

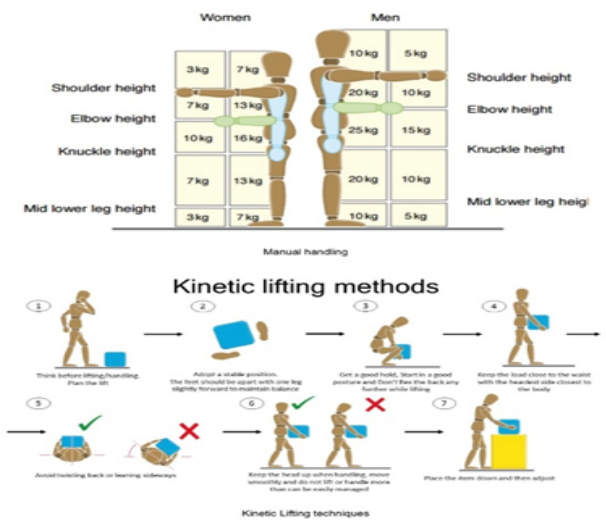
<b>Activity</b>	<b>Hub Safety (Volunteers &amp; Staff)</b>
<b>Project / Location Address</b>	<b>Unit G, Queens Road, Barnet, EN5 4DJ</b>

<b>Assessment carried out by</b>	<b>CS.UK</b>	<b>Assessment Date</b>	<b>November 2024</b>	<b>Assessment Review Date</b>	<b>November 2025</b>	<b>Assessment Reference</b>	<b>SEBRA001 (V1)</b>
<b>Overall Risk Rating:</b>	<b>LOW</b>						

<b>Key Information</b>	
<b>FIRE ASSEMBLY POINT:</b>	<b>Car park at front of building.</b>

<b>Hazards / Risks Identified</b>	<b>People at risk</b>	<b>Risk Level</b>	<b>Control Measures to effectively manage the risks</b>	<b>Risk Level</b>
<b>Injury from falls from heights – stepladders/step stools while refilling shelves.</b>	Hub Volunteers/ Hub Staff	<b>High</b> 5x5 = 25	<ul style="list-style-type: none"> <li>Only step stools to be used to access work at height.</li> <li>Minimise storage at height.</li> <li>Volunteers should be trained on proper use. <b>How?</b></li> <li>No overreaching.</li> <li>Only use for short duration work</li> <li>Ensure the equipment is set up as per the manufacturer's instructions.</li> <li>Ensure they are set up on level ground and are stable.</li> <li>Ensure the ground is clean and free from obstruction so that the feet maintain grip.</li> <li>Ensure suitable footwear is worn.</li> <li>Check that the equipment is in good condition prior to use. Undertake a visual inspection. Do not use defective equipment or attempt to repair damaged equipment.</li> <li>Visually check the ground area prior to dismounting to ensure that you can get down safely.</li> <li>Don't carry materials/equipment in both hands when mounting or dismounting</li> <li>Consider the safe working load of the access equipment</li> </ul>	<b>Low</b> 2x1 = 2

