual review
Number of people at risk?		Employees	Customers	Vehicles	Visitors /Contractors
		up to 2	up to 2,500	up to 500	up to 2

No.	What are the possible hazards?	Who might be harmed?	Current control measures	Additional control measures	Responsible person	Target date	Completion date
1	Lone working Stress and/or injury from verbal abuse, and/or assault, from members of the public.	Car parking attendants	<ul style="list-style-type: none"> • Two-way radios used for communicating and training carried out in using them. • Staff report if radio fails when on patrol and return to replace it. • Premises manager make regular radio calls to check their welfare. • Premises manager carry out a physical check should there be no response to radio calls. • Car park well lit and lighting survey carried out • Maintenance program in place to ensure that broken lights are promptly replaced. • All instances of abuse/assault investigated to see if lessons can be learnt. • Staff report to their manager if they have any concerns about their safety and security. 	No further action required at this stage.			
2	Fatigue Fatigue and sore feet, through too much walking.	Car parking attendants	<ul style="list-style-type: none"> • Work arrangements allow for regular breaks to sit down in a sheltered, warm area. 	No further action required at this stage.			

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3	<p>Weather extremes Discomfort and possible ill health from exposure to weather extremes.</p> <p>Hypothermia, frost bite, skin cancer.</p> <p>Sunburn, heatstroke</p> <p>Wind chills/gales earache, headache.</p>	Car parking attendants	<ul style="list-style-type: none"> • Suitable personal protective equipment (PPE) provided including warm, waterproof clothing for cold, wet weather. • Uniform requirements relaxed during hot weather, e.g. no jacket required. • When the working activity is taking place outside and for a considerable length of time, the weather forecast is obtained in advance. • If work in adverse weather cannot be avoided, the exposure of workers to the hazard is reduced e.g. by taking breaks or rest away from the adverse condition and predetermined rotation. • Water is available on hot days and hot drinks on cold days. • Staff to wear sun cream lotion to protect against exposure to sunlight. 	No further action required at this stage.			
4	<p>Slips, trips & fall May be injured if trip over objects or slip on spillages, ice, frost and/or snow</p>	Car parking attendants, customers, children	<ul style="list-style-type: none"> • Car park well lit and documented lighting survey carried out. • General good housekeeping standards and waste bins provided. • Staff to report holes and trip hazards in car parks so these can be dealt with. • Staff to wear comfortable sturdy footwear with a good grip. 	No further action required at this stage.			

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5	<p>Transport Serious, possibly fatal, injury if struck by a vehicle.</p> <p>Sharing the same route as pedestrians, cross flows of traffic</p>	Car parking attendants, customers, children	<ul style="list-style-type: none"> • PAs trained to stay in a safe location at all times, including when taking vehicle details. • High visibility vest worn when marshalling vehicles. • Staff trained in safe working procedure for managing vehicles. • Staff attend safety briefing at start of shift. • The use of mobile phone is not permitted except in an emergency. 	PAs to be trained safe working procedure (1058)	D Wallace	TBA	
6	<p>first aid injuries Sudden illness or accident.</p> <p>Cuts, bruises, fractures etc.</p>	Car parking attendants, customers, children	<ul style="list-style-type: none"> • Suitably trained first aiders and adequate first aid provision provided on site. • The nearest Hospital with an accident and emergency department is Frimley Park Hospital. • All accidents are entered in the accident book and investigated. • Access kept clear for emergency vehicles • Strict zero tolerance policy on drugs and alcohol while on duty. 	No further action required at this stage.			
7	<p>Speeding Serious, possibly fatal, injury if struck by vehicle.</p>	Car parking attendants, customers, children	<ul style="list-style-type: none"> • Documented pedestrian / vehicle survey carried out and control measures implemented. • 10mph maximum speed limit and sign displayed near site entrance. • Main driveway fitted with speed control ramps to reduce vehicle speed. 	No further action required at this stage.			

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8	Fire Risk of serious/fatal injuries and burns and explosion e.g. vehicle fire	Car parking attendants, customers, children	<ul style="list-style-type: none"> • Staff trained in safe working procedure for dealing with vehicle fires and how to contact the emergency services. • Staff only permitted to smoke in designated area only. 	No further action required at this stage.			
Date of assessment		Name (block caps)		Review date:			
07.08.12		Danny Wallace		Assessment review will take place annually or sooner if required e.g. changes to systems of work.			