

SSRA	RISK ASSESSMENT	
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Operation/Activity:	Site Specific Risk Assessment	No:	45876
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Site / Location:	Aura Retrofit, Ground Floor Suite, Bridgwater House, Unit 2, Haywards Business Centre, New Lane, Hampshire, PO9 2NL	
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Persons at Risk (tick appropriate boxes)			
Employee	✓	Pregnant Women	✓
Visitor	✓	Disabled Persons	✓
General Public	✓	Lone Workers	✓
Young Persons (Under 18)	✓	Others	✓

Weather conditions prevalent at the location at the time of assessment					
Conditions under foot:	Dry	Condition of the Sky:	Clear	Precipitation:	None
NOTE: This risk assessment has been carried out allowing for the above weather conditions. Weather conditions other than the above may change the perceived risk, therefore a dynamic risk assessment MUST be carried out to supplement this assessment and ensure that a safe system of work is adhered to.					

Actions in the event of a Fire	
1. Raise the Alarm The sound of the alarm will be a shouted warning or the continuously ringing bell of the fire alarm. - If fire is detected by automatic detectors, this will trigger the fire alarm. - If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by: activation of the nearest call point or commencing manual warning (shouting etc.) 2. Call Emergency Services - Dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.	 Fire Assembly Point

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3. Evacuation / Fire Assembly Point - Staff will commence evacuation of the building – ensuring this is done in a calm and orderly manner, helping those needing additional help in evacuating. - Pick up visitors signing in book/sheet on exit. - All staff and Visitors to make their way out of the building to congregate at the Fire Assembly Point in the Car Park.	
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Local Medical Services			
Nearest A&E	Queen Alexander Hospital	Telephone:	023 9228 6000
Address:	Southwick Hill Road, Cosham, Portsmouth, Hampshire, PO6 3LY	Distance:	4.4 Miles

Incident Escalation Sequence
1. Contact the Field Supervisor and/or Manager 2. Contact the Office for Specific Advice

Describe Specific Risks/Hazards Identified at this location			
Hazzard	Risk	RA No.	RA Title
Uneven Ground	No		
Uneven or Broken Steps or Stairs	No		
Overgrown Garden	No		
Access or Parking Issues	No		
Excessive Belongings / Furniture	No		
Movement restricted in the Property	No		
Stairs: Slip, Trip or Fall Risk	No		
Visible Signs of Rodent Activity	No		
Lone Working	Yes	RA20	Lone Working
All RA's available within the Staff Portal at www.auraretrofit.co.uk . Password required for access.			

