

Hastings HIVE is a serviced office and coworking space shared by customers from different organisations including large companies, small companies, not-for-profit charities and sole traders. We share a single building (in two tenancies) with Kiwibank, and a whole-of-building risk register is maintained with Hastings HIVE occupying the smaller Tenancy 2.

Hastings HIVE being an office environment has few risks which change infrequently and are reviewed annually, or when an accident or incident or change in risk state is alerted to management.

## Health and safety commitment

1. To prevent foreseeable accidents and reduce incidence of workplace harm or ill-health
2. Manage and mitigate site safety risks and maintain a workable site risk register
3. Seek input from HIVE occupants on any incidents or changes to the site risks
4. Maintain a site safety plan and review annually and update as and when needed
5. Provide health and safety briefings for all new HIVE customers, staff and contractors
6. Hold bi-annual trial evacuations with Kiwibank and Almak fire safety and alarm provider
7. Building Warrant of Fitness (WOF) service and maintenance checks done by Almak and other certified contractors. Annual warrant of fitness signed off and annual certificate posted in Kiwibank and Hastings HIVE (in the Market Street foyer).

## Final responsibility for health and safety: managing director (Robert Gill)

1. Annual review (and updates as required) of site risk register / safety plan
2. Arrange bi-annual trial evacuations with Almak and Kiwibank
3. Update health and safety documents to reflect periodic changes, site risks or incidents
4. Establish Health and safety processes as required from time to time including the current Covid-19 site requirements, restrictions and recording
5. Ensure the community manager is briefed on health and safety policy, responsibilities and key documents and that new staff receive a sufficient handover or training as required (reflecting their relevant experience)

## Day-to-day responsibility for implementing policy: community manager

Claire St John Pedler

1. Deliver health and safety briefings as part of customer staff inductions
2. Receive and co-ordinate safety incident two-way reporting to management and customers
3. Co-ordinate bi-annual trial evacuations with Almak, Kiwibank and HIVE customers
4. Ensure fire exits are kept clear and escalate any alarm malfunctions to management and Almak
5. Update health and safety briefings to reflect periodic changes, site risks or incidents
6. Implement Health and safety processes as required from time to time, including the current Covid-19 site requirements, restrictions and recording

## HIVE occupant health and safety responsibilities: (customers, staff and contractors)

1. Co-operate with community manager on health and safety matters
2. Take all reasonable care and responsibility for own health and safety and be respectful of others
3. Report health and safety concerns to the community manager or escalate to the managing director
4. Brief their own visitors on relevant health and safety issues, such as building evacuation procedures, nearest exits and assembly points
5. For new staff or longer term contractors arrange induction and health and safety briefing by the community manager