



# Axis Trampoline & Gymnastics Club

## Risk Assessment

Date Original Assessment Completed: 01/04/23

Description and location of hazard	Who might be harmed	Existing control measures	A. Likely severity of injury (1 to 3)	B. Likely occurrence (1 to 3)	Risk rating (A) x (B)	Comments/Actions
<b>Centre Generic</b>  a) Slips, trips and falls b) Cuts/bruises c) Concussion/collision d) Broken bones e) Dislocation f) Sprains and strains g) Over exertion	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Good housekeeping maintained (daily dry sweep and wet mop of all un-matted floors including café area, corridors, toilets etc).</li> <li>Equipment faults leading to leaks to be reported quickly to centre management.</li> <li>Adequate lighting provided in all areas.</li> <li>All matted/carpeted areas to be vacuumed daily/weekly as per the centre's cleaning schedule.</li> <li>No trailing cables or obstructions in walkways and any other trip hazards removed where possible – all staff to monitor this.</li> <li>No food or drink on any of the gymnastics equipment or matted areas (except water sport bottles).</li> <li>Axis TGC staff to immediately clean up wet/dry spillages and leave the floor dry.</li> <li>Axis TGC staff to report any issues immediately to the coach/manager in charge of that day/session.</li> <li>All gymnasts required to be accompanied to gym by a parent / carer before being released to the supervision of Axis TGC staff.</li> </ul>	1	2	2	Accident report forms available from Axis TGC reception.  First aiders on duty during operational hours.  Ice packs available on request.
<b>Trampoline / DMT Specific</b>  a) Trampoline / DMT setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from trampoline / DMT to floor d) Vigorous physical activity (over exertion)	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>Trampoline / DMT equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>All trampoline / DMT activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>Axis TGC's civil liability and personal accident insurance in place.</li> <li>All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>Regular inspection and annual maintenance of all trampoline / DMT equipment.</li> <li>Appropriately sized and trained spotters present.</li> <li>Only 1 gymnast to use the trampoline/DMT at any one time.</li> <li>Appropriate spotting aids, including landing area, end decks, crash mats and floor mats deployed around the entire trampoline / DMT apparatus (where appropriate).</li> <li>Full visual inspection of all apparatus and trampoline / DMT area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	2	3	6	Accident report forms available from Axis TGC reception.  First aiders on duty during operational hours.  Ice packs available on request.

<b>Gymnastics Specific</b>  a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>Gymnastics equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>All gymnastics activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>Axis TGC's civil liability and personal accident insurance in place.</li> <li>All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>Regular inspection and annual maintenance of all gymnastics equipment.</li> <li>Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire gymnastics area (where appropriate).</li> <li>Full visual inspection of all apparatus and gymnastics area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	1	3	3	Accident report forms available from Axis TGC reception.  First aiders on duty during operational hours.  Ice packs available on request.
<b>Tumbling Specific</b>  a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>Tumbling equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>All tumbling activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>Axis TGC's civil liability and personal accident insurance in place.</li> <li>All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>Regular inspection and annual maintenance of all tumbling equipment.</li> <li>All tumbling apparatus to be used in one direction of travel only to avoid possible injury to users.</li> <li>Appropriate spotting aids, including landing area, crash mats and floor mats deployed throughout the entire tumbling area (where appropriate).</li> <li>Full visual inspection of all apparatus and tumbling area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	1	3	3	Accident report forms available from Axis TGC reception.  First aiders on duty during operational hours.  Ice packs available on request.
<b>FreeG Specific</b>  a) Apparatus setup / set down b) Landing awkwardly on head / neck / arms / legs c) Falling from raised apparatus to floor d) Vigorous physical activity (over exertion)	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>FreeG equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>All FreeG activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>Axis TGC's civil liability and personal accident insurance in place.</li> <li>All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>Regular inspection and annual maintenance of all FreeG equipment.</li> <li>Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire FreeG area (where appropriate).</li> <li>Full visual inspection of all apparatus and FreeG area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	1	3	3	Accident report forms available from Axis TGC.  First aiders on duty during operational hours.  Ice packs available on request.

