

SAFETY – CELLARS AND STAIRS

Watch your step!

Following recent accidents where members of the public have fallen through open cellar hatches and down stairs, this leaflet has been produced to help you check the safety of your cellar and stairs.

You will be liable if an accident happens on your property so this is important – one Norwich business recently had to pay fines and costs of £10,000 after a mother and child fell through an open cellar hatch...

For more information please contact Norwich City Council on 01603 212212 or email info@norwich.gov.uk

Norwich belongs to all of us

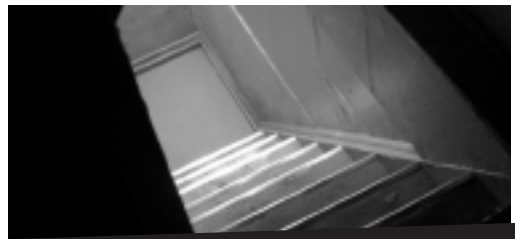


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CHECKLIST – CELLAR HATCH

- Could someone be injured if they fell down the opening created when your cellar hatch is open?
- Is it necessary to enter or use the cellar either at all, or by this route?
- Is the cellar hatch ever likely to be left open when someone uses the cellar?
- Have you provided a barrier (temporary or permanent) to prevent people falling down the hatch (whether employees or members of the public)?
- Is it necessary to open a hatch door when customers are around?
- Is the barrier you have provided substantial enough to prevent a person falling through it? It needs to be at least 1100mm high with an intermediate rail. (Single loose ropes, chairs and other ad hoc barriers have been found to be ineffective).
- Are staff trained, both in the need for the barrier and how to put it in place if it is temporary?
- Are staff supervised adequately to see that shortcuts are not taken?
- Is the means of access to the cellar safe?
- Could the cellar hatch fall on someone?
- Is there sufficient lighting around the cellar hatch?



CHECKLIST – STAIRS & STEPS

- Are they well constructed and maintained?
- Do they have at least one handrail to their entire height (some individual steps may not require this but do have regard to the people using the step)?
- Are they well lit?
- Are the surfaces slip resistant (this is particularly important where they may get wet from water walked into the premises or directly from rain)?
- Are the steps covered in loose, worn, holed carpets, or worn nosings?
- Are they likely to be used by people with poor vision? If so do they have contrasting nosings?
- Are they easily visible as you approach and clear of distractions e.g sales gondolas, stock, information signs?
- Does the head of the stairs need to be crossed to access anything?
- Do people using the stairs or steps always have a hand free to use the handrail?
- Are there alternatives to the use of the stairs to move goods from one floor to another?
- Are alternative means of accessing other floors apparent?
- Are other hazards present at the foot of the stairs e.g. glass panels?