<p><b>Inhalation, Ingestion and Contact with Hazardous substances, e.g. cleaning products, other biohazards</b></p>	<p>Hub Staff / Hub Volunteers</p>	<p><b>Med</b> 3x3 = 12</p>	<ul style="list-style-type: none"> <li>• All hazardous substances should be selected correctly to ensure they are the correct product for the necessary task. Work involving hazardous substances must not commence until a suitable and sufficient assessment has been prepared for each substance that risks the health of individuals who will carry out the work.</li> <li>• COSHH assessments must be communicated, and staff must conform to the stated controls.</li> <li>• Suitable PPE must be worn in line with the requirements of the COSHH Assessment/MSDS.</li> <li>• Users read the safety label on all hazardous substances/products prior to use. Control measures must be adhered to.</li> <li>• Volunteers should be restricted from accessing hazardous substances.</li> <li>• Hazard substances should be used by designated personnel only, eg cleaners.</li> <li>• Suitable PPE/RPE should be issued to all operatives using hazardous substances in line with the directive outlined in the COSHH assessment.</li> <li>• Good personal hygiene practices must be used and food must only be eaten in designated areas.</li> <li>• COSHH products should be stored, handled, used and disposed of correctly in line with requirements outlined in the COSHH assessment.</li> <li>• Hazardous substances must be stored in appropriate storage units/cabinets with appropriate signage posted. Storage areas should be kept organised and well maintained.</li> <li>• COSHH storage areas must be kept secure at all times and ensure all products are labelled clearly and remain in their original container.</li> </ul>	<p><b>Low</b> 1x3 = 3</p>
<p><b>Risk of explosion of flammable liquid</b></p>	<p>Hub Staff / Hub Volunteers</p>	<p><b>High</b> 3x5 = 15</p>	<ul style="list-style-type: none"> <li>• A limited quantity of flammable liquids can stored in suitable closed vessels, cabinets or bins of fire- resisting construction. These should be designed to retain spills (capacity should be 110% volume of the largest vessel normally stored in it).</li> <li>• Cabinets or bins should be located in designated well-ventilated areas and do not jeopardise the means of escape from process and other areas.</li> <li>• Storage must be located away from all sources of ignition.</li> <li>• Flammable liquids should be stored separately from other dangerous substances that may increase the risk of fire or compromise the integrity of the container, cabinet, or bin, such as energetic substances, oxidizers and corrosive materials.</li> <li>• No more than 50 litres for extremely, highly flammable and those flammable liquids with a flashpoint below the maximum ambient temperature of the storage/working area.</li> </ul>	<p><b>Med</b> 1x5 = 5</p>

			<ul style="list-style-type: none"> <li>No more than 250 litres for other flammable liquids with a higher flashpoint of up to 60°C.</li> </ul>	
<p><b>Injuries when using Work Equipment</b></p>	Hub Staff / Hub Volunteers	<p><b>Med</b> 2x4 = 8</p>	<ul style="list-style-type: none"> <li>All office equipment is used in accordance with the manufacturer's instructions and staff trained in its use.</li> <li>Office equipment should be restricted from volunteer staff who have not received the necessary training.</li> <li>Conduct visual pre-use inspections of all work equipment (PUWER) prior to use. Electrical cables and plugs should be regularly visually inspected by the user for damage.</li> <li>Report any defects to the Line Manager.</li> <li>Ensure all defective equipment is quarantined and removed from service.</li> <li>Sufficient power sockets provided to reduce need for extension cables.</li> <li>Loose clothing (e.g. ties) and long hair kept away from any moving parts.</li> </ul>	<p><b>Med</b> 1x4 = 4</p>
<p><b>Manual Handling</b> Back pain and work related upper body disorder. Strains or sprains from lifting or carrying heavy items.</p>	Hub Staff / Hub Volunteers	<p><b>Med</b> 3x3 = 9</p>	<ul style="list-style-type: none"> <li>Staff to be trained in correct lifting techniques.</li> </ul> <p><b>1.13 Manual handling</b> All company operatives are given suitable and sufficient information, instruction and training to carry out their Manual Handling duties. Where possible, all equipment and materials shall be transported using mechanical means. Where equipment and materials are to be lifted and carried, all company operatives shall adopt Kinetic lifting methods as depicted below:</p>  <p>The diagram illustrates manual handling limits for women and men at various heights. For women, limits are: Shoulder height (3kg/7kg), Elbow height (7kg/13kg), Knuckle height (10kg/16kg), and Mid lower leg height (7kg/13kg). For men, limits are: Shoulder height (10kg/5kg), Elbow height (20kg/10kg), Knuckle height (25kg/15kg), and Mid lower leg height (20kg/10kg). Below this, kinetic lifting techniques are shown in seven steps: 1. Think before lifting, 2. Adjust a stable position, 3. Get a good hold, 4. Keep the load close, 5. Avoid twisting, 6. Keep the head up, 7. Place the item down.</p>	<p><b>Low</b> 1x3 = 3</p>

