

Health and Safety Policy and Procedures



Devonport Squash Club

1 July 2017

Version 3 -2016 Produced Bob Parsons Safety Online 2014 Ltd

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Health and Safety Policy Statement

Devonport Squash Club

The Devonport Squash Club is committed to providing a safe and healthy club for its members, visitors, volunteers and contractors.

Our focus is on taking all practicable steps to ensure the safety of everyone on the premises.

Devonport Squash Club will:

- *Comply with the codes of practice, guidelines and standards of the Health & Safety at Work Act 2015.*
- *Promote excellence in health and safety management*
- *Continually improve health and safety performance*
- *Provide a safe and healthy club environment*
- *Identify and control actual and potential hazards*
- *Demonstrate a commitment to the accurate reporting and recording of health and safety matters*

The Club's elected committee is designated to ensure there is appropriate support and resourcing for health & safety management and initiatives.

Devonport Squash Club Committee

Dated 1.7.2017

Review Date 1.7.2018

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Health & Safety Roles and Responsibilities

Devonport Squash Club Committee

- *Implement and regularly review the Clubs health and safety policy and procedures.*
- *Appoint a Health and Safety Coordinator to ensure Health and Safety Policies and Procedures are followed.*
- *Implement procedures to identify, control and record hazards.*
- *Implement procedures for dealing with emergencies that may arise.*
- *Implement an accident/incident management procedure.*
- *Provide members with health and safety information and education.*
- *Ensure appropriate support and resources are available for health and safety management.*

Health and Safety Coordinator

- *Will lead Health and Safety Management for Devonport Squash Club.*
- *Facilitate implementation of Health and Safety Policy and Procedures.*
- *Ensure Club Health and Safety Policy and Procedures are being followed.*
- *Liaise with Club Members regarding Health and Safety issues.*
- *Liaise with Contractors regarding Health and Safety Procedures.*

Club Members

- *Undertake induction process before using Club facilities. (Gym Associate members only)*
- *Notify the Coordinator of any hazards so action can be taken to minimise the risk of injury occurring.*
- *Notify the Coordinator of any accidents, incidents or near miss promptly.*
- *Adopt safe and healthy practices and encourage others to do the same.*

Contractors and Volunteer Workers

- *Ensure that their actions or inactions do not cause harm to any person*
- *Ensure that they comply with the Club health and safety policies and procedures.*
- *Ensure that they use safe work practices at all times.*
- *Ensure that they use personal protective equipment at all times and that it is appropriate for the work being performed.*
- *Identify, assess and record/report hazards.*
- *Promptly deal with or alert the Health & Safety Coordinator to newly identified hazards.*
- *Report all incidents accidents or near miss.*

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Hazard Management

A hazard is 'anything that could cause harm'.

How we Identify Hazards.

There are several ways to find hazards:

- *Regular site checking.*
- *Talking to users of the facility to find out what they consider unsafe.*
- *Review any information on equipment (manufacturer's manual) or chemical (Safety Data Sheet) to check what it says about safety precautions.*
- *Debrief of accident and near miss events.*
- *Consider what hazards people might bring into the workplace.*

What to do when a Hazard is Identified.

Hazards are to be:

1. Dealt with immediately by the person discovering the hazard who will either eliminate or minimise it or inform the Health and Safety Coordinator who will manage the hazard.
2. If the Coordinator is not available record the hazard using the Hazard Notification form (form Appendix 2) and place on the noticeboard.
3. The Coordinator will assess and control the hazard and record this information in the hazard register (Appendix 1)

A Hazard register makes note of the Hazard and the control measures recommended.

Members play an important role in identifying hazards and making recommendations for the elimination or minimizing of the risk.

Debrief of accidents will identify hazard issues.

