



**STOCKPORT**  
METROPOLITAN BOROUGH COUNCIL

## **Premises Inspection Report**



Name of Premises/Business: CERA Cycloan

Premises Address: Swallow Mill Business Centre, Swallow Street, Higher Hillgate  
Stockport, SK1 3HJ

Inspecting Officer: Danny Brazil

Date: 13/12/2019



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### **Premises Inspection list of Contents**

- 1. Introduction**
- 2. Background Information & Description of the Premises**
- 3. Summary of Inspection**
- 4. Checklist**

## **1. Introduction**

The purpose of the inspection was completed on behalf of Kingsway School to assess the suitability of the premises for pupil placement. This is completed by touring the workplace to check for a clean, tidy, healthy and safe work environment and; to observe work processes to see whether procedures are followed, and ensure that appropriate measures are in place to control hazards and mitigate risks.

The physical inspection was undertaken and completed of the CERA Cycloan workshop on 13<sup>th</sup> December 2019, this was inclusive of all accessible areas that they have within the building. The purpose of this inspection was to consider the health and safety of the pupil placement, other staff members and visitors whilst using the office area and building.

**NB:** Please note that this audit and inspection report represents a snapshot in time completed by an individual SMBC Health & Safety Officer. Due to differences in knowledge, experience and skills, Officers will not always identify exactly the same faults or issues.

This report only comments on the conditions observed, information supplied and impressions gained at the time of the visit; it should not be taken as identifying all aspects of possible unsafe conditions and/or contravention of statutory requirements.

## **2. Background Information & Description of the Premises**

CERA Cycloan conduct restorative practices which promotes the value of education, skills building and personal development. They are located on the ground floor within a dedicated area of Swallow Mill Business Centre. The mill itself is located on Swallow Street and is split into various companies.

CERA Cycloan currently has a dedicated showroom and open plan workshop, with 6 x dedicated cycle maintenance workstations located within the area that are equipped with tools and PPE (Personal Protected Equipment). There is a separate kitchen and breakout area, and also separate toilets with hand washing facilities located on the ground floor.

## **3. Summary of Inspection**

The physical inspection was undertaken and completed of the CERA Cycloan showroom and workshop area on 13th December 2019, this was inclusive of all accessible areas that they have within the building. The purpose of this inspection was to consider the health and safety of the pupil placement, other staff members and visitors whilst using the office area and building.

There is regular health & safety briefings and also one to one mentoring with the pupils.

A code of conduct requirement is in place, which includes safe rules whilst attending.

Below is a summary of the findings –

In general all housekeeping was of a good standard, with a daily cleaning regime in place. All means of escape routes from the building were clear of obstructions.

The flooring was in good condition and included impact and fatigue reduce flooring around the maintenance workstation areas.

There was suitable PPE (Personal Protective Equipment) available and also good hand barrier protection in use.

There was very good first aid provision on site including 5 x trained staff members.

All fire exit signage and firefighting equipment was suitably located.

Suitable kitchen and toilet facilities are available to use.

There are also very good risk assessments in place for activities being conducted.

#### 4. Checklist

		<b>No Action</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
<b>Access/Egress</b>					
1	Are vehicle and pedestrian routes separated and kept clear?				There is a dedicated walk way into the Mill.
2	Floors and stairs in good condition and have even surfaces (no cracks or holes)				Flooring was in good condition including the installed impact and fatigue floor.
3	Carpeting is securely fitted, with no loose ends				New grass type carpet flooring was fitted securely.
4	Area is generally tidy and the floor free of clutter				Area was tidy.
5	Are there any trailing leads that pose a trip hazard				No trailing leads.
6	Walkways, landings and corridors clear of obstructions and trip hazards (e.g. cables)				All walkways and corridors were free of clutter.
7	Do stairs have securely fixed handrails	N/A			All located on the ground floor.
<b>Fire Safety</b>		<b>No Action Green</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
8	Are all employees and contractors fully aware not to block or store materials in front of or behind fire exits				Procedures in place to ensure that these are kept clear.
9	Fire doors and exits clearly marked, kept clear on both sides at all times				All fire exits were clearly marked and clear.
10	Fire extinguishers present in marked locations and display a current inspection label/tag?				Fire extinguishers were clearly marked and are maintained.
11	Emergency exit signs in place and show correct routes, with no conflicting signage?				All signage was correct.
12	Can final fire exit doors be opened from the inside (not padlocked)				Final exit doors were accessible.



13	Fire doors should NOT be wedged open, battery operated 'Doorlocks' are permitted				No fire doors were wedged open.
14	Are fire door viewing panels kept clear?				Panels are kept clear.
15	Is the emergency fire and evacuation procedure displayed next to call point(s)				Evacuation procedures in place.
16	Are the alarm signals clearly audible? and not too loud				Fire alarm is tested internally every Tuesday, with the last documented test completed on 10/12/2019. Also fire drills are conducted regularly.
17	Have employees been instructed in the fire evacuation procedures in the event of an emergency?				Instructions have been given as well as part of the induction process.
18	Are Personal Emergency Evacuation Plans in place for people with disabilities	N/A			
19	Is the Assembly point signage clear and visible				The assembly point is identified as corner of Hindley Street.
20	Do kitchens contain a fire blanket				There is firefighting equipment available.
<b>Equipment</b>		<b>No Action Green</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
21	Are all guards on machinery in place and well maintained?	N/A			
22	Furniture is stable and undamaged				Furniture was in good condition. The maintenance workstations were all secured.
23	Equipment (Stepladders, Kick stools) used to access equipment stored correctly				Small stepladders are in use.
24	Is working at height equipment correctly tagged and displays a current inspection in date?				These are checked on a regular basis.
25	Equipment maintained in good order				As far as seen.



	<b>Electrical safety</b>	<b>No Action Green</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
26	Extension leads are not overloaded or daisy chained				No leads were being used unsafe.
27	All power sockets and switches are in good condition (not loose or damaged)				As far as seen.
28	In general electrical equipment bears a current inspected/ tested label and is not obviously damaged (including extension leads)				As far as seen.
	<b>Muscular Skeletal</b>	<b>No Action Green</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
29	All office workstations have been assessed by the user	N/A			
30	Manual handling aids (trolleys, sack trucks etc.) are in good condition, inspected and labelled				Sack truck was in good condition.
31	Staff have received manual handling training as required				Pupils receive safe instructions and are only permitted to lift 7KGs only. Staff members conduct other lifting above this.
	<b>Welfare/first aid provision/PPE</b>	<b>No Action Green</b>	<b>Action Amber</b>	<b>Urgent Action Red</b>	<b>Comments</b>
32	Washing facilities/toilets (Flushable, hot water, soap and towels) serviceable?				Toilets available to use and separate washing facilities.
33	Are ventilation systems to remove fumes, dust etc. working and used properly?				General heating and ventilation system in place.
34	Appropriate PPE provided and maintained				Good provisions in place including goggles, gloves and aprons.
35	Asbestos management in place				An asbestos survey was completed in 2015 by A1. There is one identified area, however this is not accessible to pupils.
36	Legionella management in place				Building control (Landlord).