

GIA RISK ASSESSMENT

Company:	GIA, FInd and VU.CITY	Date of Assessment:	6 July 2020
Area / Location:	Units 1 and 4, The Whitehouse, Belvedere Road, London, SE1 8GA		
Description of work activity / process being assessed:	Exposure to and transmission of Covid-19 as a result of any work-related activities. This Risk Assessment has been prepared with assistance from GIA's H&S Advisers, PIB Management.		

Persons exposed:		Type of assessment:	
Employees	<input checked="" type="checkbox"/>	Initial	<input checked="" type="checkbox"/>
Contractors	<input checked="" type="checkbox"/>	Change in process / activity / legislation / following an accident etc	<input type="checkbox"/>
Visitors / Members of the public	<input checked="" type="checkbox"/>	Operational review	<input type="checkbox"/>

COVID-19 (Coronavirus)

Symptoms

- a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- loss of taste and smell

Government Symptom Checker at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>

As well as referring to our specific circumstances, this risk assessment is also based on the official UK Government guidance available at <https://www.gov.uk/coronavirus> and HSE guidance www.hse.gov.uk/news/coronavirus.htm and www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm that was current at the time of writing.

Official guidance will be regularly reviewed in case the control measures we have implemented need adapting.

This risk assessment considers various areas including site, colleagues, clients and insurance implications.

Some key areas include:

Communicating with colleagues

- Managing their anxiety
- Health checking / occupational health
- Action required if employees are unwell
- Understanding specific needs such as:

- Vulnerable persons and pregnant women to remain working from home
 - Domestic circumstances
 - De-furloughing, e.g. who comes back and when? (People will need to know in advance so they can plan)
 - Public Transport, e.g. is public transport available to colleagues who use this form of transport to come to work? Are there alternate ways to commute?
- Break down of functions to improve social distancing and business resilience
 - Who can continue to work remotely?
 - Consider shift work

Infrastructure of the business looking at the various business functions

- Client interaction
- Visitors and contractors
- Visiting other premises

Introduction of controls

- Social distancing
- Cleaning
- Facilities to wash
- Personal Protective Equipment (PPE)
- Appoint person(s) to control the COVID-19 risk
- Adequate coverage for first aid and fire wardens (the Health and Safety Executive (HSE) have published guidance during the Coronavirus outbreak – see Further Reading)

Hazards:	Control measures already in place:	Additional control measures required to reduce the risk:	Who will complete?	By when:	Date completed:
<p>Exposure to Covid-19 (coronavirus):</p>	<p>Various controls have been put in place based on guidance from World Health Organization, NHS and UK Government https://www.gov.uk/coronavirus</p> <p>This guidance is regularly checked to ensure the risk assessment, safe systems and controls in place are following the latest advice.</p> <p>The sections below identify controls that have been put in place in respect of specific considerations.</p>		COO/FM	Each working day at 2pm	Ongoing
Considerations	Control Measures in Place	Additional Control Measures	Who will complete?	By when?	Date completed:
<p>Personal hygiene and etiquette</p>	<p>Staff are reminded of the importance of maintaining good personal hygiene and are instructed to follow good Covid-19 etiquette including:</p> <ul style="list-style-type: none"> • Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. • Put used tissues in the bin straight away. • If you do not have a tissue, use the crook of your arm / sleeve • Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available. • Try to avoid close contact with people who are unwell. • Clean and disinfect frequently touched objects and surfaces. • Do not touch your eyes, nose or mouth if your hands are not clean. • Limit travel where possible to reduce potential exposure. • Ensure vulnerable persons (elderly, pre-existing health condition, lower immunity etc.) are individually assessed. • Wear face masks on public transport • Wear face masks in Unit 1 and 4 if feel more comfortable. 	<ul style="list-style-type: none"> • Signage around the building (updated regularly) • Additional information on Janet (https://giauk.sharepoint.com/sites/GIA/SitePages/Coronavirus(3).aspx) • Possible H&S training (being investigated by FM) 	<p>FM</p> <p>COO FM HR</p> <p>FM</p>	<p>As and when required (linked to the Government briefings)</p>	<p>Ongoing</p>