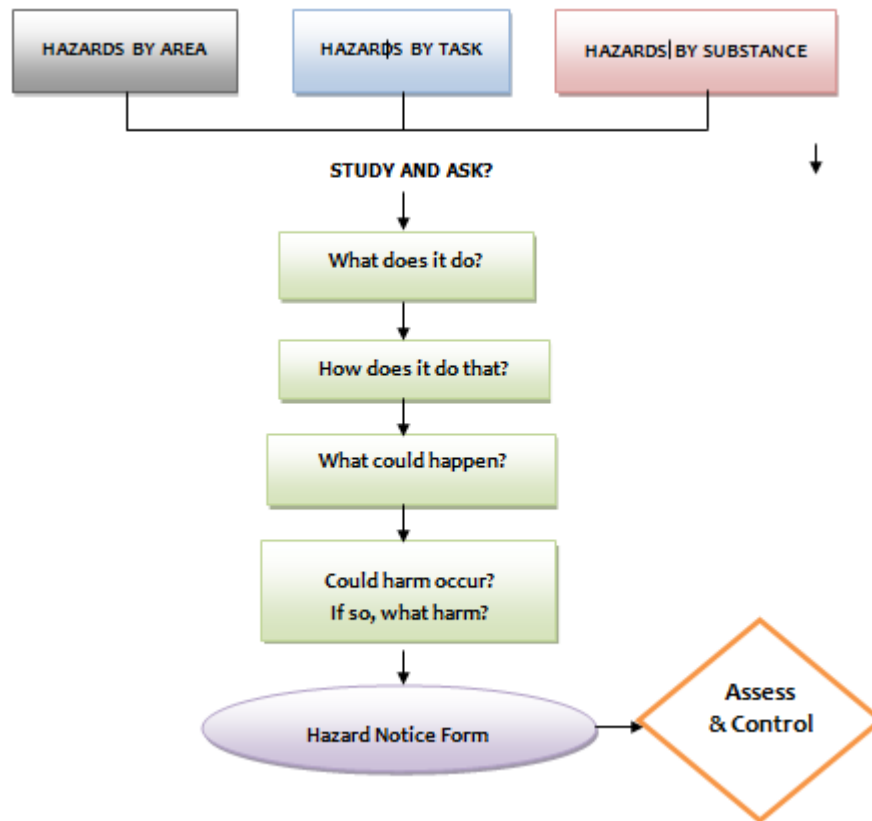
Review of the Hazard Identification & Recording Process

The hazard management process will be reviewed annually to consider: -:

- *The effectiveness of hazard controls.*
- *System improvements – how can we best improve managing hazards in the club.*

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Hazard Identification and Assessment Procedure



Determining the risk of a hazard and putting in place appropriate measures

The Health & Safety at Work Act 2015 requires us to assess hazards and rank them according to their likelihood of occurrence and the seriousness of the harm outcomes.

The Risk Level

The following may be useful sources of information to help manage risk.

- *Health & Safety Consultants & Specialists; Health Providers – Occupational Health Nurses, Doctors and Therapists; Worksafe NZ Codes of Practice and guidance material, ACC.*

If the problem is obvious and the risk of injury is high, act to control the risk immediately in some way, even as an interim measure. Then do the research required to assess the risk and decide on the most appropriate control option.

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Hazard Risk Assessment

This matrix should be used to assess the likelihood / serious harm aspect of our identified hazards.

Likelihood of harm occurring					
Seriousness of harm resulting	Very high 5	Quite possible 4	Moderate 3	Possible / Low 2	Unlikely 1
Critical 5	Extreme 25	Extreme 20	High 15	High 10	Moderate 5
Major 4	Extreme 20	High 16	High 12	Moderate 8	Moderate 4
Moderate 3	High 15	High 12	Moderate 9	Moderate 6	Low 3
Low Level 2	High 10	Moderate 8	Moderate 6	Low 4	Low 2
Minor 1	Moderate 5	Moderate 4	Low 3	Low 2	Low 1

The consequence rated figure is multiplied by the likelihood figure and the product is scored in the hazard register. Those hazards rated 15 and above must have a task analysis process done to further reinforce understanding of risk and control for that particular task.

