


Moving around the building

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- Wear appropriate footwear around the office
 - Always use the handrail when using stairs
 - If you are unable to use the handrail because you are carrying things, use the lift or a safe alternative method
 - Use a suitable trolley to move heavy or bulky items
 - Always use a drinks tray or cup holder for hot drinks
 - Only carry one drinks tray at a time and don't overload it
 - Don't carry drinks on the stairs

2010 -Zero LTI's