<p>Staying at home:</p> <ul style="list-style-type: none"> • If a colleague, or someone in their household, has symptoms of coronavirus (COVID-19) • If someone develops symptoms while on site 	<ul style="list-style-type: none"> • <i>See attached flow chart</i> • If anyone becomes unwell with a new, continuous cough or a high temperature in the business or workplace they will be advised to follow the stay at home guidance for households with possible coronavirus (COVID-19) infection. If these symptoms develop whilst at work they will be sent home, and advised to return home quickly and directly. If they have to use public transport, they should try to keep away from other people and catch coughs and sneezes in a tissue. • If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus (COVID-19) infection. • Once the employee has left the building, their work space will be thoroughly cleaned. • Natural HR to be updated to ensure we are aware who is off. Remind staff to let us know if they have a test. • It is not necessary to close the business or workplace or send any staff home, unless government policy changes. We will keep monitoring the government response page for the latest details. • If we, or an employee, needs clinical advice, they should go to NHS 111 online, or call 111 if they don't have internet access. In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital. • If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) or has been advised to do so as part of the test and trace scheme, then they must stay at home in line with the stay at home guidance. 	<ul style="list-style-type: none"> • Face masks available in Units 1 and 4 (primarily for Reception and HR). • Track and trace app for all staff, once this is operational. • 	<p>COO Reception FM Maria Cleaning Company</p>	<p>As and when required</p>	<p>Ongoing</p>
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<p>Preparing the workforce</p>	<ul style="list-style-type: none"> • Employee expectations set, with an emphasis on making them feel secure: <ul style="list-style-type: none"> - Return to work and working from home policies and incentives - Guest and visitor policies - Employee travel policies - HR policies regarding illness, support for caregivers etc. • Anxiety of returning to the workplace has been mitigated through change management planning and communications including regular updates, monthly Practice Meeting, Janet updates. • Consideration given on why people can benefit from returning to work – productivity from proximity to colleagues, socialisation, amenities and work tools and resources. • Consideration given to why people can benefit from continued home working – health and family priorities, reduced commute time, technology enables working from home without loss of productivity. • Detailed plan in place on how to return to work. • Where needed reasonable adjustments put in place to avoid disadvantaging disabled workers • Steps taken where required to avoid unjustifiable negative impacts on particular groups • Staying COVID-19 Secure in 2020 notices in place. • Covid-19 instruction/training provided • Return to work only when the Government relaxes guidelines on non essential workers • Preparing those on furlough through any refresher training. 	<p>Regular email updates, monthly Practice Meeting, Janet updates.</p>	<p>COO FM HR</p>	<p>Ongoing</p>	
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<p>Control Access</p>	<ul style="list-style-type: none"> • Entry points to site / buildings are controlled. • Building protocols communicated through signage, floor markings, social distancing, cleaning protocols etc. • If practical additional site entrances and exits will be provided to minimise congestion • Sign ins completed by the Receptionists (ie Clients do not sign themselves in) • Each visitor given a fact sheet on The Whitehouse • Receptionists protected by Perspex Shields • Where possible, Companies will stagger start / finish times to reduce congestions at entrances and exits • Deliveries and collections are scheduled to ensure best practice, minimising the number of people involved and the need to handle paperwork etc • Restrictions have been put in place on non-business deliveries to the workplace e.g. personal deliveries to workers, limited to essential items only • All post delivered in to lobby, not to Reception. • Records are kept of any visitors to site • Foot operated hand sanitisers in the entry to Units 1 and 4. • Inductions for employees returning to work 	<p>Front door has signage stating “if you do not have a fob, please ring Reception who will let you in”) – this stops contact with the front door bell.</p>	<p>FM Receptionists</p> <p>COO</p>	<p>Ongoing – reviewed as the Government guidelines change</p>	
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<p>Social Distancing / Barriers</p>	<ul style="list-style-type: none"> • Where practical 2 metres (6.5 feet) segregation in place supported by signage e.g. marking floors, posters etc. • In multi-occupied premises necessary arrangements are made in co-operation with premises management / other occupiers (eg ensuring the same instructions to GIA, F!nd and VU.CITY). • Screens / barriers in place at reception. • Queue management system in place with correct distance marking at reception. • Numbers allowed in the building are controlled – planning for the minimum number of people needed on site to operate safely and effectively. Current effective figure is 52% of the workforce in both Units 1 and 4. • Numbers of visitors on site at any one time are controlled e.g. by booking appointments and using technology to minimise the need for physical meetings, agreeing delivery times etc. • All prospective visitors are given guidance on the requirements when any on site meeting is set up. • All visitors to site provided with guidance on site rules • Where practical, arrangements will be made for any contractors to attend out-of-hours to carry out any service, repair, maintenance etc work. • Work areas are divided into zones, with personnel allocated to work within each zone. Movement between zones is minimised and controlled. • Use of floor tape or paint to mark areas to help employees keep to a 2m distance. • One-way system in place for areas where this is possible. • Sharing of tools and equipment e.g. telephones etc will be avoided where possible • Where it is necessary to share tools and equipment e.g. printers, copiers etc touchpoints will be cleaned / disinfected between use. • Headsets to be provided where possible. 	<ul style="list-style-type: none"> • Meeting rooms to have cleaning equipment available for telephones (conf calls) and wireless keyboards and mouse . • Meeting rooms chairs reduced so 2m space between each. • Inductions for all staff required to ensure new rules understood and adhered to. • ‘Clear desk’ policy for all staff. Any business equipment to be placed in the pedestals provided. • Desks to be cleaned at the end of each working day. 	<p>FM</p> <p>COO</p> <p>FM</p> <p>FM</p> <p>All staff</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>FM</p> <p>FM</p>		
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	<ul style="list-style-type: none"> • The use of hot desks and spaces will be avoided where possible, any hot desks etc will be cleaned / disinfected between use. • Numbers using toilets at any one time controlled. Adequate hand sanitisers available throughout the building especially the toilets. • Staff density reduced on site reduced by: <ul style="list-style-type: none"> - Altering working hour patterns to reduce worker numbers. - Shift handover arrangements altered to ensure the appropriate routines are followed. - Reducing office density/support staff through working from home or split shift arrangements. - Reducing office density e.g. 2 tables apart rather than tables next to each other in the Breakout Space. - Use of meeting rooms for extra office space (Unit 4). - Specifying seating arrangements for employees to ensure staff adhere to minimum work distances. - Lunch times staggered by department and team. - Use of technology for video/virtual meetings. - Only absolutely necessary participants will attend face-to-face meetings and should maintain 2m separation throughout. - Limiting the number of meetings, including length and proximity of gatherings between colleagues/others. - Meetings will be held outside if possible. 				
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Moving around buildings and sites	<ul style="list-style-type: none"> • Consideration has been given to minimising the need to move between Units 1 and 4. • Movement around site will be reduced / controlled by: <ul style="list-style-type: none"> – Discouraging non-essential trips within buildings and sites – encouraging the use of telephones, email, Video conferencing etc. – Restricting access between different areas of the building / site (so no use of the rear door for Unit 1). – Reducing job rotation. – Introducing more one-way flow through buildings. – Regulating the use of high traffic areas including corridors and walkways. Ideally using passing places. 		All staff	Ongoing	
Use of Common Areas	<ul style="list-style-type: none"> • Break times have been staggered to reduce pressure on the break out spaces and kitchens. • Safe outside areas used for breaks if possible. • Creating additional space by using other parts of the workplace or building that may have been freed up by remote working. • Installing screens to protect staff in receptions or similar areas. • Encouraging employees to bring their own food. • Prohibiting employees from cooking/reheating food. • Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions in the break out spaces. • Magazines etc removed from reception / waiting areas. • Hand drying facilities are provided in toilets extra paper towels and/or electric hand dryers provided. • Where safe and practical to do so, doors are wedged open to reduce the need to touch door handles. • Encouraging minimal storage of personal items and clothing 	<p>In Unit 1, no more than 3 people in the kitchen at any one time.</p> <p>In Unit 4, no more than 2 people in the kitchen at any one time.</p> <p>Antiseptic wipes next to the 2 Zip Taps for use.</p>			