Guide to Setting Hazard Controls

First - try to **ELIMINATE** the hazard or substitute with something safer

The best method of control is to eliminate the hazard completely. This could mean removing trip hazards, disposing of unwanted chemicals, etc. If it is not practical to eliminate the hazard, try to reduce the risk as much as possible by adopting the following control measures, in order of effectiveness:

Second – try to **MINIMISE** the hazard from exposure to people this may be done by a process of

- Substitution swapping one hazard for a lesser risk hazard
- Isolating people from risk
- Prevention – preventing people coming in contact with the risk.
- Engineered controls - use of equipment/machinery.
- Administering the site with signs / rules / training of people.

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Accident Management

Accident/ Incident Reporting and Recording

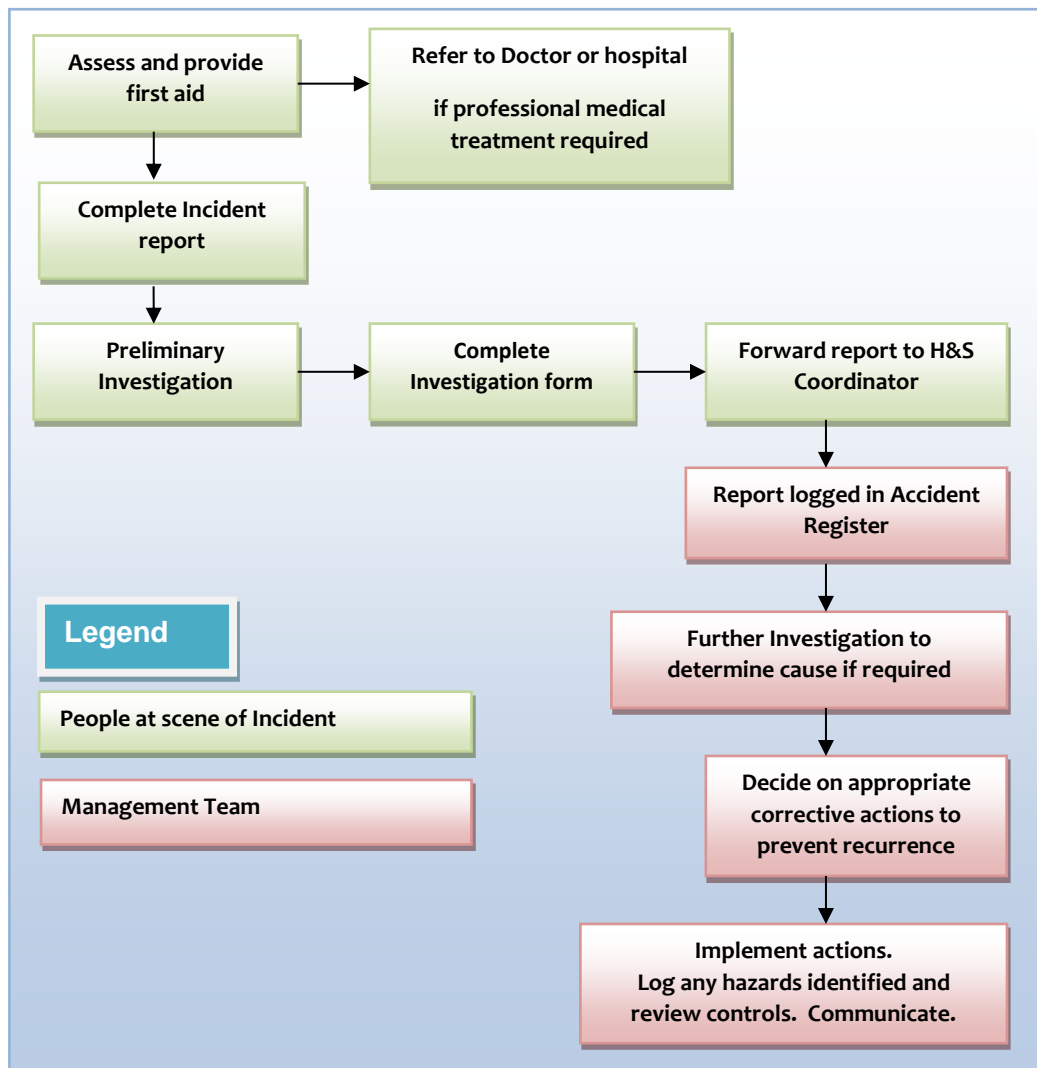
- All incidents, accidents or near misses must be recorded using Form – Appendix 3 located on the health & Safety Noticeboard
- Accident/Incident forms to be handed to the HS Coordinator or placed on the notice board.
- The Coordinator will investigate the accident/incident and record in the Accident/Incident Register. The aim of the investigation is to reduce or eliminate the possible re occurrence of these incidents. Professional assistance should be sought for serious harm accidents.
- Log any hazards identified in the hazard register and communicate to all stakeholders.

