

	<b>Work Activity / Work Area</b>	<b>Grove House</b>				
	Compiled by Lucy Salim May 2020	Reviewed & updated by Kelley Hallam & David Ashlee on 18/07/2021	Issue Number 1			
	<b>Hazard Situation</b>	<b>Risk</b>	<b>Severity</b>	<b>Likelihood</b>	<b>Score</b>	<b>H/M/L</b>
	<b>Social Distancing</b>					
	Coming to work and leaving work	All persons arriving at the same time and congestion at entry points	5	1	5	L
		Insufficient parking	3	1	3	L
		Sharing corporate vehicles	N/A	N/A	N/A	

		Insufficient storage for clothes / baggage	5	1	5	L
		Contamination from touch security devices and key pads	5	3	15	H
	Moving around the building	Non essential movement and unnecessary access to all areas	5	3	15	H
		Job and location rotation	N/A	N/A	N/A	
		Persons passing in restricted spaces such as corridors and stairs	5	3	15	H

		High traffic flow areas	N/A	N/A	N/A	
		Persons using lifts	N/A	N/A	N/A	
		Inadequate disabled access	N/A	N/A	N/A	
	Work places and work stations / desks	Close proximity of work stations / desks	5	4	20	H

		High occupancy levels in office spaces / communal areas	5	4	20	H
		Regular hot desking	5	4	20	H
	Meetings	Need for meetings	5	4	20	H

		Close proximity of persons in small or poorly ventilated rooms	5	4	20	H
		Transmission resulting from poor hand sanitation	5	4	20	H
	Common Areas	Other tenants / building users	5	4	20	
		Proximity of persons during breaks / lunch	5	4	20	H

		Visitors at reception	5	4	20	H
		Proximity in kitchen / mess areas	5	4	20	H
	<b>Managing Customers, Visitors and Contractors</b>					
	Manage Contacts	Unnecessary visitors	5	3	15	H
		Unnecessary contractors	5	3	15	H
		Visiting contractors and visitors	5	3	15	H

		Signing in	5	3	15	H
	Informing Visitors	Lack of information	5	4	20	H
	<b>Cleaning the Work Place</b>					
	Before Opening	Contaminated surfaces and equipment	5	4	20	H
		Ventilation	5	3	15	H
	Keeping the workplace clean	Contaminated equipment	5	4	20	H
		Contaminated surfaces	5	4	20	H
		Untidy work spaces and waste	5	3	15	H
		High touch items such as printers and wipe boards	5	4	20	H
		Know or suspected Covid 19 cases in the workplace	5	5	25	H
	Hygiene, handwashing, sanitation and toilets	Lack of information	5	4	20	H
		No regular cleaning	5	4	20	H
		Lack of cleaning and hygiene products	5	3	15	H

	Handling goods, merchandise and other materials	Contaminated wrappings and coverings	5	2	10	M
		Personal deliveries	5	2	10	M

THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY (sev) AND LIKELIHOOD (like).

SEVERITY (sev)		= WORST CREDIBLE OUTCOME FROM THE HAZARD		
Major Severity	=	Death	e.g. multiple or single death including fatal disease	= 5
High severity	=	Severe permanent injury	e.g. paralysis, loss of limbs, blindness, chronic diseases	= 4
Medium severity	=	Permanent injury	e.g. partial disablement, loss of digits, deafness, sight impairment	= 3
Moderate severity	=	Temporary injury	e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts	= 2
Low severity	=	Minor injury	e.g. minor cuts and bruises, irritation to eyes, skin, respiration	= 1

  

LIKELIHOOD (like)		= OF AN ACCIDENT/INCIDENT OCCURRING		
High	=	Almost Certain	e.g. the adverse event which could result in accident/incident will occur almost every time	= 5
High /medium	=	Very likely	e.g. the adverse event which could result in accident/incident will occur most times	= 4
Medium	=	Likely	e.g. the adverse event which could result in accident/incident will occur regularly	= 3
Low	=	Possible	e.g. the adverse event which could result in accident/incident could occur	= 2
Very low	=	Unlikely	e.g. the adverse event which could result in accident/incident will occur rarely, if ever	= 1

**RISK SCORE**

The risk score is **SEVERITY x LIKELIHOOD**

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

A high risk score will fall between **12 and 25** inclusive. Enter as **H**  
 A medium risk score will fall between **6 and 10** inclusive. Enter as **M**  
 A low risk score will fall between **1 and 5** inclusive. Enter as **L**

SEVERITY

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

LIKELIHOOD

Control Measures	Severity	Likelihood	Score	H/M/L	Notes / Actions	Date Action Completed
Only 11 staff currently based at GH and some home working is still in place. Staff arrival times range from 8 am to 10 am, so congestion unlikely. One way system in place to access main office.	5	1	5			
Most staff already use their car so no likely increase in car use. Sufficient parking is available on site.	3	1	3			
N/A for the purposes of office safety	N/A					

