

Strictly Confidential
COVID - 19 RISK ASSESSMENT



IM Group Ltd
The Gate
International Drive
Solihull
B90 4WA
04 August 2020
Version 02

Updated by: Shareen Jilka, Head of Risk & Governance and DPO

Reviewed by: Himmat Rai BSc (Hons) LL.M FCIEH CEnvH CMIOSH

With assistance from Gary Hutton and Sarah Coughlan



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Distribution of Risk Assessment

The following personnel confirm that they have reviewed this document and undertake to implement the risk control measures outlined, where appropriate.

Review of Risk assessment

If the undersigned persons or any other persons become aware of significant changes that affect this risk assessment, they should report the matter to Shareen Jilka who will ensure that it is reviewed and updated.

As a minimum, this risk assessment will be reviewed monthly.

Name	Role	Date	Signature
Gary Hutton	Executive Director	04 August 2020	
Shareen Jilka	Head of Risk & Governance and DPO	04 August 2020	
Sarah Coughlan	Executive and HQ Office Manager	04 August 2020	

Risk Scoring System

In order to assess the relative importance of health and safety risks and to enable corrective action to be prioritised, a simple system of scoring has been used.

The Risk Score reflect the combination of the Severity of Hazard and the Likelihood of Occurrence.

$$\text{RISK SCORE} = \text{SEVERITY OF HARM} \times \text{LIKELIHOOD OF OCCURRENCE}$$

Severity of Harm – the potential to cause harm will vary in severity. The effect of a hazard has been rated as follows:

Fatal/ Major eg. death or major injury

Over 3 day eg. injuries where people may be off work for more than 3 days

Minor eg. all other injuries including those where people are off work for periods of up to 3 days

Likelihood of Occurrence (of Harm) – Harm may not occur in every case, this will be affected by a number of factors, including the organisation of the work, measures in place to control risk and, the nature and extent of exposure to the hazard. The likelihood of occurrence has been rated as follows:

Certain eg. where it is certain or near certain that harm will occur

Possible eg. where harm will occur frequently

Unlikely eg. where harm will seldom occur

Risk Evaluation Matrix




Likelihood of Occurrence	Severity of Harm		
	Fatal/Major	Over 3 day	Minor
Certain	Imminent	High	Medium
Possible	High	Medium	Low
Unlikely	Medium	Low	Low





Remedial Action Timetable


	Imminent Risk	High Risk	Medium Risk	Low Risk
Remedial Action to eliminate or reduce risk	Immediate action	Action as a matter of priority	Action as soon as is practicable	Action as a part of programmed risk management procedures

General Risk Assessment




LOCATION AND/OR ACTIVITY: The Gate, Solihull Site







Description of Hazard	Who is at Risk?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Workplace incapable of allowing social distancing</p> <p>Staff with COVID -19 symptoms attending work premises</p> <p>Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p>	<p>Employees Visitors Contractors Public</p>	<p><u>Staff Considerations:</u></p> <p>Staff have been informed that they must stay at home if they or someone in their household has presented with symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in, your normal sense of taste or smell (anosmia). Staff requested to take their body temperature on arrival. Staff to observe self-isolation in accordance with Government Guidance.</p> <p>As per the revised Government guidance, from 1st August 2020, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible. A survey / risk assessment was sent out by HR to every employee categorised as Clinically Vulnerable or Clinically Extremely Vulnerable employees and based on the surveys sent out, all of our Clinically Vulnerable or Clinically Extremely Vulnerable employees have chosen to return to the office with effect 3 August 2020.</p> <p>We have made every reasonable effort to ensure employees can work safely from the office and COVID-19 Secure guidelines are followed closely. When in the workplace, employees are required to make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable).</p>	<p>Yes</p>			<p> 17/03/20</p> <p> 07/08/20</p> <p> 07/08/20</p>