Serious Harm Injury Event

Where a **serious harm injury** is suspected, members should immediately advise the Health and Safety Coordinator who will then determine the following: -

- *Does the injury qualify as Serious Harm?*
- *Is expert assistance required with the investigation?*

Accident/Incident Response Flowchart



Emergency Procedures

In the event of an Emergency

From a safe phone dial 111 and ask for the service you require:

FIRE – AMBULANCE – POLICE

Stay calm, give your name, details of the emergency, and street address - which is

69 Wairoa Rd, Narrowneck

PHONE NUMBER 09 445 1040

Emergency Personnel

Emergency Evacuation Warden

During tournaments and formal social events, a senior site warden to be appointed. The evacuation scheme must be referred to as the basis of training.

Duties of the site warden are;

- to ensure all areas of the building have been evacuated
- to ensure the emergency services have been called
- to ensure (as far as reasonably possible) occupants are accounted for and they remain at the evacuation assembly point
- to meet emergency services on arrival and provide details of the emergency
- to ensure no-one re-enters the building until cleared by emergency services

First Aid Certified Personnel

All Personal Trainers are to be first aid certified and aid anyone who requires it

First Aid Kits

The Health and Safety Coordinator is responsible for ensuring First aid kits are re-stocked regularly





Emergency Equipment

All emergency service equipment must be in functioning order and frequently serviced by a competent contractor. The following emergency response equipment must be serviced in accordance with the frequency indicated:

<i>Fire Extinguisher Testing</i>	<i>Every 12 months (or as required by Fire Inspector/BWOF Inspector)</i>
<i>Fire/smoke alarms</i>	<i>Every 6 months there is a testing process by a suitable trained person, usually an alarm company</i>
<i>First Aid Kits</i>	<i>Audited/restocked every 3 months</i>
<i>Fire Evacuation Procedure</i>	<i>Evacuation drill every 6 months</i>

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Emergency Response Procedures

Event	Quick Response Information
<p>Fire</p> 	<p>Raise the alarm immediately by shouting or using a whistle or other device. Call the fire service dial 111 – see Fire Action Notices that are displayed (if appropriate). Close any plant or machinery if safe to do so. Begin evacuation. Follow instructions of wardens do not re-enter building.</p>
<p>Earthquake</p>  <p>Tsunami</p>	<p>Stay inside. Move a few steps to a safe place. DROP, COVER AND HOLD. Expect aftershocks, help others, report injuries or fires to emergency services, put out small fires, evacuate buildings if fires cannot be controlled, turn off gas if you smell it and electricity if suspect electrical damage, listen to radio for civil defence advice and information.</p> <p>After an Earthquake the threat of Tsunami is raised. Encourage occupants to move to higher ground</p>
<p>Tropical cyclone/flood</p> 	<p>Stay indoors if possible- Tape windows to prevent flying glass. Move people and equipment away from exposed side of building. Shelter in strongest part of building. Close all curtains and blinds. If roof begins to lift - open windows slightly on sheltered side of building.</p>
<p>Serious Accident</p> 	<p>Trained first aider to assess patient and provide appropriate assistance. If no first aider is available, make own assessment. Moderate injury/illness – take to nearest medical clinic. Serious injury/illness – dial 111 - AMBULANCE. Notify the H & S Coordinator. Secure accident scene – Worksafe NZ may want to investigate.</p>
<p>Flooding</p>	<p>Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else. Try to identify the source of the flooding if safe to do so. Prepare to evacuate. Contact the building manager {specify who this is and their contact details}. Raise the alarm</p>
<p>Unwanted Visitor</p>	<p>If a person is displaying unusual behaviour:</p> <ul style="list-style-type: none"> ● keep calm, make no sudden movements ● do what the offender asks ● try to memorise as many details about the offender as possible ● notify police as soon as it is safe to do so. Leave the phone line open until police arrive.
<p>Bomb Threat</p>	<p>Raise the alarm Evacuate the site to the evacuation point Call Emergency Services on 111</p>

