

Strictly Confidential
COVID - 19 RISK ASSESSMENT



**IM Group Ltd, The Gate
International Drive
Solihull, B90 4WA
29 March 2021
Version 06**

Version 1.0	18 May 2020
Version 2.0	Reviewed 07 August 2020
Version 3.0	04 September 2020
Version 4.0	23 October 2020
Version 5.0	08 January 2021
Version 6.0	29 March 2021
	Next Review Date: When significant changes but no later than 1 month

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

Reviewed by: 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	29 March 2021	
Shareen Jilka	Head of Risk & Governance and DPO	29 March 2021	
Sarah Coughlan	Executive and HQ Office Manager	29 March 2021	
Sonia Hall	HR Manager	29 March 2021	

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.

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

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	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>Covid-19 Infection: Clinically Vulnerable or Clinically Extremely Vulnerable attending work premises</p>	<p>Employees Visitors Contractors Public</p>	<p>Staff Considerations: Staff have been informed that they must stay at home if they or someone in their household has presented symptoms of COVID -19, namely a new continuous cough, high temperature (above 37.8°C) and a loss of, or change in normal sense of taste or smell (anosmia).</p>	Yes			<p>17/03/20</p> 
		<p>Staff requested to take their own body temperature on arrival at the office. The temperature reading screen has been positioned so you can see your temperature from the designated standing space. Staff to observe self-isolation in accordance with Government Guidance.</p>	Yes			<p>03/08/20</p> 
		<p>This includes individuals who have symptoms of COVID-19, and those who live in their household or are in their support bubble and those who are advised to self-isolate as part of NHS Test and Trace.</p>	Yes			<p>03/08/20</p> 
		<p>Clinically Extremely Vulnerable employees have been identified and will work from home until Govt. advice suggests otherwise (i.e. until 1 April 2021) New & Expectant Mothers or persons with disabilities attending will be allowed to work from the office and a risk assessment will be conducted.</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 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>29/03/21</p> 
			Yes			<p>29/03/21</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.</p> <p>Staff informed on the risk of infection and the risk controls in place.</p> <p>Employee information pack published on the staff intranet.</p> <p>Employee information pack shared with employees for input and comment prior to finalisation. See records maintained on Teams, and COVID 19 Return to Work Policy.</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.</p> <p>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.</p>	<p>Yes</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> <p>12/06/20</p> <p><i>[Signature]</i></p>


Covid testing		<p>Staff will not be required to undergo regular Covid testing. There are some risks that a test can protect us against and provide staff with an additional level of protection. Therefore, a limited number of free Covid tests will be made available to staff for exceptional reasons and these can be obtained directly from HR. Examples of such reasons are as follows:</p> <ul style="list-style-type: none"> ▪ If a staff member is feeling generally unwell (even if there are no Covid symptoms). ▪ If someone in your family is isolating due to being a close contact with a Covid positive person, in this situation we recommend you test yourself before coming to the office twice over the first 6 days. ▪ Issuing tests to visitors who are attending pre-authorised events at The Gate. ▪ Staff returning to work after a period of isolation following a positive Covid test. The staff member can return following a negative result or if a positive result is received the individual will have to continue to self-isolate and follow government guidelines. 	Yes			<p>29/03/21</p> 
Meetings		<p>There should be minimal face to face meetings. Use remote working tools to avoid in-person meetings.</p> <p>The use of boardrooms and meeting rooms for 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.</p> <p>For meetings of 6 or more attendees a <u>Covid 19 Business Case Questionnaire</u> must be completed and submitted to the HQ Office Manager scoughlan@imgroup.co.uk at least 5 days prior to the meeting.</p>	Yes			<p>12/06/20</p> 