<p><b>Foam Pit Specific</b></p> <p>a) Landing awkwardly on head / neck / arms / legs  b) Falling from raised apparatus to floor  c) Being landed on by another gymnast whilst in the foam area  d) Injury from foreign objects in the pit.  e) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TGC staff.</p>	<ul style="list-style-type: none"> <li>• The use of the foam pit only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>• All foam pit activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>• Axis TGC's civil liability and personal accident insurance in place.</li> <li>• All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>• Vigilance and specific instruction to all gymnasts regarding ensuring that the intended landing area is free from gymnasts before the next gymnast attempts their skill, thus avoiding being landed on.</li> <li>• Ensure that all users of the foam pit have removed everything from all pockets, and that any loose items (glasses etc) are also removed to avoid contaminating the pit with foreign objects which may cause injury to users.</li> <li>• Regular inspection and annual maintenance of all foam pit apparatus and area.</li> <li>• Appropriate spotting aids, including crash mats and foam padding deployed throughout the entire foam pit area (where appropriate).</li> <li>• Full visual inspection of all apparatus and foam pit area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TGC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p> <p>Refer to specific Foam Pit NOP in staff handbook.</p>
<p><b>Trampoline Wall / Acrobatic Class Specific</b></p> <p>a) Landing awkwardly on head / neck / arms / legs  b) Falling from raised apparatus to floor  c) Striking the wall  d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TGC staff.</p>	<ul style="list-style-type: none"> <li>• The use of the trampoline wall area only permitted with either qualified and insured British Gymnastics Coaches or Industry Trained Specialist Coaches present.</li> <li>• All trampoline wall activities to be carried out in line with all (modified) best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>• Axis TGC's and Axis Freedom's civil liability and personal accident insurance in place.</li> <li>• All gymnasts required to be coached by a suitably trained and insured coach who is qualified to coach to the level of participation.</li> <li>• Regular inspection and annual maintenance of all trampoline wall apparatus and all Acrobatic equipment and surrounding areas.</li> <li>• Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire area to be utilised during each session (where appropriate).</li> <li>• Full visual inspection of all apparatus and areas to be utilised to be carried out at regular intervals throughout the session, and any irregularities / problems addressed.</li> <li>• Cleaning/vacuuming/modification of the trampoline wall areas to be carried out with care by staff who are familiar with working on/within the tramp wall area.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TGC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<p><b>Aerials Apparatus / Class Specific</b></p> <p>a) Landing awkwardly on head / neck / arms / legs  b) Falling from raised apparatus to floor  c) Striking the wall  d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TGC staff.</p>	<ul style="list-style-type: none"> <li>• The use of the aerial equipment only permitted with Industry Trained Specialist Coaches present.</li> <li>• All best practice guidelines and most up to date training techniques to be observed/applied based on the prudent judgement and sound experience gained throughout the coach's training period.</li> <li>• Axis TGC's and Axis Freedom's civil liability and personal accident insurance in place.</li> <li>• All gymnasts required to be coached by a suitably trained and insured coach who is qualified to coach to the level of participation.</li> <li>• Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire area to be utilised during each session (where appropriate).</li> <li>• Full visual inspection of all apparatus and areas to be utilised to be carried out at regular intervals throughout the session, and any irregularities / problems addressed.