Contractor Health and Safety Management

Pre-Contract Assessment & Evaluation

The process is to assess new contractors for safety competency and practices before they are hired. The assessment process could consider

- *Experience, qualifications, permits or certification to undertake the job,*
- *Health and safety systems and injury prevention performance,*
- *Training, competence and supervision arrangements,*
- *Verbal references from previous work,*
- *Public liability insurance cover*

It is also recommended to classify the work to be done as High Risk or Routine. As a guideline – consider the following tasks as *High Risk*:

- *Construction work;*
- *Maintenance work deemed as hazardous;*
- *Working in confined spaces; Working at height greater than 3 metres;*
- *Demolition work; Working with asbestos;*
- *Working with gas, electricity or hazardous substances;*
- *Excavation work; Noise >85 decibels;*
- *Hot Work (e.g. Welding – Hot Work Permit required);*
- *Use of subcontractors in any of the above;*
- *Any activity assessed as having significant health & safety risk;*
- *Contracts with duration of more than 1 month*

Contractor Health and Safety Agreements

Devonport Squash Club has a health & safety agreement for all contractors and subcontractors undertaking work for or on behalf of the Club using the Contractors Agreement form – Appendix 4

Contractor Health and Safety Inductions

Prior to contractor's starting work they are taken through the contractor site induction. If the work is deemed by the Safety Officer as high risk, a written health & safety Site Plan must be completed by the contractor.

Safety inductions should cover site rules, site map, reporting lines, emergency information and any inherent risks of the site. The contractor may create or introduce risk issues in line with the agreed work. These issues must be conveyed to the club and its members by way of hazard registers, signage and any other means of communication so that the risk is mitigated.

For high risk contract work the contractor is required to complete a Site Safety Plan that includes the method by which the task is delivered in a safe manner / outcome. The hazards and controls will be detailed for those existing and those that will be introduced to the site during the contract work. A Contractor Spot Check should be completed to ensure the contractor is managing the risks as stated in their original submissions.

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Gym Usage Policy

Introduction

This policy is designed to promote, protect and regulate the use of the Devonport Squash Club gym and its facilities.

Gym Equipment

The gym consists of the following equipment: (Note: Exact equipment may vary)

Treadmills	Rowing Machines
Incline Bench	Multi Press Rack
Set of Weights	Set of Kettle bells
Set of Dumbbells	Set of Medicine Balls
Gym Balls	Assorted Power Bands

Who can use the Gym?

- The gym is available for use by Devonport Squash Club members and the wider Devonport community who have paid the appropriate gym subscription fee applicable.
- Any individual who uses the gym does so voluntarily and at the individual's own risk.
- Devonport Squash Club will not be liable for any injury sustained by any person because of using the gym equipment.
- No one is permitted to use the gym unless they have attended a safety induction and the instructor has verified that you may use the equipment.
- Under no circumstances are gym users to allow other members or non-members to enter the facility using any access card but their own. Members are not to 'let people in' who do not have their access card – NO ACCESS CARD = NO ENTRY. Cards are never to be shared or handed to others
- ABUSE OF THE MEMBERSHIP RULES/ CARD SYSTEM MAY RESULT IN CANCELLATION OF MEMBERSHIP

Induction for new users

New users of the gym must attend an induction session from a qualified instructor before using the gym. Personal Trainers will arrange inductions on request.

Before using the Gym Facility

- DSC advises that before participating in an exercise programme all users should have a thorough physical examination from a medical practitioner.
- Any person with a history of heart disease, hypertension, diabetes or any degenerative joint or muscular disease should first obtain permission from their doctor.
- Do not eat a large meal or drink alcohol for at least 2 hours before exercise.
- Seek medical advice before using the equipment if you have a medical problem.
- Always ensure that your clothing and footwear are suitable and properly fitting.
- Avoid training alone. For your own safety, try to ensure there is someone else present.
- Always warm up prior to exercise and cool down afterwards.