			<ul style="list-style-type: none"> <li>When assessing manual handling, consider the acronym TILE; Task, Individual, Load, and Environment Apply manual handling techniques to be used when maneuvering equipment.</li> <li>Avoid lifting from floor level or above shoulder height.</li> <li>Consideration should be given to minimising carrying distances.</li> <li>Where possible, substitute the need for manual handling by using lifting aids such as a trolley. Make sure that they have been maintained and kept in good working condition.</li> <li>Carry out a two-person lift or use mechanical aids when weight exceeds 25g or own capabilities. Assess the weight to be carried prior to lifting.</li> <li>Top shelves used for storage of light objects only.</li> </ul>	
<b>Lack of Volunteer Training and Support</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 2x4 = 8	<ul style="list-style-type: none"> <li>Provide an induction program covering safety procedures, hazard identification, and reporting.</li> <li>Encourage open communication for volunteers to report unsafe conditions or concerns.</li> <li>Conduct regular safety briefings and refreshers to reinforce best practices.</li> <li>Volunteers are encouraged not to do anything they feel is unsafe or beyond the capability.</li> </ul>	<b>Med</b> 1x4 = 4
<b>Unsuitable storage arrangements</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 2x4 = 8	<ul style="list-style-type: none"> <li>Storage systems suitable to ensure secure storage of items.</li> <li>Keep the heaviest items at lowest shelving.</li> <li>Maintain good access. Mark access routes where necessary.</li> <li>Do not overload or make shelves/ cupboards unstable.</li> <li>Ensure storage areas remain organised and tidy at all times.</li> <li>Ensure hazardous substances are stored in accordance with the COSHH and DSEAR regulations.</li> <li>Conduct regular storage area audits.</li> <li>Storage units to be checked daily for loose items / screws.</li> <li>Storage units to be secured to the wall where possible.</li> <li>Avoid storage overloading.</li> </ul>	<b>Med</b> 1x4 = 4
<b>Injury from Slips, Trips and Falls e.g. cluttered workspaces, poorly stored items.</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 3x3 = 9	<ul style="list-style-type: none"> <li>Staff awareness of maintaining good housekeeping and actions to deal with any slip or trip hazards discovered.</li> <li>Good standards of housekeeping maintained.</li> <li>Maintain clean and clutter-free sorting areas to reduce slip and trip hazards.</li> <li>Trailing cables positioned neatly away from walkways.</li> </ul>	<b>Low</b> 1x3 = 3

			<ul style="list-style-type: none"> <li>• Damage to floor coverings and other repairs/maintenance reported immediately to management.</li> <li>• Floors kept clear of items, e.g. papers, bags, deliveries etc. Where this is not possible, exclusion zones should be created.</li> <li>• Cabinet drawers and doors kept closed when not in use.</li> <li>• Filing cabinets should be loaded from the bottom up to maintain stability. Drawers should be closed immediately after use.</li> <li>• Pedestrian access route to be kept clear.</li> <li>• Liquid spills mopped up immediately.</li> <li>• Ensure appropriate footwear is worn.</li> <li>• Staff or voluntary hub leaders to supervise visitors arriving and departing from the hub.</li> </ul>	
<b>Cuts &amp; Sharp Objects (cuts or punctures from unpacking or handling damaged donations) / Risk of Infection</b>	Hub Staff / Hub Volunteers	<b>Med</b> 2x3 = 6	<ul style="list-style-type: none"> <li>• Unpacking gloves should be provided.</li> <li>• Clear procedures in place for handling sharp or damaged items.</li> <li>• Provide safe disposal methods for sharp items.</li> <li>• Ensure suitable process is in place for administering first aid in the event of a cut etc.</li> </ul>	<b>Low</b> 1x3 = 3
<b>Inadequate hygiene and Welfare facilities</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 3x2 = 6	<ul style="list-style-type: none"> <li>• Premises cleaned on a regular basis.</li> <li>• All hub staff and volunteers to maintain high standard of hygiene. Educate volunteers on proper hygiene practices, including washing hands after handling items.</li> <li>• Building maintained and all defects reported to the manager.</li> <li>• Toilets supplied with hot and cold water, soap and hand drying facility.</li> <li>• Staff room/kitchen facilities provided.</li> <li>• A supply of drinking water must be supplied and provisions for boiling water/heating food must be provided.</li> </ul>	<b>Low</b> 1x3 = 3
<b>Fire and First Aid</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 2x5 = 10	<ul style="list-style-type: none"> <li>• Staff induction includes fire evacuation procedures and means of raising the alarm.</li> <li>• Fire risk assessments for each building should be carried out periodically.</li> <li>• Trained Fire Warden and First Aiders in place.</li> <li>• Annual fire evacuation practice carried out.</li> <li>• Fire alarm points, emergency lighting, smoke alarms and fire extinguishers tested and maintained.</li> <li>• Access to fire exits kept clear.</li> <li>• Regular removal of waste. The storage of empty cardboard boxes should be kept to an absolute minimum.</li> </ul>	<b>Med</b> 1x5 = 10