</li> <li>• Axis TGC &amp; Axis Freedom are aware of L.O.L.E.R. regulations with regard to the "thorough examination" of all specialist aerial apparatus, slings, swivels, carabiners and cloches and in so far as it is safe and practicable to do so we adhere to these inspection regulations annually. This annual inspection scheme has taken into account: <ul style="list-style-type: none"> <li>• The fact that the equipment was purchased from new by Axis Freedom in August 2016 and has not been used in any other setting.</li> <li>• The condition of the equipment (excellent).</li> <li>• The environment in which it is used (closed environment with little / no variation in temperature, humidity or UV light).</li> <li>• The number / frequency of lifting operations and loads lifted on a weekly basis (twice weekly for limited session length).</li> </ul> </li> </ul>	<p>2</p>	<p>3</p>	<p>6</p>	<p>Accident report forms available from Axis TGC.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>
<p><b>Pre-school Specific</b></p> <p>a) Apparatus setup / set down  b) Landing awkwardly on head / neck / arms / legs  c) Falling from raised apparatus to floor  d) Vigorous physical activity (over exertion)</p>	<p>Participants and Axis TGC staff.</p>	<ul style="list-style-type: none"> <li>• Pre-school equipment setup / set down – only permitted with qualified and insured British Gymnastics Coaches present.</li> <li>• All pre-school activities to be carried out in line with all best practice guidelines set out by British Gymnastics which all qualified coaches have been advised on during their qualification process and as per Axis TGC policy.</li> <li>• Axis TGC's civil liability and personal accident insurance in place.</li> <li>• All gymnasts required to be coached by a suitably insured coach who is qualified to coach to the level of participation.</li> <li>• Regular inspection and annual maintenance of all pre-school equipment.</li> <li>• Appropriate spotting aids, including crash mats and floor mats deployed throughout the entire pre-school area (where appropriate).</li> <li>• Full visual inspection of all apparatus and pre-school area carried out at regular intervals throughout the session, and any irregularities or problems addressed.</li> </ul>	<p>1</p>	<p>3</p>	<p>3</p>	<p>Accident report forms available from Axis TGC reception.</p> <p>First aiders on duty during operational hours.</p> <p>Ice packs available on request.</p>

<b>Work Experience Students / Young Persons / Young Leaders</b>  <i>a) Children are aged under 16.  b) Young people are aged between 16-18.  c) Children/young people are more at risk for injuries sustained at work due to youth and lack of experience in the workplace.</i>	Participants, Work Experience Students, Young Leaders.	<ul style="list-style-type: none"> <li>• Risk assessment carried out and continually assessed for each new young person/child that is being brought into the business.</li> <li>• Induction carried out prior to any work being carried out.</li> <li>• Consultation/reviews should be carried out regularly with both the young person and their immediate supervisor to allow an opportunity for H&amp;S issues to be raised by the young worker, and the young person should be tested to ensure understanding.</li> <li>• Exposure to physical risks, biological agents and chemical agents (high levels of noise, vibration, extreme heat/cold, toxic/dangerous substances etc) should be controlled at all times.</li> <li>• Tasks and workloads should be carefully considered and controlled/limited as appropriate.</li> <li>• Appropriate supervision and instruction should be provided by appropriately qualified/experienced staff at key/regular intervals.</li> <li>• Young workers under the age of 18 will not be required to work for longer than 8 hours per day or 40 hours per week.</li> <li>• There must be 12 hours rest time between shifts.</li> <li>• 2 rest days per week must be taken together.</li> </ul>	1	1	1	Young person risk assessment / induction to be carried out prior to the commencement of any work being carried out.
