
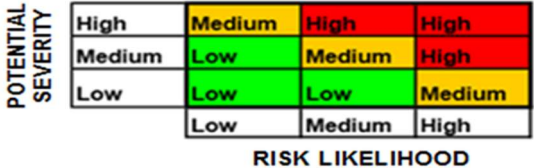


HEALTH AND SAFETY RISK ASSESSMENT

	Risk Assessment Title	CORONAVIRUS (COVID-19)	Initial Assessment Date	June 2020
	Location of Works	Granville Hall, Granville Road, Leicester, LE1 7RU	Reviewed and Updated	28 th February 2022
	Activity covered	General work activities during COVID-19 pandemic		
	Workplace summary	<p>The building is based over 3 floors plus cellar, with a mixture of private individual and larger open plan offices.</p> <p>Activities conducted are administrative in nature, with client visitors, when permitted.</p>	Risk Score	 <p style="text-align: center; font-size: small;">POTENTIAL SEVERITY</p> <p style="text-align: center; font-size: small;">RISK LIKELIHOOD</p>

Area / Activity	Nature of Hazard(s)	People / Property at Risk	Control Measures in Place	Risk Score <small>(with current control measures)</small>	Additional Measures Required	Action by Whom & When
<p>Entrance (Exit) to the building and transference of virus.</p>	<p>COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p>This section of the risk assessment relates to transmission intervention and infection control.</p>	<p>All staff & any other office visitors.</p>	<p>Sanitiser: Hand sanitiser and accompanying signage is next to the entrance for all to use.</p> <p>Arrival Times: Staff arrival times are staggered, reducing risk of overcrowding in the entrance / exit.</p> <p>Signs: COVID-19 / Social Distancing awareness signs are displayed at the entrance</p>	<p>Low</p>		

			to the building, alongside clear instruction to not enter the building if they, or anyone in their household are isolating or showing any COVID-19 related symptoms.			
Across the office and transference of virus.	<p>COVID-19 is spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p><u>Contact Interventions, Working Practices and Social Distancing:</u></p> <p>This section of the risk assessment relates to the above, across all areas of the premises.</p>	All staff & any other office visitors.	<p>Distancing: All employees and visitors are reminded to maintain sensible distancing as appropriate. Where this is not practical, consideration should be given to using face masks.</p> <p>Kitchen: All used cutlery and crockery must be loaded directly into the dishwasher.</p> <p>Ventilation: Rooms should be well-ventilated, with windows opened for fresh air, as appropriate.</p>	Low		
Meeting rooms and transference of the virus.	<p>COVID-19 is believed to be spread through respiratory droplets produced when an infected person coughs or sneezes or by coming into contact with surfaces where the virus rests.</p> <p>This section of the risk assessment relates to the controls which apply to meeting rooms.</p>	All staff & visitors.	<p>Client Meetings: Face-to-face client meetings are permitted but distancing and use of hand sanitiser should be encouraged. Ensure good ventilation.</p> <p>Staff Meetings: Distancing and use of hand sanitiser should be encouraged. Ensure good ventilation.</p> <p>Sanitiser: Hand sanitiser is provided in the meeting rooms and throughout the office.</p>	Low		
	COVID-19 is spread through respiratory droplets produced when an infected person coughs	All staff & any other office visitors.	Hand Washing: All are encouraged to regularly	Low		

<p>Across the office and transference of virus.</p>	<p>or sneezes or by coming into contact with surfaces where the virus rests.</p> <p><u>Transmission Intervention and Infection Control Measures:</u></p> <p>This section of the risk assessment relates to the above, across all areas of the premises.</p>		<p>sanitise or wash their hands thoroughly.</p> <p>Sanitiser: Hand sanitiser is provided throughout the office and antibacterial soap available at all wash basins.</p> <p>Face Coverings: The use of face coverings is a personal choice but would be encouraged if working in close proximity with other staff members for any prolonged period.</p> <p>Kitchen: Employees are responsible for using hand sanitiser before and after use of any common touch points and to use the antibacterial spray provided on the equipment / area following use.</p> <p>Toilets: Signs are in place reminding people to wash hands thoroughly with the antibacterial soap provided.</p> <p>Cleaning Workstations: Employees are responsible for cleaning their workstation / equipment, using antibacterial surface wipes provide.</p> <p>Ventilation: Where weather permits, windows and doors should be opened to allow for fresh air in the office to ensure good ventilation.</p> <p>Cleaners: Contract cleaners will use antibacterial /</p>			
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			disinfectant products on high-use surfaces. Toilets will be deep-cleaned regularly.			
Across the office and transference of the virus.	Unwell Employees: Employees known to be unwell or developing symptoms of COVID-19, as identified by the UK Government and the WHO, must take appropriate action as detailed.	All staff	Unwell at home: Employees testing positive or displaying the main symptoms of COVID-19, should stay away from the office. Where well enough, they should work remotely, or take sickness-absence.	Low		

Partner Responsible: AT
Last Updated: 28/02/2022