<p>Personal Protective Equipment (PPE)</p>	<ul style="list-style-type: none"> • PPE will continue to be provided and used in accordance with normal job requirements. • Where it is determined that additional PPE is required e.g. because it is not practical to maintain social distancing, this will be provided and users will be instructed in correct use, maintenance, disposal etc procedures. • Re-useable PPE to be thoroughly cleaned after use and not shared between workers. • Single use PPE should be disposed of so that it cannot be re-used. • Disposable gloves (nitrile) provided. Training provided on how they should be worn and disposed of. • Hand sanitiser stations around the workplace. 		<p>All staff</p> <p>FM</p>		
<p>Cleaning</p>	<ul style="list-style-type: none"> • Premises cleaned prior to opening using suitable cleaning products. • On-going cleaning regimes on site have been reviewed and more vigorous and regular cleaning of areas and specific touch points put in place (e.g. light switches, counters, controls, payment devices, computers, door handles, tools, intercoms etc high-touch shared tools such as whiteboard markers, remote controls etc included). • 'Clear desk' policy in place. • Shared items / equipment e.g. control panels for printers etc are cleaned with anti-bacterial wipes between users, where practical high-touch shared tools such as whiteboard markers, remote controls etc have been removed 		<p>FM</p> <p>FM</p> <p>FM</p>		

