

**Strictly Confidential**  
**COVID - 19 RISK ASSESSMENT**



**IM Group Ltd, The Gate  
International Drive  
Solihull, B90 4WA**

**23 October 2020  
Version 04**

Version 1.0	18 May 2020
Version 2.0	Reviewed 07 August 020
Version 3.0	04 September 2020
Version 4.0	23 October 2020
	Next Review Date: When significant changes but no later than 1 month

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



Sentinel Safety Solutions Ltd  
Sentinel House The Courtyard, Harris Business Park Hanbury Road Bromsgrove Worcs. B60 4DJ  
01527 833834 info@sentinelsafety.co.uk

## 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	23 October 2020	
Shareen Jilka	Head of Risk & Governance and DPO	23 October 2020	
Sarah Coughlan	Executive and HQ Office Manager	23 October 2020	
Sonia Hall	HR Manager	23 October 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** e.g. injuries where people may be off work for more than 3 days

**Minor** e.g. 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** e.g. where it is certain or near certain that harm will occur

**Possible** e.g. where harm will occur frequently

**Unlikely** e.g. where harm will seldom occur

## Risk Evaluation Matrix

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

## Remedial Action Timetable

	<b>Imminent Risk</b>	<b>High Risk</b>	<b>Medium Risk</b>	<b>Low Risk</b>
<b>Remedial Action to eliminate or reduce risk</b>	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><b>Covid-19 Infection:</b> 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><b><u>Staff Considerations:</u></b></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>	Yes			<p>17/03/20</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>	Yes			<p>03/08/20</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>	Yes			<p>18/06/20</p> 

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<p><b>Covid-19 Infection:</b> Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p>	<p>Employees Visitors Contractors Public</p>	<p>Extremely clinically vulnerable will wear red wrist bands to highlight that they are social distancing so that other employees minimise interaction with them.</p> <p>Business critical face to face meetings are permitted effective from 18/06/20. Use remote working tools to avoid in-person meetings. However, if meetings are to be held, we encourage holding meetings outdoors, or in well-ventilated rooms whenever possible. We recommend holding meetings while taking walks. We are restricting the use of boardrooms and meeting rooms to essential meetings only. Numbers in meeting rooms will be restricted and the number of attendees on resource central must be adhered to. The maximum number of attendees is also displayed on the iPad outside of the room. For meetings of 6 or more attendees a <a href="#">Covid 19 Business Case Questionnaire</a> must be completed and submitted to the HQ Office Manager <a href="mailto:scoughlan@imgroup.co.uk">scoughlan@imgroup.co.uk</a> at least 5 days prior to the meeting. No meetings should take place in The Manor without prior approval and booking by the Executive Office. Rooms will be cleaned in between meetings. Signs will be made available in each meeting room, when you finish a meeting please turn the sign over to the red side so our 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. Do not use any meeting rooms that display the red sign.</p>	<p>Yes</p>			<p>03/08/20  18/06/20 </p>

<p>New &amp; Expectant Mothers or persons with disabilities attending work premises</p>	<p>Employees</p>	<p>The booths will follow the same process as meeting rooms with red/green signage. If you wish to use the booths for a meeting then a mask must be worn and no more than two people should use the booths at any time.          Avoid transmission during meetings, for example by not sharing pens and other objects.          We will provide hand sanitation in meeting rooms.          We will use protective screening for staff in receptions or similar areas.</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> <p><b><u>Staff Considerations:</u></b></p> <p>Reliance on informal arrangement to assess the needs of New &amp; Expectant Mothers or persons with disabilities attending work premises. A specific New &amp; Expectant Mothers Risk Assessment will be conducted by HR for any employee who is pregnant and returning to 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>	<p>Yes</p> <p>Yes</p>			<p>17/06/20</p> 
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<p><b>Covid-19 Infection:</b></p> <p>Staff working from home feeling isolated/anxious or not informed on safe working practices</p>	<p>Employees</p>	<p><b><u>Staff Considerations:</u></b></p> <p>Arrangements in place to maintain ongoing communication with staff on the company's response to COVID -19 and the implications for them to be sent out regularly by IM Group Managing Director, Andrew Edmiston and Office Manager, Sarah Coughlan.</p> <p>Staff provided with information and guidance on safe working practices while working from home. 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> 

	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
<b>Covid-19 Infection:</b> Employees not consulted on health and safety implications	Employees Visitors Contractors Public	<b>Staff Considerations:</b> The findings of this COVID – 19 Risk Assessment published on the company website.  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.	Yes			12/06/20 
Staff and visitors unaware of the infection risks and the risk controls in place		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. All staff issued with visitor guidance and visitors issued with visitor guidance prior to visiting the office.  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.	Yes			12/06/20 
Staff become ill while at work		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.	Yes			12/06/20 