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- Always warm up before weight training. Gentle cardio work with a bike and rower is excellent before starting on a weight training session or heavy lifting

- **Use of the Gym**

- The gym is provided for the enjoyment of all who use it, irrespective of whether it is recreational for keeping fit, rehabilitation from injury, or as part of a training programme for an individual sport. The gym is available for use at any time of the day and can be accessed via a programmed membership card.
- Only users of the gym who have had an induction session will be permitted to use the gym.
- Use of any gym equipment outside the gym is prohibited.
- A basic first aid kit and a telephone are provided in the squash club hallway. Please report all injuries using the Accident/Incident Report form located on the notice board.

Gym Etiquette

- The gym should be kept clean and tidy at all times.
- Suitable training footwear must be worn; Users are not allowed to train in without suitable footwear, as this is a safety hazard when working with weights.
- All litter or drinking bottles/cartons should be placed in the waste bin provided. Be considerate of other users, especially at busy times.
- Please bring a towel to place over seats or benches and wipe down the upholstery after use.
- Always return weights after use and place all rubbish in the bin provided.
- Do not bring food or drink in the Gym, except water in appropriate plastic water bottles.

Always leave the gym how you would like to find it.

Gym Safety Rules

There is a risk of injury when using (or misusing) weight training equipment. The following points should be observed:

- Inspect equipment before each use for loose, worn or frayed parts.
- Suitable footwear (closed shoes) must be worn – jandals/sandals bare feet are not acceptable
- Check that wire ropes are not frayed or kinked and that pulleys rotate freely.
- Report any problems with the equipment to the Personal Trainers or direct to the DSC Gym rep via the club phone number 4451040 (if no answer please leave a message). A log to note down damaged/inoperable equipment will be available in the gym and will be regularly checked by DSC staff.
- Inform other gym users by placing one of the 'Out of order' signs provided on any equipment that is out of action.
- Space in the gym is limited. To avoid trip hazards, do not leave any personal belongings on the floor.
- Always lift and lower weights under control. Serious injury could result from lack of control, balance and form. Do not drop weights on the floor.
- Work with weight you can manage/handle.
- Do not allow other users to behave or use equipment in the gym that is or may be dangerous to themselves and/or others, the equipment of the premises.
- Do not continue training if you feel dizzy or unwell. Remember to breathe properly during exercise particularly when lifting weights.

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Appendix 1: Monthly Site Inspection Form

Assessor

Date

PROCEDURE: The Health & Safety Coordinator is to inspect the work area monthly. Checklist to be ticked appropriately: **Y** = compliant, **N** = non-compliant. If an item can be corrected without putting a person at risk or harm or injury, it should be remedied and marked accordingly. Items that cannot be corrected immediately are to be listed on the safety inspection report at the end of the checklist. Determine the action to be taken, and who will be responsible for this action.

Item	Y	N	Comments
HOUSEKEEPING			
Access thru site is uncluttered			
Doorways and emergency exits are free from obstruction			
Floors are free of trip or slip hazards			
Good housekeeping practices are followed			
STORAGE			
Chemicals and detergents are locked away			
ELECTRICAL			
Leads, plugs, sockets are safe and not overloaded.			
Leads, multi-plugs, appliances and equipment are currently certified			
FIRE, EMERGENCY and FIRST AID			
Fire extinguishers are hung/certified and not obscured			
Emergency EXIT signs are unobstructed and clearly visible.			
Fire alarm system checked regularly and operational, records maintained			
Evacuation procedures visible and assembly areas clearly defined, evacuation drill practised six monthly, records maintained			
First Aid kits clearly signposted, unobstructed, maintained			
Emergency Personnel identified and trained			
GYM AREA			
Equipment is stored correctly – weights, bars, balls etc			
Exercise equipment is maintained correctly and there are no breakages			
GENERAL			
Car park area is free of hazards, broken glass etc			
Entrances are free of trip/slip hazards, mats are laid in “risk areas”			
On notice board: accident and hazard report forms available			
Check noticeboard for completed accident/ hazard report forms			
Kitchen free of rubbish – no combustibles stored near heat sources			
Kitchen ovens are clean and there is no fat build up around oven			
AMENITIES			
Toilets for males/females, fully provisioned			
Stairs and access / egress safe uncluttered			
Lunchroom properly provisioned orderly and clean			
Customer area is safe / tea making is orderly and clean			
WASTE DISPOSAL MANAGEMENT			
Waste is disposed of appropriately, separate recyclables			