			<ul style="list-style-type: none"> <li>Heaters located away from combustible materials and switched off when the office is left unattended.</li> <li>Equipment should be switched off when not in use.</li> <li>No smoking policy in place.</li> <li>First Aid arrangements in place and staff aware of arrangements.</li> <li>Staff told not to bring in their own electrical appliances, toasters, fans etc.</li> <li>Smoke detector, suitable extinguisher &amp; a fire blanket should be provided in kitchen areas.</li> <li>First aid kits to be provided and must conform to the British Standard BS 8599-1.</li> <li>Volunteers should be inducted on the use of drinks making facilities.</li> </ul>	
<b>Temperature</b>	Hub Staff / Hub Volunteers	<b>Med</b> 3x2 = 6	<ul style="list-style-type: none"> <li>The temperature in the hub should not be below 16 degrees C for any length of time. Similarly, if office temperatures exceed 30 degrees C then this should be seen as an unacceptable working environment.</li> <li>Humidity levels should be between 40 and 70% relative humidity (RH). Levels above or below these figures can result in uncomfortable working conditions.</li> </ul>	<b>Low</b> 1x2 = 2
<b>Insufficient Space / Hub Layout</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Med</b> 3x3 = 9	<ul style="list-style-type: none"> <li>Ensure that the layout of furniture and storage items within the hub is such that allows people to move freely without the possibility of colliding or tripping over items.</li> <li>Ensure adequate space to open doors without having to adopt awkward postures.</li> <li>Electrical equipment to be positioned to allow good access to the plug sockets.</li> <li>Office furniture should be arranged to minimise the number of cables crossing the floor.</li> <li>Position items that block access to other items of tasks, e.g. putting items in front of windows making it difficult to open them.</li> <li>Furniture should be positioned such that tripping hazards, trapping points and accidental collision with doors or shelving is avoided.</li> <li>Consider the location in which hot drinks and urns are located, as to avoid possible contact with hot liquid.</li> </ul>	<b>Low</b> 1x3 = 3
<b>Lighting</b>	Hub Staff / Hub Volunteers / Hub Visitors	<b>Low</b> 1x2 = 2	<ul style="list-style-type: none"> <li>All areas should be well lit, especially stairs.</li> </ul>	<b>Low</b> 1x2 = 2
<b>Poor condition of furniture and fittings</b>	Hub Staff / Hub Volunteers	<b>Med</b> 2x3 = 6	<ul style="list-style-type: none"> <li>Regularly check furniture, fittings are in good condition and replace damaged items</li> </ul>	<b>Low</b> 1x3 = 3
<b>Work Related Stress</b>	Hub Staff / Hub Volunteers	<b>Med</b> 4x3 = 12	<ul style="list-style-type: none"> <li>Management are aware of their roles and responsibilities under the Business's management of work-related stress policy and carry these out.</li> </ul>	<b>Med</b> 2x3 = 6

