**OCEAN CITY RADIO COMMUNITY INTEREST COMPANY (Company number 121500781) Registered office: 16 Kitley View, Brixton. PL8 2PD**

**Health & Safety Risk Assessment**

**Name:** **Steve Anniss Premises: Ocean City Radio Studio, St Anne’s House, Plymouth. PL9 9SN**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** | **Action by whom?** | **Action by when?** | **Done** |
| --- | --- | --- | --- | --- | --- | --- |
| *Fire risk from all timber building* | *Presenters, producers, management and visitors* | *Absolute observation of fire safety regulations, provision of adequate & appropriate fire fighting equipment, smoke and carbon monoxide detection systems, provision of adequate escape routes, strict no smoking rules, isolation of mains supply when not needed, full training in the use of electrical equipment, good house-keeping, signage.* | *No* | *Compliance director* | *30/04/2022* | *Yes* |
| *Using electrical equipment* | *Presenters, producers and management* | *Ensure equipment is regularly PAT tested and examined by Compliance director, provide full training in use of equipment, only allow qualified personnel to service equipment, where possible employ low voltage equipment, conduct regular testing of electrical installation, signage.* | *Employ use of power surge protection apparatus.* | *Compliance director* | *30/04/2022* | *Yes* |
| *Slips, trips & falls* | *Presenters, producers, contractors, management, visitors* | *Where possible route all cables overhead or through conduit/trunking, ensure floor-coverings are flat to the floor, ensure potential hazards are identified and marked clearly, use signage, good house-keeping.* | *Limit number of studio users.* | *Compliance director* | *30/04/2022* | *Yes* |
| *Lone working* | *Presenters and producers* | *Full compliance with lone working legislation* | *Panic button* | *Compliance director* | *30/04/2022* |  |
| *Extremes of temperature* | *Presenters and producers* | *Provision of adequate heating and ventilation* | *A second heater* | *Compliance director* | *30/04/2022* |  |
| *Display screen equipment* | *Presenters, producers and management* | *Full compliance with DSE 1992 regulations, provision of suitable lighting, encourage regular breaks, DSE training, ergonomically friendly equipment.* | *No.* | Compliance director | *30/04/2022* | *Yes* |
| *Mental health/stress* | *Presenters, producers and management* | *Staggered training regime, minimise personal responsibility, annual appraisals, firm ethical standards.* | *No* | *Compliance director* | *30/04/2022* | *Yes* |
| *Excessive Noise* | *Presenters and producers* | *Discouraging excessive volume in headphones and audio compression.* | *No.* | *Compliance director* | *30/04/2022* | *Yes* |