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Covid-19 Infection: Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises	Employees Visitors Contractors Public	<p>Extremely clinically vulnerable will wear red wrist bands to highlight that they are social distancing so that other employees minimise interaction with them. No face to face meetings. All meetings are to be done by Teams.</p> <p>Extremely clinically vulnerable are encouraged to bring in their own lunches so that they don't have to go up to the restaurant</p> <p>HR has sent out individual emails to ask if they feel comfortable with the office arrangements and if any enhancements are required</p> <p>Line managers of Extremely clinically vulnerable staff to maintain ongoing communication with them and have an 'open door' policy to discuss any concerns they may have about their health and/or the risk controls in place.</p> <p>In the case that a suspected or confirmed Covid case occurs at the office, the clinically extremely vulnerable would be advised to work from home as soon as possible, and as soon as this has been identified by the Business.</p>	Yes			 07/08/20  07/08/20  07/08/20
New & Expectant Mothers or persons with disabilities attending work premises	Employees	<p>Staff Considerations:</p> <p>Reliance on informal arrangement to assess the needs of New & Expectant Mothers or persons with disabilities attending work premises. A specific New & Expectant Mothers Risk Assessment will be conducted by HR for any employee who is pregnant and returning to</p>				 07/08/20

		<p>work as well as for any individuals returning after maternity leave. Consideration given to how any changes to the work premises will affect persons with disabilities.</p>				 07/08/20
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Description of Hazard	Who is at Risk?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection:</p> <p>Staff working from home feeling isolated/anxious or not informed on safe working practices</p>	<p>Employees</p>	<p><u>Staff Considerations:</u></p> <p>Arrangements in place to maintain ongoing communication with staff on the company's response to COVID -19 and the implications for them.</p> <p>Staff provided with information and guidance on safe working practices while working from home.</p> <p>Offering support and monitoring the wellbeing of colleagues working from home: Keeping in touch with off-site workers, providing support around mental health and wellbeing, including advice and telephone support, to prioritise their welfare, mental and physical health and personal security.</p> <p>All employees can access the Bupa Employee Assistance Programme, speak to our Chaplain or use our Mente platform.</p>	<p>Yes</p>			<p> 03/04/20</p> <p> 03/04/20</p> <p> 03/04/20</p>



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<p>Covid-19 Infection: Employees not consulted on health and safety implications</p> <p>Staff and visitors unaware of the infection risks and the risk controls in place</p> <p>Staff become ill while at work</p>	<p>Employees Visitors Contractors Public</p>	<p>Staff Considerations: The findings of this COVID – 19 Risk Assessment published on the company website.</p> <p>Employees consulted on the risk control measures in place to mitigate the risk of infection and actively encouraged to raise any matters of concern with their line manager, HR or the Return to Work Committee.</p> <p>Staff informed on the risk of infection and the risk controls in place. Return to work policy published on the intranet. Return to Work Policy shared with employees who are encouraged to send comments and provide input on the policy). See COVID 19 Return to Work Policy and Vision records.</p> <p>Clear signage and posters in place to inform all persons of the risks and what they can do to minimise the risk of infection. Signage in place to remind persons to maintain social distance, wash hands regularly for 20 seconds and cough/sneeze into a tissue and then dispose of it in the waste bins provided.</p> <p>Any member of staff who develops symptoms of COVID - 19 whilst at work will be sent home and instructed to stay at home for 10 days from onset of symptoms. If the member of staff lives in a household where someone else is unwell with symptoms then they must stay at home in line with the stay at home Government guidance of 14 days.</p> <p>Employees are asked to immediately alert their Line Manager. Line Managers are then required to alert the nominated IM Group single point of contact (SPOC) so that the Covid escalation process can be effected.</p>	<p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p> <p> 22/05/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 07/08/20</p>








