workbase

Risk Assessment

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HQ. COWORKING

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Our Company

HQCoworking Space Ltd. Own and Operate a network of Coworking and Enterprise Hubs across the Munster Region in Ireland.

As registered Property Managers and as experienced Coworking and Commercial Building Managers we have a duty of care to our Partners, Tenants, Members and Visitors to ensure our facilities are managed and operated with their best interests in mind.

We are committed to maintaining a safe and healthy environment by identifying, assessing, and mitigating potential risks in our workspace. Our goal is to provide a workspace that is conducive to productivity, creativity, and collaboration while maintaining a safe and secure environment.
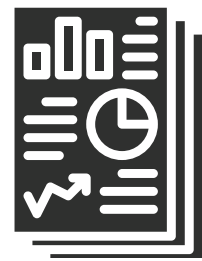
Risk Management

Arrangements:

1. Risk Assessment: We conduct regular risk assessments to identify potential hazards and threats to our workspace. We evaluate the likelihood and severity of risks and develop appropriate controls and mitigation measures to minimize the impact of these risks.
2. Health and Safety: We prioritize the health and safety of our members, staff, and visitors. We have established protocols and guidelines to ensure compliance with health and safety regulations and best practices. We provide training and information to our members and staff on health and safety policies and procedures.
3. Security: We have implemented security measures to ensure the safety of our workspace and members. We have installed CCTV cameras, secure access controls, and alarms to prevent unauthorized access and monitor activity within the workspace.
4. Emergency Response: We have developed emergency response plans to ensure that our members and staff are prepared to respond to emergencies. We conduct regular drills and training sessions to ensure that everyone is aware of the procedures to follow in the event of an emergency.
5. Communication: We maintain open and transparent communication with our members, staff, and visitors. We encourage everyone to report any hazards or incidents promptly to enable us to take appropriate action.
6. Continuous Improvement: We continuously review and improve our policies, procedures, and arrangements to ensure that we maintain a safe and healthy workspace. We regularly seek feedback from our members, staff, and visitors to identify areas for improvement and implement necessary changes.

In conclusion, our coworking hub is committed to maintaining a safe and healthy workspace for our members, staff, and visitors. We will continue to evaluate and improve our policies, procedures, and arrangements to ensure that we provide a secure and conducive environment for collaboration, productivity, and innovation.
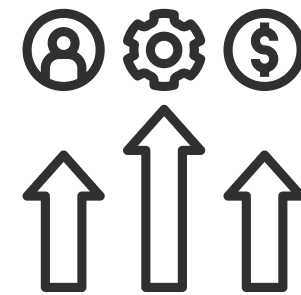
Pillars Of Risk Management

Our coworking hubs are committed to maintaining a safe and healthy workspace for our members, staff, and visitors. We will continue to evaluate and improve our policies, procedures, and arrangements to ensure that we provide a secure and conducive environment for collaboration, productivity, and innovation
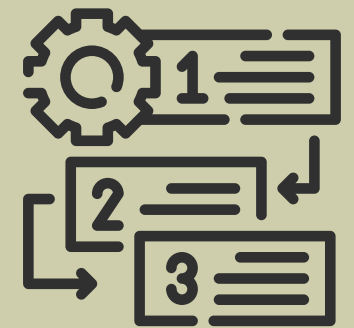
Effective Reporting

Communication

Business Process Improvement

Contingency Planning

Main Risk Types

Electrical Risk

Electrical hazards pose a significant risk to the occupants of the coworking space. The main risks associated with electrical hazards include electric shock, electrocution, and fire.

Fire Hazards

Fire hazards pose a significant risk to the occupants of the coworking space. The main risks associated with fire hazards include injury, death, and damage to property.

Slip, Trip and Fall Hazards

Slip, trip, and fall hazards pose a significant risk to the occupants of the coworking space. The main risks associated with these hazards include injury and death.

Ergonomic and DSE Hazards

Ergonomic hazards pose a significant risk to the occupants of the coworking space. The main risks associated with ergonomic hazards include musculoskeletal disorders, eye strain, and fatigue.

Psychological Hazards

Psychological hazards pose a significant risk to the occupants of the coworking space. The main risks associated with psychological hazards include stress, anxiety, and depression.

Lone Working

As the hubs open 24/7 Members or Staff could suffer injury or ill-health while working alone in the office

Robbery, Violence or Threatening Behaviour

Staff and members may suffer stress and/or injury from assaults, threats and abuse from members of the public.

