



# BOURNE GREEN OFFICE SPACE RISK ASSESSMENT

Assessment carried out by: Rachel Cronin

Date assessment was carried out: 24/01/2025

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?
Trips, slips and falls	Users of, and visitors to the space.	Spaces inspected for trip hazards, trailing wires, items falling	Ensure users are aware of where cables can be plugged in safely	Hub Team Other Users	Ongoing
Electric Shock/Fire Hazard from electronic equipment and fittings	Users of, and visitors to the space.	All electrical and electronic equipment used will be subjected to a PAT test where possible or a visual check during set-up, to ensure that there are no loose wires, cracked casings etc. Faulty equipment will not be used.	Ensure that Users report any faults with equipment. Contact information to be provided with induction pack.	Hub Team Other Users	Ongoing
		Electric bulbs will not be in direct contact with any flammable materials.	Constant Monitoring	Hub Team Other Users	Ongoing
		Sockets will not be over-loaded and electrical equipment will be turned off and un-plugged when not in use and at the end of use	Constant Monitoring	Hub Team Other Users	Ongoing

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Harm from Faulty Equipment	Users of, and visitors to the space.	All electrical appliances are tested on an annual basis.	Ensure Annual PAT test is carried out.	Hub Team Other Users	September 27th
		Good quality parts will be used to replace any faulty parts or items.	Monitor equipment for faults	Hub Team Other Users	Ongoing
Fire	Users of, and visitors to the space could be harmed by fire.	A full Fire Risk Assessment has been carried out. Fire extinguishers are available by the entrance door.	Annual inspection. Confirm inspection	Abbot fire HNCLT	Annually - Dec Annually - Dec
		A Fire Blanket is available in the kitchen area in the main building.	Annual inspection. Confirm inspection	Abbot fire HNCLT	Annually - Dec Annually - Dec
		Lit Fire Exit signs are on the wall above exit doors.	Annual inspection. Confirm inspection	HNCLT	Annually - Dec
		Smoke alarms are present.	Smoke Alarm check.	HNCLT	Annually - Dec
		Emergency lighting is present	Lighting check	HNCLT	Annually - Dec
		There is a Fire Action sign on the wall by the entrance.			
		All furniture in the space complies with fire regulations			
Burns and scalds from hot drink making facilities	Users of, and visitors to the space.	A First Aid Kit has been provided Sink with cold water is available Kettle is unplugged when not in use.	Monitoring of items in the First Aid Kit	Hub Team Other Users	Annually
COSHH	Users of, and visitors to the space	Individual users/user groups should include this on their individual risk assessment	None	Hub Team Other Users	Ongoing

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<p>Hazardous substances- e.g. cleaning products</p> <p>Users may risk dermatitis, eye damage, skin problems from direct contact with cleaning chemicals.</p>		<p>Hirers told they must not use cleaning chemicals other than washing up liquid</p>			
<p>Infectious Diseases</p>	<p>Users of, and visitors to the space could be at risk from transmission via contact with surfaces and equipment in the space.</p>	<p>Regular cleaning. Provision of surface cleaning products for users.</p>	<p>Nothing further</p>	<p>Users of the space</p>	<p>Ongoing</p>
<p>Use of display screen equipment</p>	<p>Users of the main space</p>	<p>Laptop users could suffer eye strain, back strain- this should be addressed in the risk assessments of user groups</p> <p>Lighting and temperature suitably controlled</p> <p>Work planned to include regular breaks or change of activity</p>	<p>None</p>	<p>Hub Team Other Users</p>	<p>Ongoing</p>

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Lone working Users could suffer ill health or injury while working alone in the Office Space	Contractors, all users, hirers	Users should have emergency contact details  Users should have their own lone working risk assessment	None	All hirers, users and contractors visiting the space	Ongoing
Working at height For examples, changing lightbulbs, hanging decorations	Contractors, all users, hirers	External firms and contractors should follow their own HSE procedures.  Private hirers are responsible for their own safety when working at height	None	All hirers, users and contractors visiting the space	Ongoing