

## **NORCA and Sistema in Norwich RISK ASSESSMENT**

**Risk Assessment for:-** Offices/Building and Workshop Space

NOTE:- NORCA and Sistema in Norwich is responsible for the overall health and safety of the offices, however each tenant organisation/independent is responsible for the health and safety of their own work space/area and to have their own risk assessment in place.

**Venue:-** Martineau Memorial Hall, 21, Colegate, Norwich, NR3 1BN

### **Venue Layout:-**

Ground Floor, with lobby, workshop space, two store rooms, two toilets (one disabled), cleaners cupboard, disabled lift, stairs

Lower Mezzanine with small meeting room

First Floor with open plan office, two toilets (one disabled), kitchen, large meeting room, disabled lift

Upper Mezzanine with small office

Second Floor with medium size office

### **Occupiers:-**

Neon Tribe - 15 office based employees

Ugly Studios - 3 office based employees

Musical Keys - 2 office based employees (plus part time staff and freelancers)

1 x independent - office based

NORCA and Sistema in Norwich - 6 office based employees (1 fulltime) plus 23 tutors in the community

**Description of work/activities:-** Office, desk/computer work, carnival making, music making, film making etc

**Persons at Risk:-** All employees, tenants, visitors, contractors, freelancers, work experience students, students, volunteers, trustees, clients

**Date Risk Assessment reviewed and rewritten:-** June 2020

**Date Risk Assessment to be reviewed:-** June 2021

**Risk Assessment written by:-** Cathie Davies, Operations Manager, NORCA

HAZARD	RISK	RISK Low/ Medium/ High	MEASURES TAKEN TO CONTROL RISK
Slips and Trips	Injury to legs, feet, arms, head	L	<ol style="list-style-type: none"> <li>1. Work areas, walkways, doorways, and fire exits kept clear of obstructions</li> <li>2. No trailing leads or cables - rubber cable protectors used</li> <li>3. All areas - including stairs - are well lit</li> <li>4. Office cleaned twice a week by professional cleaner</li> <li>5. Spillages cleared up immediately - cloths, bucket and mop supplied; 'Beware Wet Floor' sign available</li> <li>6. Good office organisation and layout to allow sufficient working spaces around each desk and to provide ease of movement.</li> <li>7. Drawers closed after use; filing cabinets have safety feature to avoid toppling over, which only allows one draw to open at a time.</li> <li>8. Sturdy and safe handrails provided on stairs and landings</li> <li>9. Carpet tiles laid on areas of frequent use i.e. lobby, hallway and stairs for ease of replacement if damaged.</li> <li>10. Storage area kept tidy.</li> <li>11. Employees/freelancers/tenants/visitors/trustees/volunteers etc encouraged to report any potential trip hazards to Operations Manager</li> </ol>
Manual Handling of equipment/instruments etc	Back strain	L	<ol style="list-style-type: none"> <li>1. Employees, freelancers and volunteers given basic principles of manual handling document</li> <li>2. Employees, freelancers and volunteers Health Questionnaire highlights any medical problems and identifies any vulnerable people eg those with health problems, pregnancy etc. Lifting capability's assessed and team informed. Employees/freelancers/volunteers know that they are responsible for letting Operations Manager know if there any changes to their health.</li> <li>3. Heavy equipment stored on low shelves where possible</li> <li>4. Team lifting encouraged when lifting heavy/awkward loads. employees encouraged to seek help if necessary.</li> <li>5. Chair trolley available</li> </ol>

			6. Measures in place (ie access through back door of storage areas and parking available outside of front door) to minimise carrying distance
Working at height	Falls resulting in injury	L	<p>1. No working at heights needed for day to day work</p> <p>2. Warehouse Ladder used for reaching equipment in storage room. Employees, freelancers and volunteers shown how to use ladder appropriately. If no one to assist when operating ladder, the door to the storage rooms and workshop area must remain open at all times and operator to have mobile phone with them. The ladder must not used when there is no one in the building. The ladder is locked away when not in use to avoid misuse.</p>
Falling Materials (from insecure stacking/storage)	Injury	L	<p>1. Safe storage of equipment which ensures that objects are stable and easily accessible.</p> <p>2. Storage shelves bolted to floor/wall</p>
Lighting, heating, ventilation	Falls, discomfort, inability to work due to extreme heat or cold	L	<p>1. Reasonable fluorescent lighting provided</p> <p>2. Blinds on windows where necessary</p> <p>3. Windows can be opened to provide ventilation</p> <p>4. Fans available</p> <p>5. Adequate central heating for whole building</p>
Welfare Facilities	Unsanitary conditions leading to health problems; low morale amongst staff if no food preparation facilities available.	L	<p>1. Kettle, toaster, microwave, fridge, running water provided in kitchen. Fridge cleaned as and when it is needed by professional cleaner.</p> <p>2. Drinking water available from kitchen taps</p> <p>3. Adequate toilets and washing facilities - handtowels and liquid soap provided. Sanitary disposal unit supplied and emptied regularly by professional company</p> <p>4. Kitchen and toilets cleaned twice a week by professional cleaner</p> <p>5. Legionnaires Disease is deemed as low risk in this building in accordance with HSE guidelines. Separate risk assessment for Legionnaires Disease updated once a year.</p>
Machinery (moving parts, blades etc ) photocopier, guillotine, shredder, office	Dismemberment, cuts, strangulation	L	<p>1. Guillotine and shredder fitted with fixed guard to prevent access</p> <p>2. Manufacturers guidelines/instructions followed</p> <p>3. Service contract for photocopier.</p>