<b>Competitions</b>  <i>a) See specific sections already listed above:  i) Centre Generic  ii) Trampoline / DMT Specific  iii) Tumbling Specific  b) Injuries sustained travelling to/from event  c) Staying overnight</i>	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>• All control measures in place from the above discipline/location specific sections to be implemented.</li> <li>• Travel to/from all events to be with an appropriately insured driver, preferably with the parent/guardian of the gymnast.</li> <li>• When Axis TGC staff are driving gymnasts under 18, they must never be alone in the vehicle with them. Another adult should be in the car at all times.</li> <li>• For all other rules and regulations regarding attending events, please refer to the British Gymnastics Health, Safety and Welfare Guidance (Safe Trips) document.</li> </ul>	2	2	4	
<b>Pregnant Staff</b>  <i>a) Heavy lifting or carrying  b) Standing or sitting for long periods without adequate breaks  c) Exposure to toxic substances  d) Long working hours</i>	Axis TGC pregnant staff member and her unborn child.	<ul style="list-style-type: none"> <li>• Where there are risks to the employee or her baby, Axis TGC management should take reasonable steps to remove them.</li> <li>• If appropriate, offer the employee suitable alternative work (at the same rate of pay).</li> <li>• If appropriate, temporarily change the employee's working hours and/or working conditions.</li> <li>• If these risks cannot be removed, then the employee should be suspended on full pay for as long as necessary to protect her health and safety, and that of her child.</li> <li>• A discussion between mother and employer should take place to agree maternity leave requirements and duration. 2 weeks must be taken after birth, and 52 weeks may be taken as part of Statutory Maternity Leave.</li> </ul>	1	1	1	Pregnant staff to inform the employer in writing of their pregnancy at least 15 weeks prior to the beginning of the week the baby is due for appropriate working changes to be made. If this is not possible, the employer must be told as soon as possible.
<b>Fire</b>  <i>Serious/fatal injuries could be sustained from burns/smoke inhalation.</i>	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>• Fire evacuation procedures and assembly points communicated to all Axis TGC staff.</li> <li>• All Axis TGC staff are trained to use fire extinguishers, but the main priority is to evacuate the building.</li> <li>• Axis TGC staff will be on site to ensure that maximum numbers are not exceeded.</li> <li>• Fire exits are all clearly marked.</li> <li>• Access to fire exits and extinguishers to be kept clear at all times.</li> <li>• Fire alarm system maintained as part of service contract</li> <li>• Fire alarm to be directly and automatically linked to emergency response in the event of unplanned sounding.</li> </ul>	3	1	3	Axis TGC staff are all informed of what to do in the event of a fire as part of their induction process.  This information to be regularly updated during staff meetings / training.  Refer to specific Fire NOP in staff handbook.

<b>Reception/Café</b>  a) Food poisoning b) Organisms c) Chemical contamination d) Foreign bodies e) Contact with steam, hot water and hot surfaces f) Food handling	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Where required (and sensible to do so), staff to use tools (cutlery, tongs, scoops etc) to handle food rather than hands.</li> <li>Food-grade, single-use, non-latex gloves are used for tasks that can cause skin problems, e.g. salad washing, vegetable peeling etc.</li> <li>Where handling tasks cannot be avoided, hands are rinsed promptly after finishing the task.</li> <li>Staff reminded to thoroughly wash and dry hands before any food handling task is undertaken.</li> <li>Discard any pre-packed items if the packaging is damaged.</li> <li>Staff trained in risks of release of steam and display 'hot water/surface' signs on coffee/hot water machines.</li> <li>All chemicals to be handled away from food areas.</li> <li>All tasks where foreign bodies may be introduced into the food to be carried out in another area.</li> <li>Ensure that all fridges (8°C to 1°C or below) and freezers (-18°C or below) carry the appropriate temperature, and that daily temperature checks are carried out.</li> </ul>	2	1	2	
