

# RUME2 RISK ASSESSMENT.



**RUME2**

# Rume2 Ltd Risk assessment

This is the statement of general policy and arrangements for:		Rume2 Limited (“The Coworking provider”)
Rosie Freshwater / Lucy Legg-Willis (Name of Employer/Senior manager)		has overall and final responsibility for health and safety
Rosie Freshwater/ Lucy Legg-Willis / Libby Carpenter (Name of Employer/Senior manager)		have day-to-day responsibility for ensuring this policy is put into practice
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements (What are you going to do?)</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Rosie Freshwater/ Lucy Legg-Willis (Co-founders of Rume2)	The cofounders work with the Landlord and Flude Commercial (“managing agents”) to ensure the health and safety standards are at the levels expected for employees, coworking members and visitors.
Provide clear instructions and information, and adequate training, to ensure employees & members are competent to do their work	Rosie Freshwater/ Lucy Legg-Willis (Co-founders of Rume2)	All staff & members are made aware of the Company’s policies when joining the coworking space – this forms part of the core induction principles covered in the induction list. Employees may undergo formal training procedures to ensure ongoing competency. Ongoing communication is ensured through the use of the Optix app and direct communications to members.
Engage and consult with employees & members on day-to-day health and safety conditions	Rosie Freshwater/ Lucy Legg-Willis (Co-founders of Rume2)	On joining Rume2, employees & members are made aware of the health and safety policy. On an ongoing basis the cofounders will consult with employees & members regarding any Health & Safety concerns and put in plans to address any issues identified. Members are able to report any incidents in the building using the incident form or contacting Rume2 management directly.
Implement emergency procedures – evacuation in case of fire or other significant incident. Flude	Rosie Freshwater/ Lucy Legg-Willis (Co-founders of Rume2)	Emergency procedures have been established by the Landlord/Flude Commercial. Their instructions will be

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 Company number: 11257633



commercials fire risk assessment will be made available through Rume2 management.		followed in the event of an emergency and can be found in the Rume2 H&S policy. The fire risk assessment has been reviewed by the cofounders for ensuring it meets our expectations for the space.
Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage/use of substances	Rosie Freshwater/ Lucy Legg-Willis (Co-founders of Rume2)	The cofounders work with the Landlord to ensure their health and safety standards are at the levels expected for employees and members. This includes ensuring that office equipment, fixtures & fittings are appropriate for use.
Signed (employer) 	Rosie Freshwater	Date: 14/02/2019

We will review our policy if we think it might no longer be valid, eg if circumstances change.

Health and safety law poster is displayed at	Next to the printer in the Rume2 entrance corridor
First-aid box is located:	In the bottom left kitchen cupboard, indicated by first aid sticker
Accident book is located:	With the first aid box in the bottom left kitchen cupboard, indicated by first aid sticker

Accidents and ill health at work reported under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)  
<http://www.hse.gov.uk/riddor>

Rume2 takes the Health and Safety issues we may face every day very seriously, and we do all that is appropriate to reduce the risks which could affect our staff, coworkers and visitors. This policy is intended to help Rume2 partly achieve this through formalising individual responsibilities, procedures and documenting the risks we have identified and the ways in which we have reduced these appropriately.

## **Scope.**

This policy applies to all staff, coworkers and visitors to Rume2. It is the responsibility of staff of Rume2 to ensure that the risks are assessed, and the appropriate measures are in place to reduce these. However, it is the combined responsibility of everyone to comply with this Health and Safety Policy, report any issues with Health and Safety around the coworking space and to ensure their actions do not cause health and safety issues or create the potential for of this policy are discharged through the T&Cs attached to Rume2 memberships and meeting room usage – attached as an appendix to this document.

## **Setting the scene.**

The co-founders carried out the risk assessment of the coworking space (address: Rume2, Sussex House, 12 Crane Street, Chichester, PO19 1LJ). Although only the 2 co-founders and two others work part time for the space as employees, there are up to 40 hot desking members at anytime, 12 dedicated desk members, as well as individuals booking our meeting rooms & other visitors that members may bring into the building. The office space contains typical office furniture and equipment which are provided by the coworking provider, each co-worker is responsible for their own personal equipment and therefore responsible for the safety of their equipment.

