

HEALTH AND SAFETY RISK ASSESSMENT

	Risk Assessment Title	CORONAVIRUS (COVID-19)	Assessment Date	June 2020	
	Location of Works	Granville Hall, Granville Road, Leicester, LE1 7RU	Last Updated	24 th September 2020	
	Activity covered	General work activities during COVID-19 pandemic			
	Workplace summary	<p>The building is based over 3 floors plus cellar, with a mixture of private individual and larger open plan offices.</p> <p>Activities conducted are administrative in nature, with client visitors, when permitted.</p>	Risk Score	 <p style="text-align: center; font-size: small;">POTENTIAL SEVERITY</p> <p style="text-align: center; font-size: small;">RISK LIKELIHOOD</p>	

Area / Activity	Nature of Hazard(s)	People / Property at Risk	Control Measures in Place	Risk Score <small>(with current control measures)</small>	Additional Measures Required	Action by Whom & When
<p>Entrance (Exit) to the building and transference of virus.</p>	<p>COVID-19 is believed to be spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p>This section of the risk assessment relates to transmission intervention and infection control.</p>	<p>All staff & any other office visitors.</p>	<p>Sanitiser: Hand sanitiser and accompanying signage is next to the entrance which all are required to use on entering and before leaving the premises. Stock will be monitored.</p> <p>Arrival Times: Staff are to stagger their arrival / departure times to reduce overcrowding in the entrance / exit.</p>	<p>Medium</p>	<p>Visitors: Partners are permitted to meet with clients onsite. All visitors to the building must be by scheduled appointment only. There should be no unexpected visitors.</p> <p>All clients will be advised to wait outside of the office until their appointment time and</p>	<p>Clients and hosts, as required.</p>

	<p>The door handles and access pin pad are required to be used by all staff and contractors, with the handle used by clients and all other visitors.</p>		<p>Door Entry: The designated person for attendance / building management has full control of who enters and exits the building via the door release system (inner door) and Yale lock (outer door). At present, the outer door (blue door) will remain locked shut throughout the day, with the inner glass door unlocked so there is no requirement for staff to use the access control pin pad.</p> <p>Visitors: Currently no visitors are permitted into the building, including delivery staff and clients, other than for pre-arranged client meetings with Partners.</p> <p>Signs: COVID-19 / Social Distancing awareness signs will be prominently displayed at the entrance to the building, alongside clear instruction to not enter the building if they, or anyone in their household are isolating or showing any COVID-19 related symptoms.</p> <p>Deliveries: Signage on the outer door indicates delivery staff should ring bell for attention.</p> <p>Distance should be maintained between delivery staff and anyone accepting receipt of deliveries, making use of natural barriers such as the doorway.</p>		<p>notify their host that they have arrived (by phone where possible). If client is invited to wait in the Reception area this should be for the shortest time possible.</p> <p>QR Code: The NHS Test and Trace Venue QR Code will be displayed at the entrance to the office and all visitors will be asked to use this to check-in, if they have a suitable App on their mobile phone.</p> <p>Reception Area: When use of the Reception area / desk is reinstated for public use, the Reception desk will be fitted with a Perspex screen.</p>	<p>AT, September '20</p> <p>AT, as required.</p>
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			Hands should be sanitised using the gel provided or soap/water, following receipt of deliveries and/or using equipment provided to sign for goods.			
Across the office and transference of virus.	<p>COVID-19 is believed to be spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p><u>Contact Interventions, Working Practices and Social Distancing:</u></p> <p>This section of the risk assessment relates to the above, across all areas of the premises.</p>	All staff & any other office visitors.	<p>Remote Working: A new policy on remote / homeworking has been introduced allowing some remote working, subject to criteria. This will be monitored and updated as required in accordance with Government advice.</p> <p>Workstations / Desks: All desks have been measured to ensure our standard of 1.5m distancing is maintained (subject to seating location) together with adherence to covid-secure guidelines including side-to-side or back-to-back working only. Where needed, reconfiguration of areas has been undertaken to achieve this.</p> <p>Clinically Extremely Vulnerable Employees: Those who are considered in the 'clinically extremely vulnerable group', who will have been contacted by their GP, should be shielding, as defined by the UK Government, should continue remote working and are not expected to attend the office during the pandemic crisis or recovery from lockdown,</p>	Low		All staff, as required.