Items (if any) that cannot be corrected immediately:

Hazard	Detail action and control strategies to be implemented

Appendix 2: Hazard Report Form

Where a hazard cannot be immediately corrected, record it in this Hazard Report.

General			
Date			
Workplace			
Submitted By		Signature	
Submitted To		Signature	

Details of Hazard	
Location	
Work Activity	
Hazard identified in relation to the work activity	

Details of Risk	
Risk Class	High (1) <input type="checkbox"/> Medium (2) <input type="checkbox"/> Low (3) <input type="checkbox"/>

Control Measures			
Corrective Action Required			
By Whom			
By Whom		When	Immediate <input type="checkbox"/> Within 24 hrs <input type="checkbox"/> Within 7 Days <input type="checkbox"/>

Completion			
Corrective Action Completed By		Signature	
Time		Date	
Confirmed By		Signature	

Appendix 3: Incident/ Accident, Near Miss Report Form

Type of Incident:	Circle one:	Accident	Incident	Near Miss
Date of Incident:			Time:	
Address of Incident:			Area:	
The Affected Person:			Phone:	
Address:			Email:	
Reporter:			Phone:	
			Email:	
Witness names:			Phone:	
Description of Accident/ Incident:				
Immediate action taken:				
Is this a usual task:	Circle one	Yes	No	
Is this a Notifiable Incident:	Circle one	Yes	No	
Were Emergency Services called:	Circle one	Yes	No	
Further action required:				
Review date:				

Appendix 4: Contractor Agreement

The Contractor	
The Proposed Work / Services Provided	
The Start / Finish Dates	

Devonport Squash Club is committed to maintaining a safe and healthy environment for all users of Club facilities.

Contractors working at the club are required to meet their obligations under the Health and Safety at Work Act 2015. We require Contractors and their staff to work in a safe manner and not put themselves, Club members, visitors or others at risk.

The contractor is requested to submit to the Health and Safety Coordinator;

- A signed and dated copy of your companies Health and Safety Policy Statement,
- A Site Safety Plan that includes a Hazard register and Task Analysis for the work that you will be engaged on.
- If your work requires notification to Worksafe NZ for Work at Height Confined Space, Hot Work, Excavation High Voltage Felling Trees or dealing with Asbestos, we will require a work permit and Safety Plan of work prior to work commencing.

The Contractor hereby acknowledges that:

1. As a Contractor (and Employer), I understand my obligations and responsibilities, and that of my employees and sub-contractors, under the Health & Safety in Employment Act 2015, and will use best practices to meet the requirements of the Act and its regulations, codes of practice and safety standards applying to the trade or profession within which we operate.
2. I agree that the Devonport Squash Club representative may monitor the contractors work on this site.
3. I have been advised of the Devonport Squash Club health & safety policy, emergency procedures, evacuation procedures and known significant hazards that are inherent in this workplace. I recognise and accept my responsibility to ensure that my staff are formally inducted to the worksite.
4. The Contractor must put in place an emergency plan that includes trained First aiders and First Aid Kits.
5. All Contractors and their Employees must be trained and competent to undertake this proposed work. They will be properly resourced with tools and equipment suited to the task.
6. The Contractor will provide personal protective clothing and equipment to the contractor's employees.
7. The Contractor will advise the Principal of any accidents or incidents or near misses whilst they are on site.