The office space has catering facilities, where drinks and food can be prepared (tap water is free), and there are toilet and washing facilities on the floor and shower facilities on the 1<sup>st</sup> floor. The offices are cleaned daily by Rume2 cofounders and employees. The cleaning materials are stored under the sink in the kitchen and in the rest rooms on the second floor.

The landlord has surveyed the building for the presence of asbestos and has shared the findings of this survey with all of the tenants (available on request). Asbestos-containing materials (ACMs) were found prior to the landlord taking on the the property, and materials found to be of significant harm were removed from the building prior to any refurbishments. Any remaining ACMs were in good condition and in places where they were not likely to be damaged, worked on or disturbed, so it was decided to be safer to leave them in place. The presence of ACMs has been considered in making our risk assessment.

Rume2 is officially available from 8:00 am to 6:00 pm Monday to Friday, outside of these hours keyholders/dedicated desk members take responsibility for keeping the space open and the front door secured/locked. Rume2 is locked outside these hours when the last key holder leaves. It is the responsibility of keyholders to be knowledgeable of the Health & Safety rules in this policy, as well as to act as fire marshals for Rume2 if Rume2 management are not present.

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## How the risk assessment was performed.

The cofounders followed the guidance in Five Steps to Risk Assessment: ([www.hse.gov.uk/pubns/indg163.pdf](http://www.hse.gov.uk/pubns/indg163.pdf)):

1. To identify the hazards, the cofounders:

- looked at HSE's office health and safety web pages, including the OfficeWise leaflet (<http://www.hse.gov.uk/pubns/indg173.pdf>) to learn where hazards can occur, and at the disability and risk assessment web pages;
- walked around the office, noting things that might pose a risk and taking into consideration what was learnt from HSE's guidance;
  - Evidence of HSE check can be seen here: (<https://drive.google.com/open?id=1JtUZd0BSizZPDcMDPwRyWOfBGhhEP3i>)
- talked to staff and coworking members, to learn from their knowledge and experience of areas and activities, and listened to their concerns and opinions about health and safety issues in the workplace;
- talked to the office cleaning contractors, to ensure that the cleaning activities did not pose a risk to office staff & members, and vice-versa;
- enquired with the landlord's accident book, to understand what has previously resulted in incidents.

2. The cofounders then wrote down who could be harmed by the hazards and how. The main categories of individuals are: a) Staff, being the cofounders themselves or any other direct employee that may work for Rume2 b) members, being individuals who sign coworking licences / office agreements to work in the space, and c) visitors, predominantly Rume2 members but may also include other third parties, who use Rume2's facilities for events / meetings.

3. For each hazard, the cofounders wrote down what controls, if any, were in place to manage these hazards. The cofounders then compared these controls to the good practice guidance provided in HSE's Office Health and Safety web pages. Where existing controls were not considered good enough, the cofounders wrote down what else needed to be done to control the risk.

4. Putting the risk assessment into practice, the manager decided and recorded who was responsible for implementing the further actions and when they should be done. When each action was completed, it was ticked off and the date recorded. The cofounders pinned the risk assessment up on the main notice board for all staff & members to see.

5. The cofounders discussed the findings with the staff and communicated the risk assessment to members. The co-founders decided to review and update the risk assessment every year, or immediately after any major changes in the workplace happened.

**Although Rume2 has fewer than five employees, we have chosen to formalise this policy for communication to members using the space to demonstrate we take the Health and Safety of our members seriously.**

This risk assessment will be reviewed if Rume2 think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