<p>All staff are provided with sufficient desk, drawer and cupboard space for storing their private belongings however after further staff return to work and their appears to be insufficient storage for clothes and baggage lockers will be purchased for staff.</p>	5	1	5		KH to provide additional lockers / space if required	
<p>Alarm systems and key pad entry points cannot be deactivated without reducing security of building at ground floor access points unless front/main door locked: doors can be propped open/put on latch to reduce touch. Non deactivated key pads are cleaned / disinfected 4 times per day by nominated person and anti-bacterial rub be made readily available for staff after using the keypad. All staff and visitors instructed to wash or sanitise their hands upon entry to the building</p>	5	2	10		Swipe card entry points to be considered in the future	
<p>Staff advised to use telephones rather than face to face conversations where possible to restrict staff from gathering in any one office. Office staff to avoid using communal facilities.</p>	5	2	10			
<p>N/A</p>						
<p>Notices in place at various locations to encourage avoiding passing in such places. Two entrance and exit points open into the building. One way system in place for access to the main office.</p>	5	2	10			

<p>The following restrictions on staff or visitors allowed in any given space at any one time will be adhered to wherever possible; . This will be monitored &amp; re-assessed if impeding work requirements. Desk booking diary in place for main office. Upstairs kitchen 3 persons; TC&amp;CE office 4 persons; Front SMT office 3 persons; Mayor Parlour 3 persons; Library 1 person; Main back office 6 persons; Council Chamber 10 person, 12 with seating mitigations; downstairs kitchen 1 person; main entrance/reception area 2 persons. In addition there is to be no passing on stairs or in corridors and windows are to be opened wherever and whenever possible.</p>						
<p>N/A as no lift in building</p>						
<p>N/A as no staff with disabilities</p>						
<p>In the majority of cases Grove House has sufficient office space to move desks to the correct proximity, if not possible then screens will be erected.</p>	5	2	10		KH Perspex screens required.	

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<p>Hot desking is minimal &amp; individuals are responsible for cleaning desks and equipment prior to use. Cleaning spray and cloths to be kept on the desk. Relevant signage in place as a reminder.</p>	5	1	5			
<p>Staff encouraged to continue to have meetings remotely using Microsoft Teams or other software and only meet in person if absolutely necessary. If meeting in person they are encouraged to use the Council Chamber where social distancing can still be adhered to. Track &amp; Trace QR Code in place for any visitors.</p>	5	1	5			

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<p>No handshaking policy in place and hand sanitiser provided at entrances and in office and kitchen. Staff reminded to regularly wash hands throughout the day.</p>	5	2	10			
<p>No handshaking policy in place and hand sanitiser provided at entrances and in office and kitchen. All building users (HHV, charity and history society) reminded to regularly wash hands throughout the day.</p>	5	2	10			
<p>Signage on doors / entrances to limit number of occupants to 3 at any one time in the kitchen and staggered lunch breaks could be introduced. However, most staff eat lunch at their desk or offsite so will already be social distancing.</p>	5	2	10			

<p>Members of the public are restricted from entering the office. Footfall to reception area is exceptionally low and has been set at only 2 persons allowed in the reception area at any one time. The external disabled/side access intercom can be used to communicate with visitors if necessary or social distancing.</p>	5	2	10		KH Signage and markings to be placed in reception	
<p>Signage on doors / entrances to limit number of occupants to 3 at any one time in the kitchen area. Staggered lunch breaks could be introduced. However, most staff eat lunch at their desk or offsite so wil already be social distancing.</p>	5	2	10			
<p>All potential visitors are encouraged to use remote contact via phone, email or other means.</p>	5	1	5			
<p>Determine if absolutely necessary and make appointments and limit numbers attending. Will ask them to scan the T&amp;T QR Code.</p>	5	1	5			
<p>All essential visiting contractors and visitors receive an explanation on specific requirements and are reminded about the need for social distancing and good hygiene. Will be asked to check-in using the T&amp;T QR Code.</p>	5	1	5			

All visitors details are recorded by office staff and pen sharing is banned. Visitors will also be asked to check in via the T&T QR Code.	5	1	5			
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	2	10		Written Procedure / guidance LUS	
Areas which have not been used during the pandemic will be cleaned and sanitised before reopening	5	2	10			
Doors and windows are opened daily where available subject to weather conditions.	5	2	10			
Individuals are required to clean their personal equipment on a daily basis before use	5	2	10			
cleaning of all touch surfaces is in place with externally contracted cleaners 3 times days per week	5	2	10			
Staff required to maintain clean tidy desks and work stations at all times	5	1	5			
Individuals are required to clean their personal equipment on a daily basis before use	5	2	10			
Follow specific cleaning guidance provided by the Government. Restrict access to the area until cleaned	5	2	10			
Signage and written codes are provided for visitors / contractors. All staff have been briefed on RA.	5	2	10			
Frequency -deep cleaned 3 times per week by external contractors	5	2	10			
Business Support Manager to check and maintain stock levels at all times	5	1	5			