		<p>No meetings should take place in The Manor without prior approval and booking by the Executive Office.</p> <p>Rooms will be cleaned in between meetings. The 2 cleaners will be regularly checking/cleaning meeting rooms and other areas but can be contacted on 07493 635183 for urgent cleans. Signs will be made available in each meeting room, where employees who use the meeting rooms should 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. Employees are not to use any meeting rooms that display the red sign.</p> <p>The booths will not be allowed for meetings and is restricted to use by only one person at a time.</p> <p>Avoid transmission during meetings, for example by not sharing pens and other objects.</p> <p>Hand sanitation has been provided in meeting rooms.</p>				
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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: Travel to/from work premises</p>	<p>Employees Visitors Contractors Public</p>	<p>Travel Considerations: Car sharing to and from work and any work-related journey is not permitted. If in an emergency, staff are required to share a car, masks are to be worn throughout the journey and ventilation improved by keeping the windows open.</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>Yes</p>			<p>12/06/20</p> 
<p>Work-related travel</p>	<p>Employees Public</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 site or office's arrangements are inadequate, they are advised not to make the visit. Any support or advice can be obtained from HR.</p> <p>No international travel is permitted, in line with the Government roadmap.</p>	<p>Yes</p>			<p>12/06/20</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: Workplace size and layout not suitable for permitting social distancing or for effective prevention of common touch points</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u> 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.</p> <p>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 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, glass screens have been installed on every other workstation to ensure that there is a mitigation/protection for any staff who need to sit on opposite workstations.</p>	<p>Yes</p>			<p>12/06/20</p> 



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<p>Covid-19 Infection: Workplace size and layout not suitable for permitting social distancing or for effective prevention of common touch points.</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u> The use of hot desks should be 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>


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<p>Covid-19 Infection: Workplace size, layout and processes not suitable for permitting social distancing or for effective prevention of common touch points.</p>	<p>Employees Visitors Contractors</p>	<p><u>Workplace Considerations:</u></p> <p>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>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>Yes</p>			<p>12/06/20</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
Covid-19 Infection: Inadequate ventilation Unnecessary exposure to third parties	Employees Visitors Contractors	<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 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. However, we will be operating a policy of no visitors, effective 06 January 2021, until further notice.</p> <p>Staff from other locations, are not permitted to work at The Gate without prior written consent from the HQ Office Manager. Similarly, staff at The Gate are not permitted to work at other locations without prior written consent from the HQ Office Manager.</p> <p>All interviews should be done over teams, the only exception for face to face meetings with visitors at The Gate is for final interviews and shortlisting.</p> <p>Any requests for interview candidates to attend in person will need to be submitted to the HQ Office Manager scoughlan@imgroup.co.uk using the Covid 19 Business Case Questionnaire at least 5 working days prior to the interview.</p> <p>Only contractors carrying out essential building maintenance are permitted on site.</p>	Yes Yes			12/06/20  12/06/20 

		<p>All contractors issued with the Covid-19 Contractor Guidance before being allowed onsite.</p> <p>All contractors and visitors registered by emailing the reception team @frontofhouseuk@imgroup.co.uk until further notice. All unregistered contractors will not be permitted on site.</p>				
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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: Inadequate arrangements for effective personal hygiene in the workplace</p>	<p>Employees Visitors Contractors</p>	<p><u>Hygiene Considerations:</u> Adequate hand washing facilities provided with hot/cold water, soap and hand drying facilities. 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. 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>Yes</p>			<p>10/03/20 </p>
<p>Inadequate arrangements for the cleaning of surfaces and equipment</p>	<p>Employees Visitors Contractors</p>	<p><u>Cleaning Arrangements</u> 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. With effect 29 March 2021, to ensure we keep our site as clean as possible an additional housekeeper who will work 9-5, Monday to Friday has been employed. 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. 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. All waste materials to be safely stored and disposed of. 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.</p>	<p>Yes</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>Employees Visitors</p>	<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 dishwashers, sanitisers, wipes and antiseptic sprays are made available to ensure that the items can be cleaned thoroughly and hands are sanitised following handling these items.</p>	<p>Yes</p>			<p>03/04/20 </p>
<p>Use of onsite canteen does not permit social distancing</p>	<p>Employees Visitors Contractors</p>	<p><u>Welfare Facilities:</u> Staff are not permitted to dine in the restaurant currently but can dine in the outside area of the restaurant effective 12th April in line with government roadmap. Otherwise, staff 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 and hot items 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 collecting their lunch.</p>	<p>Yes</p>			<p>29/03/21 </p>

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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>17/03/20</p>  <p>12/06/20</p> 