

<b>Work Activity / Work Area</b>	<b>Grove Corner (office and main building use</b>	
Compiled by Jack Adams-Rimmer May 2020		Issue Number
<b>Hazard Situation</b>	<b>Risk</b>	<b>Severity</b>
<b>Social Distancing</b>		
Coming to work and leaving work	All persons arriving at the same time and congestion at entry points	5
	Insufficient parking	3
	Sharing corporate vehicles	N/A
	Insufficient storage for clothes / baggage	N/A
	Contamination from touch security devices and key pads	5
Moving around the building	Non essential movement and unnecessary access to all areas	5
	Job and location rotation	N/A

		Persons passing in restricted spaces such as corridors and stairs	5
		High traffic flow areas	N/A
		Persons using lifts	N/A
		Inadequate disabled access	N/A
	Work places and work stations / desks	Close proximity of work stations / desks	5
		High occupancy levels in office spaces / communal areas	5
		Regular hot desking	5
	Meetings	Need for meetings	5
		Close proximity of persons in small or poorly ventilated rooms	5
		Transmission resulting from poor hand sanitation	5
	Common Areas	Other tenants / building users	N/A
		Proximity of persons during breaks / lunch	5

		Visitors to building	5
		Proximity in kitchen / mess areas	5
		Hirers	5
	<b>Managing Customers, Visitors and Contractors</b>		
	Manage Contacts	Unnecessary visitors	5
		Unnecessary contractors	5
		Visiting contractors and visitors	5
		Signing in	5
	Informing Visitors	Lack of information	5
	<b>Cleaning the Work Place</b>		
	Before Opening	Contaminated surfaces and equipment	5



THE RISK EXPOSURE IS BASED UPON TWO FACTORS –

SEVERITY (sev)		=	WORST CREDIBLE
Major Severity		=	Death
High severity		=	Severe permanent
Medium severity		=	Permanent injury
Moderate severity		=	Temporary injury
Low severity		=	Minor injury

  

LIKELIHOOD (like)		=	OF AN ACCIDENT
High		=	Almost Certain
High /medium		=	Very likely
Medium		=	Likely
Low		=	Possible
Very low		=	Unlikely

**RISK SCORE**

The risk score is **SEVERITY x LIKELIHOOD**

e.g. a possible regular occurrence of permanent injury would be **severity** i.e. **4 x 3 = 12**

A high risk score will fall between **12 and 25** inclusive.

A medium risk score will fall between **6 and 10** inclusive.

A low risk score will fall between **1 and 5** inclusive.

Likelihood	Score	H/M/L	Control Measures	Severity
1	5	L	Staff will vary up to maximum 4 members of staff by end of september. Social distancing can be maintained accordingly. Only set numbers in certain areas	5
1	3	L	Most staff already use their car so no likely increase in car use. Sufficient parking is available. Groups who hire have no access to parking and find own means	3
N/A	N/A		N/A for the purposes of office safety	N/A
			N/A	N/A
3	15	H	Alarm systems and key pad entry points deactivated by fob but also keypad. This will be wiped down by staff using it after each use	5
3	15	H	Staff advised to use telephones and virtual meetings if possible. Socially distancing to be followed with staff and meeting external groups	5
N/A	N/A		N/A	

3	0	5	Notices in place at various locations to encourage avoiding passing in such places. Two entrance and exit points open into the building. Vistors hiring counselling rooms at back of building to use rear entrance and exit. Vistors hiring main hall to use front entrance and exit.	5
N/A	N/A		N/A as insufficient numbers using buildings	
N/A	N/A		N/A as no lift in building	
N/A	N/A		N/A as no staff with disabilities	
4	20	H	Desks to be rearranged to adhere to social distancing. Remote working if possible in another part of the building or at home if agreed by line manager. Staff to santise hand regualrly throughout the day and work stations before and after use	5
4	20	H	Signage on doors / entrances to limit number of occupants to 3 at any one time in the back office, 1 in main kitchen area, 2 in counselling rooms, 4 in computer rooms, 1 in each toilet	5
4	20	H	Regular daily hot desking is banned and all appropriate staff have been notified. Occasional hot desking use to be accompanied by cleaning of desk and equipment prior to use. Cleaning spray and cloths to be kept on available .	5
4	20	H	Use of remote working tools such as Microsoft teams, mobile telephones and Workplace Chat in use to avoid physical meeting where possible. If physical meeting required limit numbers to meet requirements and guidance	5
4	20	H	Signage on doors / entrances to limit numbers in used areas	5
4	20	H	No handshaking policy in place and hand sanitiser provided at entrances and in office. Staff reminded to regularly wash hands throughout the day. Hand wash will be available in all stations. Signage will be in all toilet areas to wash hands after use	5
N/A	N/A		N/A	
4	20	H	Signage on doors / entrances to limit number of occupants to 3 at any one time in the office. Staggered breaks introduced. 1 person allowed in main kitchen area at one time	5

4	20	H	Members of public usually call. Notice to be put for external visits to call if required	5
4	20	H	Signage on doors / entrances to limit number of occupants to 1 at any one time in the kitchen. Staggered breaks introduced.	5
4	20	H	Staff will send any group hiring the building risk assessment, and expectations. Measures are in place for hand washing and cleaning of used equipment and surfaces. This includes kitchen equipment to be cleaned after each use Groups will be expected to send a risk assessment and be responsible for social distancing, PPE and limiting numbers. Staff will wipe all surfaces before and after the session. Signs will be placed around the building	5
3	15	H	All potential visitors are encouraged to use remote contact via phone, email or other means.	5
3	15	H	Determine if absolutely necessary and make appointments and limit numbers attending.	5
3	15	H	All essential visiting contractors and visitors receive an explanation on specific requirements and are reminded about the need for social distancing and good hygiene. All groups hiring Grove Corner are asked to wear masks where appropriate. Staff to wear masks on entering main hall if groups have occupied space.	5
3	15	H	All visitors details are recorded by office staff and pen sharing is banned.	5
4	20	H	All visitors are provided with a written Covid 19 Secure guidance note prior to visiting and are reminded of that code again when arriving.	5
4	20	H	Areas which have not been used during the pandemic will be cleaned and sanitised before reopening	5





<b>SEVERITY (sev) AND LIKELIHOOD (like).</b>	
<b>LE OUTCOME FROM THE HAZARD</b>	
	e.g. multiple or single death including fatal disease
t injury	e.g. paralysis, loss of limbs, blindness, chronic diseases
	e.g. partial disablement, loss of digits, deafness, sight impairment
	e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts
	e.g. minor cuts and bruises, irritation to eyes, skin, respiration
<b>IT/INCIDENT OCCURRING</b>	
	e.g. the adverse event which could result in accident/incident will occur almost every time
	e.g. the adverse event which could result in accident/incident will occur most times
	e.g. the adverse event which could result in accident/incident will occur regularly
	e.g. the adverse event which could result in accident/incident could occur
	e.g. the adverse event which could result in accident/incident will occur rarely, if ever

e high/medium frequency x medium

Enter as H  
Enter as M  
Enter as L

**SEVERITY**

5	L	M	H	H
4	L	M	H	H
3	L	M	M	H
2	L	L	M	M
1	L	L	L	L
	1	2	3	4

**LIKELIHOOD**

Likelihood	Score	H/M/L	Notes / Actions
1	5		
1			
2	10		
2	10		

2	10		
2	10		
2	10		
1	5		
1	5		
2	10		
2	10		
2	10		

2	10		
2	10		
3	15		
1	5		
1	5		
1	5		
1	5		
2	10		
2	10		