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**Company name: Rume2 Ltd**

**Date of risk assessment: 03<sup>rd</sup> March 2021**

<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Do you need to do anything else to control this risk?</b>	<b>Action by who?</b>	<b>Action by when?</b>	<b>Done</b>
COVID	Staff, members and visitors may catch COVID if they stay within 1 metre of an infected person or pick up infection from a work surface or door handle at Rume2	We have a full social distancing policy in place. No more than 35 coworkers in at any time and all desks 1m+ apart  Good airflow through the space  Regular cleaning of shared surfaces  Temperature checks on arrival	Keep an eye on government guidelines and ensure we are abiding by them at all times.	Founders	From now on	<b>03/03/2021</b>
Slips and trips	Staff, members and visitors may be injured if they trip over objects, cables or slip on spillages.	General good housekeeping is carried out.  All areas are well lit, including stairs. Stairway lights come on automatically with movement  Emergency lights tested on a regular basis (full test annually).  No trailing leads or cables. Power blocks are situated underneath each desk so that cables are not trailing.  Staff & members keep work areas clear, e.g. no boxes left in the	Any issues with spillages / tripping hazards are to be reported to the coworking provider as stated in the H&S policy.  All rubbish produced by staff & members are to be disposed of on a timely basis.	Cofounders to Monitor  Communicated to members	From now on	<b>14/02/19</b>

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		<p>hallway or communal areas. Deliveries are stored immediately, and stored in the correct area.</p> <p>As members work in a coworking space, hot desks are required to be kept clear, any unused paperwork is either discarded securely or filed away in the provided lockers designated fixed desks.</p>				
Display screen equipment and ergonomics	Staff/members risk posture problems and pain, discomfort or injuries, e.g. to their hands/arms, from overuse or improper use or from poorly designed workstations or work environments. Headaches or sore eyes can also occur, e.g. if the lighting is poor.	<p>Staff &amp; members are referred to the HSE guidance for seating at work in the H&amp;S policy. The coworking provider provides the furniture used by staff &amp; members.</p> <p>Staff are responsible for following the recommended seating guidance, and are required to report to the supervisor any issues with their seating.</p> <p>Work should planned to include regular breaks or change of activity.</p> <p>Lighting and temperature are suitably controlled by the coworking provider. If there are any issues staff &amp; members should report them to the cofounders who will communicate to the provider to make the necessary adjustments.</p> <p>The high tables, phone booths and booths include desk lamps – staff and members should ensure that the lighting is adjusted using the desk lamps to suit their working environment.</p>	<p>Remind staff and members to review the HSE guidance which is linked to in the H&amp;S policy.</p> <p>Individual members responsible for ensuring that they set their own work periods, and ensure they take frequent breaks.</p>		From now on	<b>14/02/19</b>

		Laptop docking stations are made available upon request for staff and members to ensure good working posture.				
<b>Electrical</b>	<p>Staff &amp; members could get electrical shocks or burns from using faulty electrical Equipment.</p> <p>Electrical faults can also lead to fires.</p> <p>Trailing wires may also lead to a trip hazard</p>	<p>Staff &amp; members are asked to report to the coworking provider any defective plugs, discoloured sockets or damaged cables and/or equipment.</p> <p>The coworking provider will ensure any ineffective equipment is taken out of use safely and promptly replaced, or where this is not possible, to ensure appropriate signage is in place.</p> <p>Electrical equipment was either purchased by Rume2 with a "C E Mark" , i..e manufacturer's declaration that the product complies with the essential requirements of the relevant European health, safety and environmental protection legislation and UK Electrical Equipment (Safety) Regulations 1994. OR belongs to Leapfrog Ltd and is currently within the first year of purchase.</p> <p>Staff &amp; members are advised to not bring in any electrical equipment that does not meet these safety regulations, and will be responsible for ensuring all their equipment meets this requirement.</p>	<p>PAT testing to be performed on at least an annual basis to ensure that electrical equipment provided by Rume2 remains appropriate</p> <p>Electrical switches should be tested on a quarterly basis in accordance with the manufacturers guidance by pressing the "T" button. Reminder placed in calendars.</p> <p>Check to ensure sockets are not overloaded. Communicate to members that any electrical equipment brought into the space by them is at the members risk, Rume2 cannot accept liability for equipment brought into the space without being made aware first and acknowledging in writing.</p>	<p>Organise first round of PAT testing for Jan 2020 – Lucy</p> <p>Rume2 Management</p> <p>Communicated to members</p>	From now on	<b>14/02/19</b>