Description of Hazard	Who is at Risk?	Existing Controls	Risk reduced to acceptable level? Yes/No	Residual Risk? I H M L	Additional Preventive/Protective Measures Required	Completion Date/Signature
<p>Covid-19 Infection: Travel to/from work premises</p> <p>Work-related travel</p>	<p>Employees Visitors Contractors Public</p> <p>Employees Public</p>	<p>Travel Considerations: Employees attending work premises, have been advised to minimise the risk of infection during travel to/from work including avoiding car sharing. Staff advised to avoid public transport if possible. Avoid using public transport, and aim to walk, cycle or drive instead. If using public transport is necessary, wearing a face covering is mandatory. Staff who rely on public transport should stagger working times to avoid the busiest periods on public transport. If they travel to and/or from work on public transport, they must wear a mask to do so. When arriving at work after using public transport, they should wash their hands-on arrival.</p> <p>Non-essential travel will be minimised, and consideration given to remote options first.</p> <p>No business travel is permitted until further notice unless it is business critical, this directive will be regularly reviewed in line with government guidance. Any business-critical travel must be signed off by a Line Manager and an overnight stay will have to be approved by a Director.</p> <p>In the case of business-critical travel, prior to visiting other sites and offices employees are required to familiarise themselves with the site's guidelines and Covid 19 arrangements. On arrival employees are to ensure that the site is displaying the Covid Secure certificate confirming its compliance with the government's guidance on managing the risk of Covid-19. If the employee feels any other</p>	<p>Yes</p>			<p> 31/07/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p>



		site or office's arrangements are inadequate, they are advised not to make the visit. Any support or advice can be obtained from HR.				
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			Yes/No	I H M L		
<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors</p>	<p>Workplace Considerations: Staff parking facilities allow for vehicles to be parked enabling social distancing.</p>	<p>Yes</p>			 12/06/20
		<p>The number of staff in the workplace at any one time is such as to enable them to observe social distancing. When parking, employees are to ensure that they maintain the safe 2m distancing requirement. When arriving at the car park all windows should be closed before employees arrive. Employees are not to get out of/into their car at the same time as someone parked close by unless you can maintain a 2m social distance. Employees must not touch other cars.</p>				 12/06/20
		<p>Where appropriate, consideration has been given to staggering the start and finish times or possibly the days that staff attend the company premises.</p>				 12/06/20
		<p>Where reasonably practicable the movement of individuals throughout the workplace will follow a one-way system eg. designating separate entrance and exit doors. Where possible common touch points at entrance/exits will be avoided.</p>				 12/06/20
		<p>Where appropriate floor tape, markers or paint used to mark areas to help workers maintain social distancing.</p> <p>Only where it is not possible to move workstations further apart, we will arrange for people to work facing away from each other rather than face-to-face.</p>				 12/06/20





		Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.				 12/06/20
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<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u></p> <p>The use of hot desks and spaces is avoided. Where this is unavoidable cleaning and sanitising of workstations will be carried out between different occupants including shared equipment.</p> <p>Staff instructed to avoid non-essential movement around the workplace and job/location rotation. If the need arises for staff to leave their desk, IM Group requires them to wear a mask to provide added protection in the event they inadvertently come within 2 metres of another person.</p>	<p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p>

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<p>Covid-19 Infection: Workplace size, layout and processes not suitable for permitting social distancing</p> <p>or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors</p>	<p>Workplace Considerations: The number of persons using confined areas such as lifts, kitchen, welfare area, toilets, plant room is limited to observe social distancing. Signage used to reinforce the arrangements.</p> <p>Digital and remote transfers of material will be used where possible rather than paper format, such as using e-forms, emails and e-banking.</p> <p>Face to face meetings will be avoided if possible. Where this is unavoidable, this will be kept to 15 minutes or less wherever possible in a well-ventilated space. As an added precaution employee have been advised to use of face covering where social distancing is unavoidable and not to share pens or other objects. Hand sanitiser is provided in meeting rooms.</p> <p>Meeting rooms will be cleaned in between meetings. Signs will be made available in each meeting room, when you finish a meeting the sign should be turned over to the red side so our cleaning team are aware that the room needs to be cleaned. When the room has been cleaned the green sign will be displayed by the cleaning team.</p> <p>Teams of workers are kept together (cohorting) and numbers in a team are kept as small as possible, where possible.</p> <p>For members of staff who need to work away from the company premises, for example, visiting new or existing development sites, the principles of social distancing will be observed, and arrangements made for hand washing or hand sanitiser (minimum 60% alcohol content).</p> <p>Where face to face meetings are unavoidable these will be kept to 15 minutes or less and held outside or in a well-ventilated space, where possible.</p>	<p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 31/07/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p>