Contractor	Name	Signature	Date
Devonport Squash Club	Name	Signature	Date

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Appendix 5: Gym Induction Record

Surname:	Christian Names:
Private Address:	Phone Number:
Email Address:	Membership No:
Next of Kin:	Contact Details:

Medical Questionnaire		Answers
1	<i>Do you have any disabilities that affect performance and safety</i>	
2		
3		
4		
5		

Gym Safety	
1	<i>The purpose of each piece of exercise equipment has been explained to me</i>
2	<i>I have been instructed on the correct and safe use of each piece of exercise equipment</i>
3	<i>Always store the equipment correctly to avoid trip hazards and injury to others</i>
4	<i>Always warm up before exercising and end your session with a cool down</i>
5	<i>Always wipe down equipment after use with the anti-bacterial solution provided</i>
6	<i>Only wear training shoes in the Gym and appropriate training clothing</i>
7	<i>The emergency procedures have been explained to me</i>
8	<i>The location of fire extinguishers, first aid and defibrillator AED equipment has been explained to me</i>

Your Responsibilities	
1	<i>Please do not monopolize the equipment, other members need to use the equipment as well</i>
2	
3	
4	
5	

Declaration		
I have completed my induction to the Devonport Squash Club Gym.		
Name	Signature Inductee	Date
Inductor Name	Signature (Trainer)	Date

Appendix 6: Hazard Register

Location	Hazard	Potential harm	Significant hazard Yes/No	Eliminate	Minimise	Action proposed	Completion	Frequency of monitoring
All areas	Electrical compliance	Electrocution or Fire	Yes		✓	Once a year the entire site will be "Test and tagged" by a certified operator to ensure all plugged items are compliant under AS/NZ standard 3760	✓	Annually
All areas	Wet floors	Slips, trips or falls	Yes	✓		Wipe up spills immediately. Slippery floor signs warning of wet floors.	✓	Ongoing
All areas	Tripping	Falls	Yes		✓	Maintain good housekeeping practices, ensure electrical leads are not a potential trip hazard. Ensure adequate space is maintained between gym equipment		Ongoing
All areas	Lifting	Back strain	Yes		✓	Assess and plan the lift, ensure path is clear, team lift heavy loads, use correct lifting procedure, bend at knees, straight back, keep load close	✓	Ongoing
All areas	Smoking & alcohol	Unhealthy environment	Yes	✓		Smoking is prohibited within the club building; Alcohol consumption is restricted to designated areas.		
Gym	Access to facilities	Various	Yes			Access to Gym facilities by inducted members only using programmed membership cards		
Gym	Supervision & training	Various	Yes			Personal Trainers must be certified, members must be inducted by PT's before using Gym facilities.		
Gym	Equipment safety	Various	Yes		✓	PT's to conduct regular safety checks of equipment, adopt a maintenance programme.		Ongoing
Gym	Racking for weights and dumbbells.	Various	Yes		✓	Encourage best housekeeping practices. Damaged racking must not be used it must be repaired – Non-compliance must be marked and noted. Ensure load limits are not exceeded		Ongoing
Gym	Hygiene	Infection	Yes		✓	Provide spray bottles of anti-bacterial solution and encourage members to wipe down equipment after use.		Ongoing

Location	Hazard	Potential harm	Significant hazard Yes/No	Eliminate	Minimise	Action proposed	Completion	Frequency of monitoring
Kitchen	Fire	Various	Yes			Fire extinguisher to be located outside kitchen door and tested annually, smoke alarms to be tested monthly and batteries replaced annually, do not store combustible rubbish near heat sources i.e. ovens.		
Kitchen	Hot water	Burns, scalds	Yes			Hot water to be at no more than 50 C at tap Saucepan handles to be paced away from hot rings and not allowed to project over side of oven. No children allowed in kitchen. Do not leave oven doors open. Open toed shoes are not to be worn in kitchens.		
Kitchen	Microwave oven	Overheated food can explode. Damage to oven can occur	No			Do not put metal or metal decorated crockery in the microwave. Never switch on empty oven. Do not cook food in sealed containers, unless specific instructions from manufacturer to do so. Use microwave safe glad wrap and pierce film covering food. Ensure a current electrical test tag is present.		
Kitchen	Slippery floors					Wipe up spills immediately. Slippery floor signs warning of wet floors. Wear appropriate footwear.		