fans			4. Sealed toner cartridges used
			5. Free standing office fans placed away from desks and thoroughfares
Electrics	Electrocution	L	<p>1. Electrics inspected by qualified electrician every five years - next inspection April 2024</p> <p>2. All NORCA and Sistema in Norwich's portable appliances tested by qualified electrician every year</p> <p>3. Only qualified electrician permitted to carry out work to electrics ie installation (building) electrics and electrical appliances</p> <p>4. All electrical equipment operated in accordance with manufacturers instructions</p> <p>5. No overloading of sockets permitted</p> <p>6. Rubber cable protectors used on cables that have to be in a pedestrian route and cannot be routed elsewhere</p> <p>7. Cables not put in areas where damage to the lead may occur eg under desk legs, filing cabinets etc</p> <p>8. Long extension leads on reels fully extended when in use, and taped down or covered with a cable protectors used to avoid a tripping hazard.</p>
Fire	Burns, death	L	<p>1. Fire risk assessment written by qualified and competent fire risk professional and reviewed once a year</p> <p>2. Fire fighting equipment supplied, and maintained once a year.</p> <p>3. Building fire alarm tested once a week and maintained twice a year by Fire Alarm Installation Company; drill carried out once a year</p> <p>4. All tenants fire safety trained</p> <p>5. No flammable equipment/materials kept in emergency egress routes; all egress routes kept clear of equipment.</p> <p>6. Equipment turned off if not in use for long period.</p> <p>7. All NORCA and Sistema in Norwich's portable appliances tested by qualified electrician every year</p>
Display Screen Equipment	Posture problems, eyesight problems, headaches, repetitive strain injury etc	L	<p>1. Nature of work not all office based; work planned to take account of regular breaks from screen.</p> <p>2. Adjustable office chairs supplied</p> <p>3. Proper office desks supplied</p>

			4. Lighting and temperature suitably controlled
			5. Good office organisation and layout to allow sufficient working spaces around each desk.
Vans	Engine failure, crash resulting in injury, death, harm to third party - individuals, other vehicles, property and buildings	L	1. Regular check of vans - oil, coolant, windscreen wash, lights, tyres
			2. Yearly MOT
			3. Vans insured
			4. Breakdown cover supplied
Uninvited visitor	Verbal/physical abuse, stealing	L	1. Audio system in place on front door; front door kept closed at all times and never left open unattended
			2. Policy to ask visitor who they have come to see in the building - specific name not just name of company - and to let that person know that they have a visitor (list of names supplied next to audio system, which is updated regularly)
			3. Policy not to let anyone in who is just asking general enquiries and to go down to the door to talk to them and to let someone know that you are doing so.
			4. Policy not to let any unknown person into the building if only one person in the office.
Lift	Failure of lift mechanism, trapped in lift	L	1. Lift maintained four times a year by competent and qualified lift engineers. (Stannah Lift services Ltd)
			2. Independent LOLER check of lift carried out biannually
			3. 24 hour emergency number and call out service supplied by lift installers (Stannah) - 01603 748021
			4. Alarm system installed in lift with external phone line attached
			5 All tenants aware of procedure in case of being trapped in lift
			6. All tenants aware not to use lift if no one else in building
			7. All tenants aware not to use lift at weekend if on their own
			8. All tenants aware not to use lift if the case of a fire.

Car Park	Injury due to person being struck by vehicle	L	<p>1. Driving at speed is not possible due to the limitations of the car park layout.</p> <p>2. All car park users instructed to park as close to the wall as possible to allow other cars/Vehicles space to manoeuvre in and out of car park safely.</p> <p>3. Car park well lit</p> <p>4. Car park situated on level hard standing designated area</p> <p>5. No cars/vehicles permitted to park in middle of car park</p> <p>6. Whilst loading and unloading from car/vehicle no equipment left unsupervised in car park</p>
Illness	Distress	L	<p>1. Responsibility of all organisations in the building to have their own trained first aider(s)</p> <p>2. First aid boxes supplied by NORCA and Sistema in Norwich in kitchen and workshop space for general use.</p> <p>3. First aid boxes checked on regular basis by NORCA and Sistema in Norwich representative for any top ups needed. All first aid box contents upgraded every three years.</p> <p>4. All organisations to be responsible for having their own reporting system in place to report any accidents or near misses in appropriate way and to ensure that NORCA and Sistema in Norwich is kept informed of any accidents or near misses relevant to the office/building.</p> <p>5. It is the responsibility of all organisations to keep the other organisations informed if there is an instance of a contagious disease amongst its staff.</p>
Covid 19	Illness, death, contagion	M	See separate Risk Assessment

