

Items

1. **Slips, trips and falls**

- a) All floor surfaces in your workplace must be kept free from obstruction and from any article or conditions which may cause a person to slip, trip or fall (*Regulation 12, The Workplace Health, Safety and Welfare Regulations*). The floor surfaces of all workplaces must be maintained in a good, sound condition and free from any damage wear and uneven areas which can cause a person to slip, trip or fall.

It was noted that there were several trailing cables for telephones and computer equipment in one of the upstairs offices which were not secured and could thus pose a tripping hazard. I recommend all cabling is re-routed behind the desks or otherwise covered/secured to the wall by the use of clips, tapes or cable trays to eliminate the risk of tripping.

- b) It was noted there were areas of worn and damaged carpet in another office room on the second floor. These areas must be made good as worn areas are only likely to deteriorate if not addressed. Areas of worn carpet and fraying ends can be cut and taped down as a short term measure.

2. **Structural Condition**

Surfaces of floors, walls and ceilings in all workplace areas must be capable of being kept sufficiently clean.

Areas of the lower wall surface in the toilet area next to the shower were in poor repair and condition with areas of crumbling plaster. I recommend a rolling programme of maintenance is carried out in order to maintain sound structural conditions and I recommend a refurbishment and decoration of these areas at some point in the future. In the meantime steps require to be taken to ensure that wall surfaces are maintained in a sound condition and will not provide harbourage for pests and provide pest access points to your premises.

Internal walls of sanitary conveniences would normally require a surface which permits wet cleaning e.g. plastic panelling, aqua panelling or a similar laminated surface. Holes, gaps and cracks and crumbling wall surfaces should be in filled, repaired and adequately sealed to ensure a continuous surface which can be cleaned easily. A surface which is finished to present a hard wearing exterior will be more robust and prevent the need for frequent redecoration.

3. **Windows and Ventilation**

During working hours the temperature in all work places inside buildings must be reasonable and should provide reasonable comfort. Workers should not be subject to uncomfortable draughts and it should be possible to reach and operate opening mechanism in a safe manner. (*Regulation 7, The Workplace Health, Safety and Welfare Regulations, Regulation 6*).

The windows in the top floor offices were in poor structural condition and defective. The window frames were rotten and one was stuck open allowing rain and uncomfortable draughts into the room. It is my opinion that the operating function is ineffective and undue force/pressure is necessary in order to operate. A safe and effective method of opening and closing the window must be provided.

4. **Legionella Control**

Control of substances Hazardous to Health Regulations 2002

It was ascertained that your showers are used infrequently. The Control of Substances Hazardous to Health Regulations 1994 requires you to assess the risks to staff and clients from bacteria such as Legionella and take suitable precautions. The risks from hot and cold water systems are increased for infrequently used outlets for example showers and taps which deliver water at an ideal temperature for Legionella to proliferate. Shower heads act as filters trapping debris and scale which can be used by bacteria as a nutrient and showers used only intermittently allowing long periods of stagnation will allow bacteria to multiply.

When water stagnates, bacteria are allowed to multiply and cleaning and disinfecting shower heads on a regular basis should form a central part of your management system. Cleaning and sterilising shower heads on a regular basis will help minimise the risk of colonisation by Legionella. There are many chemicals and shower head cleaners available which both kill bacteria and de-scale in one action.

Following the guidance in the HSE Approved Code of Practice and guidance (Legionnaire's Disease/The Control of Legionella Bacteria in Water Systems), quarterly cleaning of shower heads should take place in any case as part of an effective management system. It is recommended that infrequently used showers are run for 3-4 minutes at maximum hot water flow and maximum temperature setting once every 2 weeks.

Further information and advice on Legionella control can be found on the HSE website www.hse.gov.uk/legionella.