

Hastings HIVE Health & Safety Plan

Hastings HIVE		Location: 200 Market Street, Hastings					
No	Hazard Description	Date	Hazard Location	Inherent Risk	Control Measures	Residual risk	Next review
1	Carpark ramp-entrance crossing shared zone with pedestrian footpath	November 2019	Carpark ramp- Market Street	High	General communication - warning to look when exiting from Market Street EXIT and turning left. Double line with stop sign painted on bottom of ramp. Flood-light added for night time ramp	Medium	December 2021
2	Water taps on island bench has boiler option with scalding water. Can be mistaken for cold tap.	November 2019	Island kitchen bench	Medium	Tap labelled as "boiling water" hazard.	Low	December 2021
3	Covid-19 health risk to coworkers and their close contacts. All applicable government health and social distancing rules apply for Level 2	September 2021	Whole building but particularly the kitchen and cafe bathrooms and meeting rooms	In Level 2, medium risk compared with societal norm	New Covid 19 health hazard warning posters displayed front and rear entries. No one to enter with cold/flu symptoms especially visitors. Customers to log all visitors with Covid App or contact info book and ensure electronic kiosk sign-in. Meetings restricted to 10 persons. Within the HIVE, 2m minimum separation for visitors, 1m for coworkers. Hand sanitising stations set up. Frequent touch surface cleaning roster twice daily. Personal hygiene and mask wearing strongly recommended. Vaccination strongly encouraged for all coworkers, with dual jab prize draw by Swipe card access only applies. Regular Communications to staff and contractors to remind of FIRE & EMERGENCY SAFETY processes in place. Evacuation head-count comes from access control system. All new starters briefed on security protocols. No tail-gating of customers, staff or contractors. Visitors must register at kiosk before being escorted through by customers or staff. Periodic checks of actual against system	Low	November 2021
4	Safety breach – staff of contractors or visitors gaining un-recorded access via 'tail gating' into our office putting themselves and others at risk.	November 2019	Glass inner security doors at Market Street entrance, rear car park entrance and Office #1 street door.	Medium	Swipe card access only. Regular Communications to staff to remind of security processes in place and to challenge people "tail-gating". All new starters are briefed on security protocols. ALL Visitors must sign in via electronic kiosk and be escorted by customer or staff member	Medium	December 2021
5	Security breach – public gaining unauthorised access via "tail-gating" into our office, putting our customers and their staff at risk	November 2019	Glass inner security doors at Market Street and Car Park entrance doors and Office #1 door.	Medium	Swipe card access only. Regular Communications to staff to remind of security processes in place and to challenge people "tail-gating". All new starters are briefed on security protocols. ALL Visitors must sign in via electronic kiosk and be escorted by customer or staff member	Low	December 2021
6	Cleaners cupboard- storage of chemicals	November 2019	Cleaners cupboard upstairs and ground floor	Low	Limited access to chemicals used by approved cleaning contractor	Low	December 2021
7	Customers and their staff leaving the building outside normal hours via car park exit where we have had recent youth troubles reported.	December 2019	Queen Street Car park	Low	Customers, staff and contractors to check before leaving the safety of the building, that all appears normal. New LED floodlights upgrade in Oct 2021. If in any doubt, wait in safety and call the Hastings City Ambassadors: Mobile #1 is 027 839 6073. Mobile #2 is 027 839 5313	Low	December 2021
8	Users slip hazard in showers with injury from hard tile edged surrounds.	December 2019	Showers and usability shower	Low	Customers, staff and cleaners to take care whilst using showers. Wet slippery surface. No incidents reported. Shower users to dry floor outside shower with supplied bathmat before leaving and hanging up to mat to dry on rail.	Low	December 2021
9	High voltage power supply and electrical switchboard. Risk of electric shock for contractors or unauthorised persons opening cabinets.	December 2019	Comms room power supply cabinets	Low	No unauthorised persons in server room. Approved contractors from BFE, GCT or Aotea to have access. Best Forsyth contractor must alert their office before accessing cabinets and be approved for this work. Label cabinets as high voltage. Comms room to be kept locked.	Low	December 2021