Risk Assessment

What are the hazards?	Who might be harmed and how?	Risk Level	Risk Control Measures:	Action by who?	Action by when?
Electrical hazards	Electrical hazards pose a significant risk to the occupants of the coworking space. The main risks associated with electrical hazards include electric shock, electrocution, and fire.	High	Ensure that all electrical installations are regularly inspected and tested by a qualified electrician.	Coworking Hub Owners	1month
			Ensure that all electrical equipment is regularly maintained and checked for any signs of damage.	Coworking Hub Manager	Ongoing
			Provide training to all occupants on electrical safety and safe use of electrical equipment.	Coworking Hub Manager	1month
			Ensure that electrical equipment is unplugged and stored properly when not in use.	Coworking Hub Manager	1month
			Ensure that all electrical outlets and switches are properly labelled	Coworking Hub Owners	1month

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Fire Hazards	Fire hazards pose a significant risk to the occupants of the coworking space. The main risks associated with fire hazards include injury, death, and damage to property.	High	Ensure that all fire safety equipment is installed, maintained, and checked regularly, including smoke detectors, fire alarms, fire extinguishers, and emergency lighting.	Coworking Hub Owners	Immediate
			Provide training to all occupants on fire safety and emergency evacuation procedures.	Coworking Hub Owner	1month
			Conduct regular fire drills.	Coworking Hub Manager	1month
			Ensure that all electrical installations and equipment are in compliance with fire safety regulations.	Coworking Hub Manager	1month
			Ensure that all flammable materials are stored in a safe and secure location.	Coworking Hub Manager	Immediate

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What are the hazards?	Who might be harmed and how?	Risk Level	Risk Control Measures:	Action by who?	Action by when?
Slip, Trip and Fall Hazards	Slip, trip, and fall hazards pose a significant risk to the occupants of the coworking space. The main risks associated with these hazards include injury and death.	Moderate	Ensure that all floors are kept clean and free of debris.	Coworking Hub Manager	Ongoing
			Ensure that all floor coverings are in good condition and properly secured.	Coworking Hub Owner	2months
			Ensure that all walkways and stairways are well-lit and free from obstruction.	Coworking Hub Owner	1month
			Provide training to all occupants on safe walking practices.	Coworking Hub Owner	2months

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Ergonomic and DSE Hazards	Ergonomic hazards pose a significant risk to the occupants of the coworking space. The main risks associated with ergonomic hazards include musculoskeletal disorders, eye strain, and fatigue.	Low	Recommend Employers based in the hub have workstations that are ergonomically designed and adjustable.	Coworking Hub Owners	2months
			Provide training to all occupants on safe working practices, including proper posture and stretching exercises.	Coworking Hub Manager	2months
			Lighting and temperature levels are suitably controlled and set by coworking hub management to comply with recommendations	Coworking Hub Owners	2months
			Adjustable blinds at windows to control natural light on the screen.	Coworking Hub Owners	2months
			Noise levels to be controlled, including excessive noise sources	Coworking Hub Manager	Ongoing
			Shared / Hotdesk workstations are assessed for all users to be ergonomic, including screens being optimised	Coworking Hub Manager	2months
			Ensure that all occupants take regular breaks and change positions frequently.	Coworking Hub Manager	Ongoing

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What are the hazards?	Who might be harmed and how?	Risk Level	Risk Control Measures:	Action by who?	Action by when?
Psychological Hazards		Low	Provide training to all occupants on stress management and mental health.	Coworking Hub Manager	3months
	Psychological hazards pose a significant risk to the occupants of the coworking space. The main risks associated with psychological hazards include stress, anxiety, and depression.		Implement a no bullying or intereference policy within the hubs	Coworking Hub Owner	3months
			Provide designated Quiet Spaces within the hub available to all to support stress-breaks and wellness	Coworking Hub Owner	3months
			Encourage occupants to take regular breaks and manage their workload effectively.	Coworking Hub Manager	Ongoing
			Provide access to mental health resources and support services.	Coworking Hub Owner	3months

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Lone Working	As the hubs open 24/7 Members or Staff could suffer injury or ill-health while working alone in the office	Moderate	Remote monitoring of entry and egress times including ensuring CCTV monitors activity and movement late in the evening / night	Coworking Hub Owner	1month
			Staff check all areas, including toilets, before leaving in the evening	Coworking Hub Manager	Ongoing
			Engage with members in relation to the times they intend using the space and ensure their employers/families are aware of their worktimes.	Coworking Hub Manager	Ongoing

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What are the hazards?	Who might be harmed and how?	Risk Level	Risk Control Measures:	Action by who?	Action by when?
Robbery, Violence or Threatening Behaviour	Staff and members may suffer stress and/or injury from assaults, threats and abuse from members of the public.	Low	Remote monitoring of entry and egress times including ensuring CCTV monitors activity and movement late in the evening / night	Coworking Hub Owner	1month
			Usually always two staff on duty.	Coworking Hub Manager	1month
			All incidents recorded in 'incident book'.	Coworking Hub Manager	Ongoing
			Members meetings with general public restricted to meeting and common areas	Coworking Hub Manager	Ongoing

Contact Us

Should you require further details in relation to our Risk
Assessment and Management Policies please visit:

https://hqkerry.com/health-and-safety/

workbase

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