<b>COSHH</b>  a) Skin irritation and/or eye damage caused due to contact with any cleaning chemicals. b) Prolonged contact with water (and detergent) causing skin irritation/damage. c) Vapour from bleach and other cleaning chemicals can cause breathing problems.	Axis TGC staff	<ul style="list-style-type: none"> <li>All chemical containers clearly labelled.</li> <li>Where possible, cleaning chemicals marked 'irritant' should not be purchased and milder alternatives sourced instead.</li> <li>Long-handled mops and brushes, and strong rubber gloves and disposable gloves will be provided and used as appropriate.</li> <li>All cleaning chemicals to be used by trained staff and kept secured when not being used.</li> <li>Washing up by hand to be kept to a minimum.</li> <li>Washing of hands recommended after the use of any cleaning chemicals/bleach.</li> </ul>	1	2	2	<p>Eye wash station available as part of first aid kit.</p> <p>Staff reminded to thoroughly dry hands after hand washing.</p> <p>Staff reminded to check for dry/red/itchy skin on their hands and to report to centre management if this occurs.</p>
<b>Illness / Accidents / First Aid</b>  Individuals could suffer from any of the following:  a) Gymnastics activity-related accident b) Heart attack or other coronary incident c) Attend club with an existing injury or illness	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Accident / first aid management process in place and all staff aware of their various roles in the event of a first aid incident / accident / emergency.</li> <li>Accident book on site and readily available, and all accidents/injuries to be recorded.</li> <li>Adequate number of qualified first aiders provided during all hours of club operation.</li> <li>Formal first aid training provided for as many staff as possible on a regular basis.</li> <li>A fully stocked and regularly reviewed and replenished first aid kit to be on site at all times.</li> <li>A defibrillator with both adult and child chest pads on site at all times.</li> <li>Incident review process in place to correlate accidents/incidents and to assess whether any remedial changes in systems / processes / ways of working are required.</li> <li>All accidents/injuries to be reviewed and reported under RIDDOR and to British Gymnastics as necessary.</li> </ul>	2	1	2	<p>At least one qualified first aider to be on duty during operational hours.</p> <p>Refer to specific First Aid NOP in staff handbook.</p>

<b>Electrical</b>  <i>Individuals could suffer serious/fatal injuries as a result of electric shock</i>	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Electrical installation/system and all electrical outlets and portable devices visually inspected weekly and results recorded. Defects to be reported immediately to the centre management.</li> <li>Electrical installation/system inspected and tested by an electrician every five years.</li> <li>Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment.</li> <li>Senior staff to know where fuse box is and how to safely switch off electricity in an emergency.</li> <li>Plugs, sockets etc suitable for kitchen environment to be used as appropriate.</li> <li>Access to fuse boxes kept clear.</li> </ul>	3	1	3	Defibrillator kept on site as part of first aid provision in event of electric shock affecting heart/pacemaker rhythm.
<b>Car Park</b>  <i>Gymnasts / parents / staff members being struck by a moving vehicle.</i>	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Axis staff uniform and hi-vis vest to be worn at all times.</li> <li>Walkie talkie to be carried at all times with other units available at reception/office.</li> <li>Extreme caution and road sense should be exercised at all times.</li> <li>Ensure that you can be clearly seen by the drivers of all vehicles, including our customers and any HGVs/forklifts etc.</li> <li>Use clear, unambiguous hand gestures and instructions when directing traffic to avoid driver confusion.</li> <li>Never put yourself in a position where you can be struck by a moving vehicle, e.g. standing in front of a car that is parking/reversing.</li> <li>Monitor the movement of our customers to/from their cars and our venue, particularly bearing in mind younger gymnasts.</li> </ul>	3	1	3	<p>If weather is sunny, please use the sun cream provided.</p> <p>If weather is raining, please use the umbrella provided.</p> <p>Refer to specific Car Parking NOP in staff handbook.</p>
<b>1:1 Sessions</b>	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>All 1:1 sessions to be conducted with another responsible adult member of Axis TGC staff within the gymnasium environment.</li> <li>Where possible and/or appropriate, the participant should be accompanied by a chaperone or other individual (e.g. parent, support worker etc).</li> <li>At no time should the Axis TGC staff member responsible for the 1:1 session isolate themselves with the participant where they are not in full view of other Axis TGC staff and/or gym users.</li> <li>Any specific or additional needs for the participant which may need to be considered for the safety of the session to be maintained for both the staff member and the participant should be collected and discussed with the staff member prior to any session taking place.</li> </ul>	1	1	1	Ensure any specific or additional needs are discussed with the supervising coach prior to any session taking place.