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<p>Covid-19 Infection:</p> <p>Inadequate ventilation</p> <p>Unnecessary exposure to third parties</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u></p> <p>The building's air handling/climate control adjusted to enable a suitable number of air changes per hour and where possible windows and doors will be opened for ventilation.</p> <p>Where possible, contact with third parties such as visitors, couriers and contractors are minimised. Where this is unavoidable, steps have been taken to enable social distancing and where appropriate, screens installed in higher risk areas such as Reception.</p>	<p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p>

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<p>Covid-19 Infection: Inadequate arrangements for effective personal hygiene in the workplace</p> <p>Inadequate arrangements for the cleaning of surfaces and equipment</p>	<p>Employees Visitors Contractors</p>	<p><u>Hygiene Considerations:</u></p> <p>Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities.</p> <p>Hand sanitiser dispensers provided around the workplace in easily accessible locations including entrance and exit points, reception, meeting rooms, vehicles and adjacent to common touch points.</p> <p>Employees reminded to wash their hands for 20 seconds more frequently and catch coughs and sneezes in tissues by means of posters/signage.</p> <p><u>Cleaning Arrangements</u></p> <p>Arrangements are in place for the effective cleaning of the workplace in accordance with a cleaning schedule. Handles of all doors will be cleaned regularly throughout the day.</p> <p>Objects and surfaces that are touched regularly will be cleaned and disinfected thoroughly using suitable cleaning chemicals. Common touch surfaces such as door handles, taps, WC seats and cistern handles, handrails, will be cleaned more frequently.</p> <p>Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards. If required alcoholic spray/wipe provided for employees to wipe down first.</p> <p>All waste materials to be safely stored and disposed of.</p>	<p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p>

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<p>Covid-19 Infection: Inadequate arrangements for the cleaning of utensils and cutlery</p> <p>Use of onsite canteen does not permit social distancing</p>	Employees Visitors	<p><u>Cleaning Arrangements:</u> Common use of utensils such as plates/mugs/cups and cutlery will be avoided by using disposable items where possible. Where this is unavoidable arrangements will be made to thoroughly clean and disinfect the items in between users.</p>	Yes			 12/06/20
	Employees Visitors Contractors	<p><u>Welfare Facilities:</u> Employees may sit in the restaurant to eat while socially distancing and we will be providing lunch bags on a free basis which staff can collect, only during their allocated slots.</p>				 12/06/20
		<p>We are also providing one free coffee per member of staff between 10.00-12.00, this will be served by a member of the restaurant staff and staff are requested to wait their turn in a socially distant manner. Coffees must be collected within the allocated half hour slot only.</p>				 31/07/20
		<p>Staff may bring their own food. We encourage employees to eat away from their workstation while observing social distancing, as part of Health at Work statement IM Group, published on the business website.</p>				 31/07/20

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<p>Covid-19 Infection: Use of onsite Gym and Games Area does not permit social distancing</p> <p>Spread of Infection from common touch surfaces such as gym equipment and games</p> <p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors</p> <p>Employees Visitors Contractors</p>	<p><u>Gym & Games Area Facilities:</u> The gym and changing rooms/area has been closed until further notice.</p> <p><u>Emergency Arrangements:</u> Due consideration has been given to ensuring that all occupants of the building, including those with disabilities, can evacuate safely in an emergency.</p> <p>When determining the number of persons to be at the work premises at any one-time, suitable arrangements have been made for an adequate number of trained first aiders.</p> <p>The 2-metre social distancing rule may be ignored in an emergency.</p>	<p>Yes</p> <p>Yes</p>			<p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p> <p> 12/06/20</p>