<b>Fire</b>	If trapped, staff/members/visitors could suffer fatal injuries from smoke inhalation/burns.	A fire risk assessment has been performed with an evacuation plan in place which is communicated to all staff and members/visitors in the induction and Health & Safety policy.  Signs used to point members and staff to fire exits.	Employees and members are reminded of the location of this evacuation plan: (insert link to H&S policy) Rume2 staff.  Print out fire exit plan and put in kitchen.	Communicated to members & staff  Cofounders  Office Management	From now on	<b>14/02/19</b>
<b>Furniture</b>	Staff & members could injure themselves on faulty equipment	As a new space, majority of furniture is either new and under manufacturer warranty, or has been built by a professional carpenter and checked for suitability in the space.  Any furniture that does not look safe is reported by staff & Members.	Communicate to members & staff the incident reporting form in case any broken furniture identified.	Communicated to members & staff  Cofounders	From now on	<b>14/02/19</b>
<b>Building Fittings</b>	n/a there aren't any identifiable building fittings in the Rume2 space that cause risk to members	n/a	n/a	n/a	n/a	n/a

<p><b>Stress</b></p>	<p>Staff/members could be affected by factors such as lack of job control, bullying, not knowing their role etc.</p>	<p>Staff can talk to supervisors or manager if they are feeling unwell or worried about things at work.</p> <p>Complaints/feedback procedures are in place for members to communicate issues to Rume2 management, including <a href="mailto:hello@rume2.co.uk">hello@rume2.co.uk</a> and also contacting Rume2 management through Optix.</p> <p>There are strict application requirements included in the Optix app when members apply to join the space.</p> <p>The cofounders induct and oversee new joiners to the space to ensure that members can communicate issues when they arise to alleviate any stress.</p>	<p>Remind staff that they can speak confidentially to manager or supervisors if they are feeling unwell or worried because of work.</p> <p>Remind members that they can raise any issues about the space/environment that could be causing them extra stress and any feedback is welcome to improve the working environment</p>	<p>Communicated to members &amp; staff</p> <p>Cofounders</p>	<p>From now on</p>	<p><b>14/02/19</b></p>
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<b>Creative workshops</b>	Staff/members could injure harm themselves if tools or liquids/harmful substances are used	<p>Ensure that workshop leader is competent within their field of expertise and that they carry public liability insurance, if they don't then Rume2 will take responsibility.</p> <p>Ensure that workshops are well planned and any safety hazards are communicated before starting and all the substances/liquids are clearly marked and an explanation to what they are is given to attendees.</p>		Lucy (cofounder and events manager)	From now on	<b>14/02/19</b>
<b>Boiling water (Quoker tap and hot surfaces (coffee machine))</b>	Staff/members can burn themselves on the boiling water tap and also the coffee machine	<p>All staff/members are inducted how to use the Quoker tap and a warning hot water sign has been placed near the tap.</p> <p>All staff/ members are inducted on how to use the coffee machine.</p>	Add a hot surface sticker to the coffee machine.	Co founders Rume2 management	From now on	<b>14/02/19</b>

## **Induction checklist:**

### **Security**

- Access to building for co-workers and dedicated desk members
- Visitor sign in
- Use of buzzer for access to building, including deliveries
- Keyholders signing-in via Optix
- Communication of recording of CCTV

### **Fire Safety**

- Fire exit points in building
- Fire extinguishers
- Fire doors kept shut and clear passageway to all escape routes
- Fire alarms & sensors in space and in communal areas
- Fire Alarm testing & ongoing training requirements
- Assembly point in event of emergency
- Role of fire marshalls, designated members knowing users of space

### **Health & Safety**

- Reporting of any issues with fixtures & fittings using the incident form or contacting Rume2 management. A paper incident form is located with the First Aid box and accident report book in the kitchen cupboard marked with the first aid sign
- Location of first-aid box (in kitchen)
- Safety of electrical equipment
- Communicate to staff & members that boilers out of grounds to all staff and members

### **Other**

On at least an annual basis the following fire safety checks will be performed

- all fire alarm systems are working
- the emergency lighting are working
- record any faults in systems and equipment
- all escape routes are clear and the floor is in good condition
- all fire escapes can be opened easily
- automatic fire doors close correctly
- fire exit signs are in the right place
- Emergency Doors open easily