<b>Manual Handling</b>	Participants and Axis TGC staff.	<ul style="list-style-type: none"> <li>All Axis TGC staff have been advised of appropriate manual handling techniques.</li> <li>Axis TGC staff are reminded that they must not attempt to lift items that appear too heavy but ask for assistance.</li> <li>Commonly used heavy items to be stored no higher than waist height.</li> <li>Suitable mobile steps/ladders provided, and staff trained to use them safely.</li> <li>Sinks set at good height to avoid stooping/over-reaching.</li> </ul>	1	1	1	

<b>DSE (Display Screen Equipment)</b>  <i>Workers utilising display screen equipment for more than 1 x hour could be exposed to chronic health risks associated with screen-based work.</i>	Axis TGC staff	<ul style="list-style-type: none"> <li>Individual DSE risk assessment to be carried out on all staff who use portable/permanent screen equipment for 1 hour or more at any one time.</li> <li>The keyboard should be separate from the screen.</li> <li>A flexible workstation environment should exist to find a comfortable keying and mouse position.</li> <li>The screen should be clearly readable (screen size / flicker / brightness / screen swivel / glare-free).</li> <li>All software and hardware should be suitable and fit for purpose.</li> <li>The work surface should be of an appropriate size for the task in hand.</li> <li>The chair should be adjustable and suitable for the task in hand.</li> <li>The feet should be flat on the floor when at the workstation.</li> <li>The workroom should be suitable and fit for purpose (enough room / no glare / appropriate lighting / suitable air temperature).</li> </ul>	1	1	1	
<b>Contact with steam hot water and hot surfaces.</b>	Participants, Axis TGC staff and members of the public.	<ul style="list-style-type: none"> <li>Staff trained in risks of releasing steam associated with coffee/hot water machines.</li> <li>Water mixer taps provided where possible.</li> <li>Hot water dispenser to be kept out of reach of children by isolating behind the reception desk.</li> <li>Care should be taken around the hot tap of the hot water dispenser as this remains hot at all times.</li> </ul>	1	1	1	<p>Ensure that staff are trained in the use of the coffee machine and hot water dispenser.</p> <p>Display 'hot water' signs at sink and 'hot surface' signs by the hot water dispenser.</p>
<b>Working at Height</b>  <i>Staff and/or contractors working at a height of more than 2m off the floor.</i>  <i>a) Working on the heater servicing platform</i> <i>b) Working on top of the roof / in the roof truss area</i> <i>c) Working from a ladder</i> <i>d) Falling from raised apparatus to floor</i> <i>e) Vigorous physical activity (over exertion)</i>	Axis TGC staff and contractors.	<ul style="list-style-type: none"> <li>Axis TGC's civil liability and personal accident insurance in place.</li> <li>Only competent and/or trained staff / contractors to work from height allowed to perform work tasks at height.</li> <li>Avoid work at height where it is reasonably practicable to do so.</li> <li>Where work at height cannot be avoided, prevent falls using either an existing place of work that is already safe or the right type of equipment.</li> <li>Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated.</li> <li>Inspect any equipment prior to use (e.g. ladder, safety harness).</li> <li>Do as much work as possible from the ground.</li> <li>Ensure staff/contractors can get safely to and from where they work at height.</li> <li>Ensure equipment is suitable, stable and strong enough for the job and is maintained and checked regularly.</li> <li>Make sure you don't overload or overreach when working at height.</li> <li>Take precautions when working on or near fragile surfaces.</li> <li>Provide protection from falling objects.</li> <li>Consider your emergency evacuation and rescue procedures.</li> <li>When working from the heater servicing platform, a climbing harness (attached to the fall arrest system) and a hard hat is required to be worn prior to any work taking place.</li> </ul>	3	1	3	<p>Accident report forms available from Axis TGC.</p> <p>First aiders on duty during operational hours.</p>



