


H&S Department SAFETY ALERT	 Blood and Transplant
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Ref: HS/SA/2015/01

Issued: 8th April 2015

For:	IMMEDIATE ACTION	<input checked="" type="checkbox"/>
	ACTION	<input type="checkbox"/>
	UPDATE	<input type="checkbox"/>
	INFORMATION REQUEST	<input type="checkbox"/>

	FURTHER INFORMATION
SUBJECT: Suitability of Chairs in Laboratory Areas To ensure they are appropriate following a recent incident where a chair with no brakes moved, as the individual went to sit on it, causing them to fall to the floor resulting in a lost time injury.	<input checked="" type="checkbox"/>
PROBLEM: All chairs within laboratory environments must have either glides or functioning wheel brakes to ensure they don't move when individuals go to sit on them. This is mandatory owing to the seat height increasing the risk of injury for bench chairs on vinyl or smooth floor surfaces. Best practice for Display Screen Equipment or workstation chairs in office areas with vinyl floors is that they also have glides or functioning wheel brakes.	<input checked="" type="checkbox"/>
ACTION BY: All Laboratory Managers	<input checked="" type="checkbox"/>
ACTION: Managers to check their areas and confirm: 1) suitability of laboratory chairs - that they have functioning brakes or glides; 2) staff are aware of how to raise concerns about chairs to local management so action can be taken to quarantine broken or	<input checked="" type="checkbox"/>

<p>unsuitable chairs to stop them being used in the laboratory.</p> <p>Where there are any free wheeling chairs Managers must advise H&S on the action being taken to address this, along with timescale for expected completion.</p>	
<p>DISTRIBUTION:</p> <p>All Laboratory Managers</p>	<input checked="" type="checkbox"/>
<p>CONTACTS:</p> <p>Catherine Smith, Head of H&S Delivery Nicoleta Antemie, Health and Safety Advisor</p>	<input type="checkbox"/>
<p>FEEDBACK REQUIREMENTS:</p> <p>Confirm using voting options on safety alert that:chairs are suitable or not, and staff know how to raise concerns, providing additional information in response email where actions need to be taken.</p>	<input checked="" type="checkbox"/>