



Risk assessment form Graham High Group Ltd

Name of assessor	Caroline Anderson	Date	26 August 2020
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Ref No:	GHG/Covid19/03/2020	Work area	GHG Office
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Task being assessed	Working in the Office- COVID 19 Restrictions
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In a risk assessment, we would evaluate the likelihood and severity associated with each hazard and arrive at a risk rating. In the case of the novel coronavirus Covid-19, we are unable to make an accurate judgement of severity as this is so variable between individuals, therefore our risk rating is based on likelihood (L) only.

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing risk control measures	Risk Rating	Additional controls	Risk Rating
				High		Low
1. Spread and contamination COVID 19 - Preventive measures	All employees and visitors	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		a. Ensure all contact details are up to date. Persons who are unwell with symptoms of Covid-19 should not travel to or attend the workplace under any circumstances. They should follow the guidance issued by Public Health England and NHS 111.	



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2. Presence in the office	All employees and visitors				<p>a. Only staff who are unable to work from home or those directed to work by management will be in the building. There is to be no lone working/isolation factors and minimum of two staff must always be present (management supervision)</p> <p>b. Meetings internal and external between staff members will take place using Microsoft Teams.</p> <p>c. Meetings on site can take place but will require confirming and setting up well in advance and limited in the number of attendees.</p>	
3. Social Distancing	All employees and visitors	Virus contamination	None		<p>a. Social distancing is to be maintained at all times. Where this cannot be maintained then PPE face masks must be worn, and this must be for the shortest periods possible and distancing then re-established</p>	



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4. Symptoms of COVID 19 whilst on site	All employees and visitors	Virus contamination-resulting in illness and potential medical treatment or in severity (life threatening condition)	None		<ul style="list-style-type: none">a. If any person displays or reports symptoms of Covid-19 they must inform their line manager by telephone only. They must follow guidance for households issued by Public Health England and NHS 111.b. A deep clean of all surfaces/areas touched by the suspected person will be completed .We will inform all persons that have been in contact with them under track and trace guidance and pass on recommendations made by NHS 111.c. We will then arrange for cleaners to conduct a deep clean of the relevant parts of the building and this area/desk space will then be left unused for 72 hoursd. Any staff who become symptomatic at home are not to attend the office, inform their line manager and follow the PHE Guidelines	



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5. Contact touching – door handles and surfaces	All employees and visitors	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		<ul style="list-style-type: none"> a. <u>Opening and closing the building – daily</u> Immediately after unlocking and entering the office, sanitize hands and wipe alarm pad. b. Use disinfectant spray and a clean cloth/anti- bac wipes (kept in lobby) to wipe down: c. Doorbell outside d. Internal and external door handles of the main door e. On closing the main door, the interior and exterior door handles must be wiped and disinfected, including the alarm pad. f. Contactless key Devices – these have been issued to all staff and visitors to prevent direct contact with door handles, buzzers and security panels 	
6. Entry and Exit of the building	All employees and visitors	Virus contamination- resulting in illness and potential medical treatment or in severity (life	None		<ul style="list-style-type: none"> a. Immediately on entering all staff/visitors must sanitize their hands before touching any internal surfaces or stair handrails. b. All staff and visitors will be required to complete a temperature check using the temperature gun provided and record the temperature reading in the 	



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		threatening condition			<p>register. Anyone recording above 38 degrees celsius will need to leave the building immediately.</p> <p>c. The main entrance door, stairwell rails, lift controls and any touchpoints will be sanitised frequently during the day.</p> <p>d. Staff are to <u>use the stairs on entry to the building and to use the lift when exiting the building, only 1 person can be in the lift at any one time</u></p>	
7. Desk cleaning	All employees and visitors	Virus contamination	None		<p>a. All desk spaces are spaced 2m distancing apart</p> <p>b. On arrival staff are requested to complete the following:</p> <ul style="list-style-type: none"> • Disposable gloves if worn placed into the waste bins • Disposable face mask if worn placed into the waste bins • Sanitise hands / wash hands • Clean their desk area, monitors, keyboards, and peripherals including the chair with the anti bac cleaning materials provided. • Do not place any bags or personal items on the desk area at anytime 	



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					<ul style="list-style-type: none"> c. On departure desk areas and peripherals are to be cleaned thoroughly at the end of the working day before departure (managers to supervise) d. A monitoring note will be placed on each desk and staff are to complete this morning, lunch and afternoon to confirm that they have cleaned their desk down. 	
8. Use of office facilities	All employees and visitors	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		<ul style="list-style-type: none"> a. Always maintain social distancing. b. Office windows are to open frequently during working hours on each floor to permit natural ventilation. Please note if the weather is too windy windows are only to be placed on latches. c. Due to the narrow corridors within the building /blind corners and stairwells a one-way system is marked. Please observe this at all times. d. Kitchen Areas -Only 1 person to use the staff kitchens at any one time to make your own drinks. e. Lunchtime no staff will be seated in the kitchen area for lunch. 	



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					<ul style="list-style-type: none">f. <u>Eating at Desks</u> - Staff may eat their lunch at the desk location; however, they must clean down the desk area after having consumed their lunch and place all personal items away.g. <u>Clean up thoroughly</u> after yourself in the kitchen after each use. Wipe down all surfaces and appliances you have used. Remember: crockery/microwave / cupboards / fridge / kettle/ water boiler / tapsh. <u>Restrooms/Toilets</u> Only 1 person at any time in these facilities. Clean up thoroughly in the restroom/toilet after use. Wipe down surfaces ready for the next person.i. Remember: door handles / flush / taps / any other surfaces you have touchedj. <u>Photocopiers</u> – these are to be cleaned before and after every usek. <u>Wash your hands</u> frequently during the dayl. <u>Visitors</u> – All visits must be arranged in advance with HR and Line Managers to ensure that track and trace and Covid 19, Covid questionnaires and	



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					compliance with health and safety will be adhered to all times	
9. Use of meeting rooms	All employees and visitors	Virus contamination- resulting in illness and potential medical treatment or in severity (life threatening condition)	None		<ul style="list-style-type: none"> a. Boardroom – a maximum of 6 people can be in this area observing social distancing if deemed business critical (ideally 4 people) at any one time. b. Small meeting room – only 2 people at a time observing social distancing can use this room c. All meeting rooms must have windows open during any meetings to permit natural ventilation 	
10. Implementation and Behaviours	All employees and visitors	Virus contamination	None		<ul style="list-style-type: none"> a. Regular hand washing b. Regular cleaning of door handles, stair rails and frequent touch points throughout the day (managers to supervise) c. Limited numbers of staff in confined spaces d. Social Distancing observed e. Face masks to be worn when required f. Management supervision of all procedures and signage instructions g. Report any illness or confirmed track and trace that may impact the business 	



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Review date	26/8/2020	Signature	<i>C Anderson</i>
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Originator	Caroline Anderson – Lead Health and Safety -GHG
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