

	<b>Work Activity / Work Area</b>	<b>Grove Corner (office and main building use</b>	
	Compiled by Gill Peck, Jack Adams-Rimmer and Grant Walpole, July 2021		Issue Number
	<b>Hazard Situation</b>	<b>Risk</b>	<b>Severity</b>
	<b>Social Distancing</b>		
		Sharing corporate vehicles	5
		Contamination from touch security devices and key pads	5
	Moving around the building	Non essential movement and unnecessary access to all areas	5
		Persons passing in restricted spaces such as corridors and stairs	5
	Work places and work stations / desks	Close proximity of work stations / desks	5
		Regular hot desking	5

	Meetings	Need for meetings	5
		Transmission resulting from poor hand sanitation	5
		Visitors to building	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



						<p><b>THE RISK EXPOSURE IS BASED UPON TWO FACTORS –</b></p> <table border="1"> <tr> <td colspan="2"><b>SEVERITY (sev)</b></td> <td>=</td> <td><b>WORST CREDIBLE</b></td> </tr> <tr> <td>Major Severity</td> <td></td> <td>=</td> <td>Death</td> </tr> <tr> <td>High severity</td> <td></td> <td>=</td> <td>Severe permanent injury</td> </tr> <tr> <td>Medium severity</td> <td></td> <td>=</td> <td>Permanent injury</td> </tr> <tr> <td>Moderate severity</td> <td></td> <td>=</td> <td>Temporary injury</td> </tr> <tr> <td>Low severity</td> <td></td> <td>=</td> <td>Minor injury</td> </tr> </table> <table border="1"> <tr> <td colspan="2"><b>LIKELIHOOD (like)</b></td> <td>=</td> <td><b>OF AN ACCIDENT</b></td> </tr> <tr> <td>High</td> <td></td> <td>=</td> <td>Almost Certain</td> </tr> <tr> <td>High /medium</td> <td></td> <td>=</td> <td>Very likely</td> </tr> <tr> <td>Medium</td> <td></td> <td>=</td> <td>Likely</td> </tr> <tr> <td>Low</td> <td></td> <td>=</td> <td>Possible</td> </tr> <tr> <td>Very low</td> <td></td> <td>=</td> <td>Unlikely</td> </tr> </table> <p><b>RISK SCORE</b>  The risk score is <b>SEVERITY x LIKELIHOOD</b>  e.g. a possible regular occurrence of permanent injury would be  <b>severity</b> i.e. <b>4 x 3 = 12</b></p> <p>A high risk score will fall between <b>12 and 25</b> inclusive.  A medium risk score will fall between <b>6 and 10</b> inclusive.  A low risk score will fall between <b>1 and 5</b> inclusive.</p>		<b>SEVERITY (sev)</b>		=	<b>WORST CREDIBLE</b>	Major Severity		=	Death	High severity		=	Severe permanent injury	Medium severity		=	Permanent injury	Moderate severity		=	Temporary injury	Low severity		=	Minor injury	<b>LIKELIHOOD (like)</b>		=	<b>OF AN ACCIDENT</b>	High		=	Almost Certain	High /medium		=	Very likely	Medium		=	Likely	Low		=	Possible	Very low		=	Unlikely
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<b>Likelihood</b>	<b>Score</b>	<b>H/M/L</b>	<b>Control Measures</b>			<b>Severity</b>	
3	15	H	If masks are no longer required, vehicles can be shared - masks only need to be worn if colleague requests.			5	
3	15	H	Alarm systems and key pad entry points deactivated by fob but also keypad. This will be wiped down by staff regularly.			5	
3	15	H	Staff advised to use telephones and virtual meetings are encouraged to continue.			5	
3	0	5	Two entrance and exit points open into the building. Visitors hiring counselling rooms at back of building to use rear entrance and exit. Visitors hiring main hall to use front entrance and exit.			5	
3	15	H	Staff to sanitise hand regularly throughout the day and work stations before and after use if another colleague requires use			5	
3	15	H	Occasional hot desking use to be accompanied by cleaning of desk and equipment prior to use. Cleaning spray and cloths to be kept available .			5	

3	15	H	Use of remote working tools such as Microsoft teams, mobile telephones and Workplace Chat still preferable but physical meetings are permitted. Depending on numbers present will require officer judgement on if masks or social distancing is required. Room to be well ventilated.	5
4	20	H	handshaking is discouraged 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
3	15	H	Members of public usually call. Notice to be put for external visits to call if required	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 to encourage mask wearing and distancing. Numbers currently limited to 25 which includes hirers staff and volunteers.	5
3	15	H	All potential visitors are encouraged to use remote contact via phone, email or other means.	5
3	15	H	Contractors to sign in, provide correct PPE	5
3	15	H	All essential visiting contractors and visitors receive an explanation on specific requirements and are reminded about good hygiene. Groups hiring Grove Corner are encouraged to wear masks when customer facing unless exempt. 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. Pens to be regularly cleaned Track and trace forms to be completed in line with government guidance until advised otherwise	5



SEVERITY (sev) AND LIKELIHOOD (like).	
<b>LE OUTCOME FROM THE HAZARD</b>	
	e.g. multiple or single death including fatal disease
fatal 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
2	10	M	
2	10	M	
2	10	M	
2	10	M	
2	10	M	
2	10	M	
1	5	L	

1	5 L	
2	10 M	
2	10 M	
3	15 H	
1	5 L	
1	5 L	
1	5 L	
1	5 L	