		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.				
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<p><b>Covid-19 Infection:</b> Travel to/from work premises</p>	<p>Employees Visitors Contractors Public</p>	<p><b><u>Travel Considerations:</u></b> 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>Yes</p>			<p>12/06/20 </p>
<p>Work-related travel</p>	<p>Employees Public</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>Car sharing to and from work and any work related journey is not permitted. If in an emergency you are required to share a car please ensure you and your fellow occupants wear a mask throughout the journey and improve ventilation by keeping the windows open.</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</p>	<p>Yes</p>			<p>12/06/20 </p>

		confirming its compliance with the government's guidance on managing the risk of Covid-19. If the employee feels any other 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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<p><b>Covid-19 Infection:</b> 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><b><u>Workplace Considerations:</u></b> Staff parking facilities allow for vehicles to be parked enabling social distancing.</p> <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> <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> <p>Where reasonably practicable the movement of individuals throughout the workplace will follow a one-way system e.g. designating separate entrance and exit doors. Where possible common touch points at entrance/exits will be avoided.</p> <p>Where appropriate floor signage 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> <p>Only where it is not possible to move workstations further apart, we will use screens to separate people from each other.</p>	<p>Yes</p>			<p>12/06/20</p> 

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<p><b>Covid-19 Infection:</b> 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><b><u>Workplace Considerations:</u></b> 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, meetings should take place in a well-ventilated space. As an added precaution employees 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> 

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<p><b>Covid-19 Infection:</b></p> <p>Inadequate ventilation</p> <p>Unnecessary exposure to third parties</p>	<p>Employees Visitors Contractors</p>	<p><b><u>Workplace Considerations:</u></b></p> <p>The building's air handling/climate control adjusted to enable a suitable number of air changes per hour and following C.I.B.S.E guidelines.</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. A visitor policy is in place, in addition to a visitor guidance document. This is shared with all third parties prior to their onsite visit, to ensure that the third party understands the Covid controls at the Gate.</p> <p>Visits by third parties are restricted to front of house meeting rooms that the host has invited them to. Visitors are escorted to and from the meeting rooms and no mingling with onsite staff is allowed. Visitors will not be allowed onsite unless approval is given by the Office Manager for the visit and is logged by the Reception staff. Visitors who are not logged onto the system will be returned at the Gatehouse.</p>	<p>Yes</p> <p>Yes</p>			<p>12/06/20</p> <p><i>[Signature]</i></p> <p>12/06/20</p> <p><i>[Signature]</i></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><b>Covid-19 Infection:</b> 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><b><u>Hygiene Considerations:</u></b></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><b><u>Cleaning Arrangements</u></b></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>Yes</p>			<p>10/03/20</p>  <p>12/06/20</p> 

		The Office Manager will arrange a deep clean of the affected office areas in the case of a positive Covid tested employee working within that area.				
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<p><b>Covid-19 Infection:</b> Inadequate arrangements for the cleaning of utensils and cutlery</p> <p>Use of onsite canteen does not permit social distancing</p>	<p>Employees Visitors</p> <p>Employees Visitors Contractors</p>	<p><b><u>Cleaning Arrangements:</u></b> 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> <p><b><u>Welfare Facilities:</u></b> Staff are not permitted to dine in the restaurant and must eat at their own desks to minimise the potential for compromising social distancing. There should be no communal lunches anywhere in the building.</p> <p>We will be providing lunch bags on a free basis which staff can collect during their allocated slots.</p> <p>Staff may bring their own food. Staff are to eat at their desks to prevent the spread of Covid. We encourage outdoor lunchtime walks for employee health and wellbeing.</p> <p>Hand Sanitiser is to be used before entering the Bridge. The floor has been marked to allow social distancing between each individual, when picking up their prepacked sandwich bags.</p>	<p>Yes</p> <p>Yes</p>			<p>03/04/20</p>  <p>12/06/20</p> 

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<p><b>Covid-19 Infection:</b> 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>	Employees Visitors	<p><b><u>Gym &amp; Games Area Facilities:</u></b></p> <p>The gym and changing rooms/area has been closed until further notice.</p>	Yes			<p>17/03/20</p> 
<p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	Employees Visitors Contractors	<p><b><u>Emergency Arrangements:</u></b></p> <p>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>	Yes			<p>12/06/20</p> 