			<p>subject to any change in government medical advice.</p> <p>Distancing: All employees and visitors are required to follow social distancing rules (minimum of 1.5m) at all times. Signs are in place to remind people to do so.</p> <p>Congregating in any area is forbidden.</p> <p>Stairwells: There are two staircases that run throughout the building allowing for a one-way system.</p> <p>Signage is displayed clearly indicating the main stairway is for ascending only and the rear stairway for descending.</p> <p>No entry/exit signage will be displayed on doors leading to and from the stairway reminding people of this.</p> <p>In the event of a fire or other emergency evacuation, these restrictions are deemed to be removed.</p> <p>Kitchen: Currently no one is permitted to sit in the kitchen for lunch or at any other time.</p> <p>A maximum of 3 people will be allowed in the kitchen at any one time to use the facilities, provided they continue to distance from each other (i.e. one may use the drinks machine whilst</p>			
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			<p>one uses the kettle / sink / microwave and one waiting). Distancing must be maintained if queuing for the drinks machine or other facilities.</p> <p>Lunch breaks should be staggered to reduce demand on the facilities.</p> <p>All used cutlery and crockery must be loaded directly into the dishwasher and not left on the draining board or anywhere else in the kitchen.</p> <p>Toilets: Reduced facilities are available to allow for distancing, whereby the middle cubicle on the first and second floor toilets will be unavailable. In all toilets, only one washbasin will be in use at a time, to avoid close proximity use and anyone waiting to use the washbasin must do so following the 1.5m social distance rule.</p> <p>Numbers in the office: Partners / Managers will monitor the workforce levels in the office and determine maximum occupancy to ensure safe working practices can be maintained.</p> <p>Workstations / Desks: Employees are strictly prohibited from sharing desks or hot-desking.</p> <p>Staff must use the In-Office Planner booking system</p>			
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			(available on Teams) to note when they will be working in the office, and record on the Outlook Calendar when working remotely / on leave. This is important from a H&S perspective and to aid any 'track and trace'.			
Meeting rooms and transference of the virus.	<p>COVID-19 is believed to be spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p>This section of the risk assessment relates to the controls which apply to meeting rooms.</p>	All staff & visitors.	<p>Client Meetings: Face-to-face client meetings are only permitted for Partners at present. Managers / others should use videoconferencing or calls where possible.</p> <p>Staff Meetings: To be avoided where possible. Essential meetings will be held with the minimum required people, for the shortest possible duration.</p> <p>The only meeting space permitted is the Conference Room (maximum 4 occupants including host), PGH office (maximum 3 occupants including host), or (for staff meetings only) the Meeting Room (maximum 2 occupants including host), to allow for 1.5m distancing.</p> <p>Sanitiser: Hand sanitiser is provided in the meeting rooms and all entering and exiting the rooms are required to use this.</p> <p>Signage: Signage is displayed directing use of sanitiser.</p>	Medium	<p>Client Meetings (Partner only): These meetings will be held with the minimum required people, for the shortest possible duration, where social distancing can be maintained.</p> <p>The only meeting space permitted is the Conference Room (maximum 4 occupants including host) or PGH office (maximum 3 occupants including host), to allow for 1.5m distancing.</p> <p>Whereby 2 people are from the same social or support bubble (as defined by the Government), they would be counted as 1 for occupancy purposes, provided they are still able to be seated suitably distanced from the host and any other party.</p> <p>Refreshments: Clients should not generally be</p>	<p>As required</p> <p>Meeting hosts, as required.</p>

