

## Risk Assessment COVID-19 August 2020

What are the hazards	Who might be at risk	Controls required	Additional controls	Action by who?	Action by when?	Completed
<b>Spread of COVID-19 Coronavirus</b>	<b>Employees</b>	<p><b>Symptoms of Covid-19</b> If anyone becomes unwell with a new continuous cough or a high temperature and has been in office environment, they must follow procedure for track and trace <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/nhs-test-and-trace-if-youve-been-in-contact-with-a-person-who-has-coronavirus/</a></p>	<p>Notify Line Manager and HR if this situation has occurred.</p> <p>Self-isolation form available to complete electronically.</p>	Employee	When required	N/A
		<p><b>Track and trace</b> Maintain a record of who is on site and when. Access key cards should be used by all employees on site.</p>	<p>If key card is forgotten, then employee should inform HR who will manually record presence.</p>	Employee/HR	When required	N/A
		<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place in restrooms.</li> <li>Posters created and placed at key points to advise employees to wash hands and sanitise.</li> <li>See hand washing guidance.</li> <li><a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>Gel sanitisers are allocated throughout the office to allow employees to sanitise as required.</li> </ul>	<p>Regular checks to ensure continuous supply of hand sanitiser available.</p>	GRI all	01/08/20	Yes
		<p><b>Entering / Exiting the building</b> One way system into Booths Park 1</p>	<p>Additional hand sanitising stations placed in entrance to Booths Park 1</p>	Bruntwood (for	01/08/20	Yes

		<ul style="list-style-type: none"> <li>- Main staircase to be used to go up through the building.</li> <li>- Floor markings indicate direction to walk</li> <li>- Exit via the staircase at the back down through the vacant suite (as signposted)</li> </ul> <p><b>Shared facilities</b> Toilets – maximum two people at any one time. advised to wait outside if need to</p> <p>Shared kitchen area on floor 1 &amp; floor 2 – some appliances will not be in use in order to minimise risk.</p>	<p>and spread throughout shared areas of building.</p> <p>Floor markings and posters indicate one-way system and location of hand sanitisers.</p> <p>Cleaning team will do regular cleaning of high touch areas in toilets/ shared kitchen.</p>	<p>Knutsford offices)</p> <p>Bruntwood</p> <p>Bruntwood</p>	<p>01/08/20</p> <p>01/08/20</p>	<p>Yes</p> <p>Yes</p>
		<p><b>Workstations</b> Workstations assigned to an individual and not shared with others.</p> <p>Screens installed between workstations where it is not possible to move workstations further apart.</p>	<p>In the unlikely event that this is not possible, cleaning products are available for employees to clean down workstation / any shared equipment before and each use ready for the next occupant.</p> <p>Where no screen provided, employees will face away from each other and work back to back.</p>	<p>GRI all</p>	<p>14/08/20</p>	
		<p><b>Kitchen / breakout facilities</b> Social distancing to be adhered to in kitchen areas.</p> <p>Signage details the maximum number of occupants in the area at any one time</p> <p>Encourage use of eating outside (weather permitting)</p>	<p>Additional drink / eating facilities to be set up in designated meeting room.</p> <p>Employees encouraged to use only one of the designated areas.</p> <ul style="list-style-type: none"> <li>- Aim to use and retain own crockery / cutlery</li> </ul>	<p>GRI all</p>	<p>01/08/20</p>	<p>Yes</p>

		Table and chair space reallocated to ensure for social distance ruling	<ul style="list-style-type: none"> <li>- Avoid making drinks for others</li> <li>- Wipe down after each use kitchen facilities such as kettle, fridge handles, vending machines</li> </ul>			
		<p><b>Meeting rooms</b></p> <p>Signage confirming maximum number of people allowed in each room in line with social distancing guidelines</p>	<p>Hand sanitiser available in all meeting rooms.</p> <p>Employees encouraged to keep meeting room use to a minimum.</p>	GRI all	01/08/20	YES
		<p><b>HVAC systems</b></p> <p>All supply and extract ventilation systems will remain operational however, no recirculation will be used. This will allow the space to be well ventilated</p>	Where available opening windows should be encouraged.	Bruntwood	01/08/20	Yes
		<p><b>Mental Health</b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference -  <a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a>  <a href="http://www.hseni.gov.uk/stress">www.hseni.gov.uk/stress</a>  <a href="http://healthassuredeap.co.uk">healthassuredeap.co.uk</a></p>	<p>Communication via GRI portal and various communications throughout the month.</p> <p>We also promote 24HrEmployee assistance programme.</p> <p>We have e- learning training modules that cover mental health wellbeing.</p>	GRI all	01/08/20	N/A
	<b>Vulnerable groups: pregnant workers, those with existing underlying health conditions.</b>	Review on individual case basis any adjustments or additional measures that may need to be implemented or considered	Check regularly for any updates on government guidance for vulnerable groups.	Line Manager / HR		N/A
	<b>Visitors</b>	Visitors are advised not to attend GRI offices.	If unavoidable, advise visitor about social distancing in advance by	GRI all		N/A

		If employees are requested to attend client sites they should ensure the site has adequate measures in place and inform their line manager prior to their visit.	<p>phone or email, a record should be kept of what was discussed.</p> <p>Avoid handshakes, avoid offering hot drinks/food.</p>			
	<b>Cleaners</b>	Frequent cleaning by TIME OUT (External cleaning services) to disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	Weekly report from TIMEOUT on current work schedule that has been completed.	Timeout	01/08/20	Yes

The above will be reviewed and amended as and when government advice is updated.

**Responsibility**

GRI recognises that all employees have a part to play in the successful management of this risk assessment. GRI UK Senior Management Team are responsible for ensuring GRI meets its duties under UK health and safety statute and for monitoring and reviewing this risk assessment. Line managers are responsible for ensuring that employees are briefed and consulted on any risks they are exposed to. A process to check for compliance will be managed by HR.

**Document update**

Details of update	Section	Date

This replaces Risk Assessment Phase 1 COVID-19 June 2020.