			<ul style="list-style-type: none"> <li>• Staff and volunteers aware of their roles and responsibilities in relation to work-related stress through information and training.</li> <li>• Discussions with staff and assessments carried out to establish any factors causing, or the potential to cause work-related stress, and measures to address these.</li> </ul>	
<b>Personal Security</b>	Hub Staff / Hub Volunteers	<b>High</b> 4x5 = 20	<ul style="list-style-type: none"> <li>• Ensure suitable arrangements are in place particularly for out of hours work.</li> <li>• The hub must be secure to ensure that safety of staff. Alarm systems and CCTV systems are most effective and must be tested and monitored in line with the manufacturer's guidance. Alternatively, provide staff with ID passes, which can take the form of cards, fobs or even keys, to keep business premises secure.</li> <li>• A visitor signing-in sheet must be available at the hub location. The record is maintained and is easily retrievable should the need to conduct a role call become necessary in an emergency.</li> <li>• Check all areas, including toilets, before locking up at night.</li> <li>• Staff awareness of recognising challenging situations that may result in aggression/violence, diffusing techniques, actions to take, reporting incidents etc.</li> <li>• All acts of violence and aggression are to be reported.</li> </ul>	<b>Med</b> 2x5 = 10
<b>Dust and Allergens</b>	Hub Staff / Hub Volunteers	<b>Med</b> 2x4 = 8	<ul style="list-style-type: none"> <li>• Ensure work areas are kept well ventilated.</li> <li>• Appropriate PPE, dust masks, gloves etc should be provided.</li> <li>• Monitor areas for excessive dust build up.</li> <li>• Volunteers to confirm if they have any allergies that would be affected by the Hub surroundings.</li> <li>• Volunteers to complete safeguarding questionnaire.</li> <li>• Volunteers and visitors made aware that the hub is not a nut free environment.</li> </ul>	<b>Med</b> 1x4 = 4
<b>Electrical Accident</b>	Hub Staff / Hub Volunteers	<b>High</b> 3x5 = 15	<ul style="list-style-type: none"> <li>• Ensure that electrical equipment is Portable Appliance Tested, and equipment displays a valid test sticker.</li> <li>• Ensure electrical equipment is visually inspected for damage. Any defective equipment, plugs, discoloured sockets, damaged cables and on/off switches are promptly reported. Any faulty equipment is promptly taken out of use.</li> <li>• Do not interfere with plugs or power supply.</li> <li>• Ensure electrical appliances / lighting is switched off at the end of each day.</li> </ul>	<b>Med</b> 1x5 = 5
<b>Violence / aggression</b>	Hub Staff / Hub Volunteers	<b>Med</b> 2x3 = 6	<ul style="list-style-type: none"> <li>• If there is any suspicion of violence or aggression volunteers/staff are to remove themselves from the situation and report immediately to Sebbys Management.</li> </ul>	<b>Low</b> 1x3 = 3

<b>Emergencies / Sudden illness</b>	Hub Staff / Hub Volunteers	<b>High</b> 2x5 = 10	<ul style="list-style-type: none"> <li>All staff and volunteers must be fully conversant with site emergency procedures and must know the local arrangements on how to respond in the event of fire or other emergency.</li> <li>Next of kin information to be obtained and kept for all volunteers and staff.</li> <li>Where food (snacks) may be available, consider allergies and their effects.</li> </ul>	<b>Med</b> 1x5 = 5
<b>Medical fitness</b>	Hub Staff / Hub Volunteers	<b>High</b> 3x5 = 15	<ul style="list-style-type: none"> <li>Volunteers/staff must ensure that any medical conditions which might be relevant to their working environment are fully discussed and disclosed with Sebbys Management.</li> <li>Volunteers must not work if any such condition is assessed as placing them at increased risk.</li> <li>Any changes to a volunteer/member of staff condition must be communicated and re-assessed.</li> </ul>	<b>Med</b> 1x5 = 5

<b>Supervisory Requirements</b>	<ul style="list-style-type: none"> <li>Electrical equipment must be PAT tested and display an in date test sticker. Annual inspection.</li> <li>Equipment visually inspected prior to use. Report any defects to the Management.</li> <li>DSE assessments – at induction and at change to work feature, eg equipment, furniture or the work environment.</li> <li>Pregnant Work risk assessments – when required.</li> <li>Annual fire drill.</li> <li>Volunteers do not undertake lone working.</li> </ul>
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<p><b>PPE Requirements</b></p> <p>Apron (Volunteers) High Visibility Vest/Jacket – Where necessary Gloves – Where necessary Eye Protection – Where necessary FFP3 Mask – Where necessary</p>
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Additional Site-Specific Risk Control (Information to be added on site when specific additional risk occurs)							
Hazards / Risks Identified	People at risk	Risk Level	Control Measures to effectively manage the risks	Risk Level	Additional Controls or information	Changes Made:	
						Date	By Whom