					<p>offered refreshments other than the bottled provided.</p> <p>If refreshments are required, drinks must be placed on the table for clients and not handed to them directly. Used cups must be taken and loaded directly into the dishwasher after use by the meeting host.</p>	
<p>Across the office and transference of virus.</p>	<p>COVID-19 is believed to be spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p><u>Transmission Intervention and Infection Control Measures:</u></p> <p>This section of the risk assessment relates to the above, across all areas of the premises.</p>	<p>All staff & any other office visitors.</p>	<p>Hand Washing: All persons are encouraged to regularly sanitise or wash their hands with warm soapy water, following the 20 second cleaning rule, especially before consuming food or drink, for which signs will be erected prompting people to do so.</p> <p>Sanitiser: Hand sanitiser is provided throughout the office and antibacterial soap available at all wash basins.</p> <p>Basic Hygiene: Health protection advice will be reissued to all staff, with poster signage in place as a prompt.</p> <p>Stairs: Having used the stairs handrail, people are encouraged to wash their hands or use hand sanitiser, due to this being a common touch point. Sanitiser is provided at each entry point onto the 3 floors.</p>	<p>Low</p>	<p>NHS COVID-19 App: Staff are encouraged to download and actively use the NHS app, for advice and contact tracing.</p> <p>Face Coverings: Staff are requested to wear a face covering whenever away from their desk, i.e. in communal areas such as corridors, toilets and the kitchen. They should wear one safely by:</p> <ul style="list-style-type: none"> • Washing hands thoroughly with soap and water or using hand sanitiser before putting a face covering on, and after removing it. • Avoiding touching their face or face covering. • Changing face coverings if they become damp. 	<p>AT, September '20</p> <p>AT, September '20</p>

			<p>Kitchen: Employees are responsible for using hand sanitiser before and after use of any common touch points e.g. the drinks machine, water cooler, kettle, microwave, and to use antibacterial / disinfectant surface wipes provided on the equipment / area immediately following use.</p> <p>Toilets: Paper towels have been provided to be used instead of hand dryers.</p> <p>Signs are in place reminding people to wash hands thoroughly with the antibacterial soap provided.</p> <p>Cleaning Workstations: Employees are responsible for cleaning as they go their work station (including keyboard/mouse/phone/desk) using antibacterial / disinfectant surface wipes provided, and immediately following the use of any communal equipment/area (such as printers, copiers, worktops etc.).</p> <p>Employee Contact: Contact between employees should be done by phone / email / Teams wherever possible to reduce footfall around the building. Microsoft Teams is the agreed platform as a trusted and secure method of communication. Other platforms, such as Zoom,</p>		<ul style="list-style-type: none"> • Regularly washing hands • Changing and washing face coverings daily / or dispose daily as applicable. <p>Staff using public transport to attend the office are expected to comply with the requirements to use face coverings whilst in transit.</p>	
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			<p>have data security issues and should not be used.</p> <p>Personal Items: No personal items should be left or stored anywhere in the building other than in your own locker or desk area. This includes the shower rooms. Items must be kept to a minimum.</p> <p>Windows: Where weather permits, windows and doors should be opened to allow for ventilation in the office areas.</p> <p>Cleaners: Contract cleaners will provide additional protection by using antibacterial / disinfectant products on high-use surfaces including handrails, door handles and shared work surfaces. Toilets will be deep-cleaned regularly.</p> <p>Greetings: Handshakes and other physical contact greetings are not currently permitted.</p>			
Across the office and transference of the virus.	<p>Unwell Employees: Employees known to be unwell or developing symptoms of COVID-19, as identified by the UK Government and the WHO, must take appropriate action as detailed.</p>	All staff	<p>Unwell at home: Employees displaying the main symptoms of COVID-19, must stay away from the office and in isolation, on paid sick leave or working remotely, as required. They must not return to the office until symptoms have disappeared and/or the relevant quarantine period (as advised by the Government) has passed.</p>	Low		

			<p>The main symptoms include any of the following:</p> <ul style="list-style-type: none"> • a new continuous cough • a high temperature / fever • shortness of breath • a loss of, or change in, your normal sense of taste or smell (anosmia) <p>Taken ill in the office: If someone develops symptoms whilst in the office, they must move immediately to the designated isolation room (Phil Bott's former office) while arrangements are made to transport them home. Precautions will be introduced for all those entering and leaving this room, such as maintaining distance and using face coverings.</p> <p>If a member of staff tests positive for COVID-19 or there is a strong suspicion of it, the workplace will be deep cleaned. Those who have worked within close proximity of the individual will be sent home with immediate effect to work remotely and not be permitted into the office for the usual quarantine period of 14 days (or longer if they develop symptoms).</p>			
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Risk Assessment Sign Off

"I confirm that I have read, understand and agree to work to all required controls listed in this assessment"

Name	Signature	Date	Name	Signature	Date