Hygiene	<ul style="list-style-type: none"> • Additional hand gel stations installed at strategic points around the site / building, including entrance and exit as well as other key areas • Hygiene practices are important to prevent spread of Covid-19. Appropriate signage in place to prevent infection spread: <ul style="list-style-type: none"> - Wash hands properly and regularly and especially after coughing or sneezing, after toilet use, before eating, if in contact with a sick person (especially those with respiratory symptoms). It is important to follow good practices for hand washing, which includes using soap and water and washing for over 20 seconds. - Touching of the face should be avoided. Regular hand washing with soap and water is effective for the removal of Covid-19. Where washing is not available, use of hand sanitisers is recommended. - Cover your mouth when coughing and sneezing. Cover your nose and mouth with disposable tissues. If you don't have a tissue, cough or sneeze into your arm or sleeve (not hand), put used tissues into a sealed bin and then wash your hands. - Avoiding making close contact with people e.g. do not shake hands. 		FM FM		
Legionella	<ul style="list-style-type: none"> • Where practical when sites are temporarily unoccupied a maintenance presence will be kept up to enable routine maintenance to be carried out including measures such as regularly running taps, showers, flushing toilets etc to minimise the risk of stagnation and bacterial growth in water systems. • Legionella company contacted prior to the site re-opening e.g. chlorination, flushing the system etc. 		FM		

Air Conditioning	<ul style="list-style-type: none"> • Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or if unsure, advice will be sought from the heating ventilation and air conditioning (HVAC) engineers. • Doors and windows are kept open where possible to encourage ventilation. 		FM FM		
First Aid and Fire Warden	<ul style="list-style-type: none"> • Adequate numbers of “first aiders” / first aid appointed persons on site. • Persons providing assistance are instructed to pay particular attention to sanitation afterwards including washing hands • Adequate number of fire marshals on site. • Internal checks e.g. fire call point checks, emergency lighting, first aid box checks etc are undertaken. • Practical fire/evacuation drills have been temporarily suspended during the outbreak to prevent gathering of clients, colleagues etc in one location(s). • Awareness that in an emergency (i.e. fire), people will not stay 2m apart and it would be unsafe to do so. Particular attention will be paid to sanitation measures immediately afterwards including dispersing once outside and washing hands. Hand sanitiser included in fire warden kit where practical. 		FM FM FM FM FM		
Waste	<ul style="list-style-type: none"> • Waste collections have been reinstated and are undertaken on a regular basis. • Additional bins provided where required to allow for safe disposal of waste. 		FM FM		
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)	<ul style="list-style-type: none"> • Site follows HSE guidance. The HSE have published further detailed guidance during the Coronavirus outbreak. See further reading. 				
Occupational Health Surveillance	<ul style="list-style-type: none"> • Site follows HSE guidance. The HSE have published further detailed guidance during Coronavirus outbreak. See further reading. 				

<p>Visiting client sites and other premises including travel</p>	<ul style="list-style-type: none"> • Non-essential travel to be avoided where possible e.g. using remote meeting options • No visits will be made to a household which is isolating because one or more family members has symptoms or where an individual has been advised to shield • Clients are contacted prior to the visit to discuss how work can be arranged to minimise risk, any specific PPE requirements etc e.g. <ul style="list-style-type: none"> – Face masks provided for use if required. – Staff are advised to wash hands on arrival and maintain social distance where practical. • Where work takes more than one visit the same worker or team will be allocated to the premises where practical • Hand sanitiser provided for use if handwashing facilities are not available • Particular attention will be given to maintaining hygiene and Covid-19 etiquette (e.g. regular handwashing, covering coughs and sneezes etc) • The need for travel will be limited where practical. • Where practical travel will be one person per vehicle • Where two (or more) share a vehicle then the following guide will apply: <ul style="list-style-type: none"> – Consider wearing PPE e.g. face masks and gloves. – Face away from each other. – Keep windows open (to allow ventilation). – Consider distancing e.g. positioning colleague in rear seat behind front passenger seat. • Where journeys are regularly shared this will be arranged to ensure they are shared with the same individuals each time. • Colleagues are encouraged to avoid public transport where possible 		<p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All surveyors</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p>		
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	<ul style="list-style-type: none"> Where it is not possible to avoid using public transport then arrangements will be put in place to minimise the risk e.g. staggering work times to avoid peak times or wearing a face covering if public transport must be used. 		All staff		
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Review period:	After any UK Governmental Department announcement.
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Further Reading

Government

<https://www.gov.uk/coronavirus>

HSE

www.hse.gov.uk/news/coronavirus.htm

First Aid

www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm

RIDDOR

www.hse.gov.uk/news/riddor-reporting-coronavirus.htm

Health Surveillance

www.hse.gov.uk/news/health-surveillance-coronavirus.htm

Examination (work equipment)

www.hse.gov.uk/news/work-equipment-coronavirus.htm

PPE

www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm