


## HIVE PORTSMOUTH LTD – HEALTH &amp; SAFETY RISK ASSESSMENT FORM

<b>Site/ Location:</b> Paulsgrove Housing Office / Hive Portsmouth North Hub			<b>Assessment No:</b>		<b>Assessment Date:</b> 05.12.24		
<b>Activity/Process:</b> Use of space by groups and organisations to work, hold meetings, attend training events and meet clients.							
<b>Assessor</b>				<b>Manager Acceptance</b> (See Note 2)			
<b>Name:</b> Jo Horner		<b>Name:</b> Lorna Reavley					
<b>Signature:</b> J. Horner		<b>Signature:</b> 					
<b>Hazards and potential Risks</b> (Detail description of activity, identified hazard and persons who can be affected) <b>i.e. there is a risk that .....!</b>	<b>Existing controls in place</b> (detail existing controls implemented in activity)	<b>Initial Risk Rating</b> Likelihood X Consequence (See Note 3)	<b>Actions identified to plug Gaps in Controls</b> (Each control measure is to be specific and managed)	<b>New Risk Rating</b> (Note 4)	<b>Target Risk Rating</b> (Note 4)	<b>Management Plan</b>	
						<b>Lead Manager</b>	<b>Target Date</b>
Staff and visitors may be injured if they trip over objects or slip on spillages	General good housekeeping and regular cleaning in place	4x2=8 Moderate	Monthly H & S check to ensure no leads across floor	3x2=6 Low			
Safety in office if staff or visitors feel threatened or in danger	Groups using the office who become members will access the space via reception either using a pass or met by a member of HIVE staff.  Groups using the space who are non-members will be met by a member of HIVE staff in reception.  Daily bookings are made via the booking system and HIVE staff monitor and control access to the building via the main reception	3x3=9 Moderate	Licence agreement will be signed by groups/ individuals prior to using the space. Clients will be the responsibility of the organisation they are meeting.  Personal alarm available in the top drawer in the tea station for staff to use if required  If needed staff have 24 hr access to support through the Mindful Employer scheme	2x3=6 Low			

	<p>and passed control access cards.</p> <p>Clients or visitors to the site will be the responsibility of the Hive Hub member or organisation who have booked the room.</p>							
Reputational damage if groups or visitors display behave in an inappropriate manner	<p>Incuhive manage the sign up of individuals via a licence agreement and members will be met by HIVE staff and/or issued an individual access card.</p> <p>Non-members agree to the terms &amp; conditions on booking and are met by HIVE staff on arrival</p>	<p>3x3=9 Moderate</p>	<p>HIVE staff will discuss any concerns about potential groups or individuals with SMT who will make decisions on a case by case basis</p>	<p>2x3=6 Low</p>				
Staff or visitors may become sick or slips as a result of poor hygiene	<p>Weekly cleaning will be conducted by PCC Estate Services.</p> <p>Sanitary bins will be provided by the Landlord.</p>	<p>3x3=9 Moderate</p>	<p>Monitored by Hive staff MOU to be signed by groups prior to using the space.</p> <p>Monthly H &amp; S checks</p> <p>Wipes and cleaning products are available for use as needed.</p>	<p>2x2=4 Low</p>				
Risk of fire that could damage the building or injure staff or visitors if lighting is left on	<p>Lighting is on sensors or central system controlled by Landlord</p>	<p>2x4=8 Moderate</p>	<p>Staff check lights off when leaving</p> <p>Last person in the building does a walk around before locking up</p>	<p>1x4=4 Low</p>				
Staff or visitors spreading COVID or other infectious disease	<p>Hand washing facilities available</p>	<p>4x2=8 Moderate</p>	<p>Hand sanitiser and wipes are available</p>	<p>3x2=6 Low</p>				

Staff may feel in danger from intruder or may become ill when working alone and unable to summon help	Lone working policy in place  personal alarm available in building	2x3=6 Low	Conversation with other organisation working on the same floor so they are aware that sometimes staff will be working alone  The door downstairs and the door into the Hub space have restricted access controls	1x3=3 Very Low				
Staff or visitors may contract Legionella	Water supply monitored and managed by Landlord	1x4=4 Low	PCC undertake checks required	1x4=4 Low				
Staff or visitors could suffer fatal injuries from smoke inhalation/ burns.	Fire alarms in place. Emergency lighting and smoke detectors fitted in each room and serviced in June 2024	2x5=10 Moderate	Weekly fire alarms carried out on a Wednesday morning at approx 9am by PCC.  Any issues to be reported to HIVE staff who will contact PCC.  Emergency lighting tested by PCC.	1x5=5 Low				
Staff or visitors sustaining injury in the space from unforeseen accident or arriving in the space with a minor injury which cannot be appropriately treated	First Aid kit available in the top drawer in the kitchenette identified by a sticker  First Aid trained staff available in the Housing Office below for advice	3x2=6 Low	First Aid kit checked as part of the monthly H & S checks and supplies replenished as needed	2x2=4 Low				
Staff or visitors could suffer incidents of sexual harassment	Staff understand what their duties and responsibilities are.  Staff can talk to supervisors or line manager if they are feeling unwell or uneasy about things at work.  Anti-Harassment and Bullying policy in place.	3x3=9 Moderate	Routinely remind staff they can speak confidentially to their line manager, supervisors or EAP if they are feeling unwell or or ill at ease because of work.  Regular 1:1s offer opportunity to discuss work-place issues	2x3=6 Low				

	Staff have access to Employee assistance programme							
	Where staff are employed by other employers (PCC) they should also adhere to PCC policies and have access to PCC resources							
Lack of awareness and/or knowledge of policies/training that mean best practices are inadvertently not followed leading to risk of falls, or other injuries or stress	All staff to complete mandatory training as required by Hive Portsmouth and comply with health & safety as set out in the H & S Handbook	3x2=6 Low	Annual review undertaken	2x2=4 Low				
<b>Manager Assessment Review</b> (See Notes 2 and 5)								
<b>Review Date 1:</b>		<b>Review Date 2:</b>		<b>Review Date 3:</b>		<b>Review Date 4:</b>		
<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		<b>Signature:</b>		

**IMPORTANT: RISKS RATED AS 15 – 25 MUST BE REPORTED TO THE HIVE H&S MANAGER/OFFICER**

## HIVE PORTSMOUTH LTD: HEALTH & SAFETY RISK ASSESSMENT FORM (Additional guidance notes)

### Notes:

1. Management are responsible for the production of 'work activity' risk assessments (where there are foreseeable moderate/significant risks to life/health) and that management are signing to indicate that the specific 'work activity risk assessment' is suitable and sufficient and they consider the identified risk ratings and any associated action plans to be acceptable and adequate.
2. When recording the initial 'Risk Rating' ensure that both the 'Likelihood' and 'Consequence' scores are included in the form.
3. Record the new (revised) risk rating to demonstrate that the risk has been reduced (record 'Likelihood' and 'Consequence') score. When the target risk rating is achieved the risks have been reduced to a pre-determined acceptable level and no additional controls are required (but routine risk assessment reviews must continue).
4. Risk Assessments are to be reviewed as follows;

If "generic" prior to use, or  
Following an accident or near miss, or  
Following significant changes to the task, process, procedure or Management, or  
Following the introduction of more vulnerable personnel, or  
3 yearly, in accordance with industry best practice

### Consequence / Impact

		Minimal (no/minor injury)	Low (first aid only)	Medium (medical treatment)	Major (serious injury)	Catastrophic (1 or more deaths)
		1	2	3	4	5
Likelihood	Rare	1	2	3	4	5
	Unlikely	2	4	6	8	10
	Possible	3	6	9	12	15
	Likely	4	8	12	16	20
	Almost Certain	5	10	15	20	25

<b>Significant (15-25)</b>	Immediate action is required to address 'Significant Risks' and the risks identified must be referred to the Hive H&S manager and H&S Officer
<b>Moderate (8-12)</b>	Appropriate management assurance must evidence and confirm the risk assessment, and accept the risk or oversee an action plan to eliminate or reduce the risk to an acceptable level.
<b>Low (4-6)</b>	Appropriate management assurance must evidence and confirm the risk assessment and accept the risk or oversee an action plan to eliminate or reduce the risk to an acceptable level.
<b>Very Low (1-3)</b>	Maintain control measures and review if there are any changes.

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