**Organisation name: Date of assessment:**

14/05/2020

Hethel Innovation Ltd (HEC)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 who?** | **Action by when?** | **Done** |
| **Slips and trips** | Staff and visitors may be injured if they trip over objects or slip on spillages. | * General good housekeeping is carried out.
* All areas are well lit, including stairs.
* Trailing leads or cables are moved or protected.
* Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately.
* Staff mop up or report spillages.
* Prompt spot mopping of drink spillages in walkways between the coffee forum and tenant areas Wet floor signs during wet weather.
 |  |  |  |  |
| **Manual handling** | Staff risk injuries or back pain from handling heavy/bulky objects, eg deliveries of paper. | * Trolley used to move heavy items where appropriate.
* Heavy items are stored/accessible at the appropriate height.
* Staff are aware/trained on how to split heavy loads and make them easier to handle.
 | Staff to be briefed to request that couriers take large deliveries containing heavy loads directly to tenant units via service yard where possible | Reception team or member of staff accepting delivery | 01/07/2020 |  |
| **Working at height** | Falls from any height can cause bruising and fractures. | I have considered this and it doesn't apply to my office. |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 who?** | **Action by when?** | **Done** |
| **Health of workers in the office environment.** | All staff could be affected by factors such as lack of job control, bullying, not knowing their role etc. | * Staff have management help to understand what their duties and responsibilities are.
* Staff can speak confidentially to a supervisor or manager if they're feeling unwell or ill at ease about things at work.
* Change is managed and communicated effectively.
* Staff are provided with an employee benefits package for additional health support i.e. Perkbox.
* Staff have a dedicated Slack channel for direct, informal conversation with management.
* Staff have 6-monthly appraisals with details records and goals that relate clearly to the company values.
* Staff and management have agreed upon a checklist of daily activities that are achievable on a typical working day.
* Staff are aware of additional resource in the business that can be deployed to assist during times of need i.e. management to co-ordinate.
 | Charge sheet recording to be tranferred to Xero directly onto invoices to reduce admin. | Reception team and Incubator Managers | 01/07/2020 |  |
| **Computers, laptops and similar equipment** | Staff risk posture problems and pain, discomfort or injuries, eg to their hands/ arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, eg if the lighting is poor. | * Assess workstations, reduce risks and provide information and training.
* Review assessment upon change to user or equipment.
* Work planned to include change of activity or regular breaks.
 | Offer staff access to ergonomic equipmenti.e. vertical mouse and gel pad support for wrists. | Management | 01/07/2020 |  |
| **Fire** | If trapped, staff could suffer fatal injuries from smoke inhalation/burns. | * Fire risk assessment has been completed and adequate fire safety measures are in place.
* Evacuation plan has been implemented and tested.
* Fire alarm tested regularly.
* Fire drills carried out at least once a year.
* Regular checks made to ensure escape routes and fire exit doors are not obstructed.
* All key staff members receive fire marshal training.
 | Fire Drill overdue - planned for completion upon centre re-opening in July 2020 | All staff led by management | 31/07/2020 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 who?** | **Action by when?** | **Done** |
| **Work equipment** | Staff could get electrical shocks or burns from using faulty electrical equipment.Staff may also suffer injury from moving parts of equipment or unbalanced equipment. | * All new equipment checked before first use to ensure there are no obvious accessible dangerous moving parts, or siting of the equipment does not cause additional hazards.
* Staff trained in use of equipment where necessary.
* Staff encouraged to spot and report any defective plugs, discoloured sockets or damaged cable/equipment.
* Defective equipment taken out of use safely and promptly replaced.
* Servicing and maintenance on equipment in regular use i.e. coffee machines, dishwasher, PAT testing, alarm panels.
 |  |  |  |  |
| **Cleaning** | Staff risk skin irritation or eye damage from direct contact with cleaning chemicals. Vapour from cleaning chemicals may cause breathing problems. | * Cleaning materials are properly stored.
* A cleaning company is employed to carry out the majority of centre cleaning. Reception team and maintenance team have some limited contact with cleaning materials for coronavirus prevention i.e. wiping desks and touch points at end of shift.
 | Add cleaning stations to coffee forum and toilet viscinity areas of centre with paper towels and spray disinfectant. | Incubator Manager | 22/05/2020 |  |
| **Lone working and visiting** | Staff could suffer injury or ill health while working alone in the office or while out of the office, eg when visiting clients' offices. | * Staff responsible for locking up at night check all areas before leaving.
* Staff working outside of operational hours notify management slack channel of check- in and check-out of centre.
 |  |  |  |  |
| **Phase 3 Lifts** | Passengers trapped for long periods of time between lift checks may become dehydrated, panicked or otherwise ill. | * Daily lift checks by management are in place until contractor availability for connecting the alarm to the remote system. Cleaners are also scheduled to carry out lift cleaning on an evening shift every week day. Lift usage is minimal at peak times and lifts are serviced regularly by an approved contractor so level of risk is deemed low. Work anticipated for completion by WE 27/05/20.
 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 who?** | **Action by when?** | **Done** |
| **Covid-19 Exposure** | Staff who are exposed to the virus through contact with an infected person or with a surface upon which the virus has been transferred may develop Covid-19 symptoms followed by further related health complications depending on personal reaction to the infection i.e. breathing difficulties. Staff who come into contact with members of the public, tenants and other staff are at risk including reception team, maintenance team, and management team. | * One-way system implemented in the coffee forum.
* Appropriate signage to instruct users of the building on social distancing measures and behaviours.
* ‘Keep Left’ system in corridors.
* Post stored for 24 hours in Room A before being distributed.
* Parcels to be placed directly by delivery personnel into Room A and not left in reception.
* Soap provided at all sinks.
* Front entry doors locked, entry via key fob access only.
* Doors propped open where possible to minimise contact with door handles/places through to common areas.
* AC not to be used in communal areas and where possible have windows open.
 |  |  |  |  |

It is important you discuss your assessment and proposed actions with staff or their representatives.

You should review your risk assessment if you think it might no longer be valid, eg following an accident in the workplace, or if there are any significant changes to the hazards in your office, such as new work equipment or work activities.