

Strictly Confidential
COVID - 19 RISK ASSESSMENT



**IM Group Ltd, The Gate
International Drive
Solihull, B90 4WA
18 August 2021
Version 09**

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
Version 7.0	27 July 2021
Version 8.0	09 August 2021
Version 9.0	18 August 2021
	Next Review Date: When significant changes but no later than 1 month

Updated by: Sarah Coughlan, Executive and HQ Office Manager

Reviewed by: Shareen Jilka, Head of Risk & Governance and DPO and Gary Hutton, Executive Director



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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	18 August 2021	
Shareen Jilka	Head of Risk & Governance and DPO	18 August 2021	
Sarah Coughlan	Executive and HQ Office Manager	18 August 2021	
Sonia Hall	HR Manager	18 August 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.

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

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

Fatal/ Major e.g., death or major injury

Over 3 days 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 days	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 have 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> <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 the updated Government Guidance, effective 16th August 2021. You can find further government guidance here.</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> <p>Clinically Extremely Vulnerable employees have now resumed working in the office from 1 April 2021. Clinically Extremely Vulnerable employees, 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>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	 	 	<p>17/03/20</p>  <p>03/08/20</p>  <p>16/08/21</p>  <p>29/03/21</p>  <p>29/03/21</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: 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 mitigations in place. An 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 Working Safely During Covid-19 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, the 16 August 2021 updated self- isolation Government Guidance, as outline above, must be followed.</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>			<p>12/06/20</p> <p><i>JCA</i></p> <p>12/06/20</p> <p><i>JCA</i></p> <p>12/06/20</p> <p><i>JCA</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 a member of staff has been in contact with a Covid positive individual and is not required to isolate, as per the 16th of August 2021 updated self-isolation Government guidance. ▪ 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>18/08/21</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> <p>No meetings should take place in The Manor without prior approval and booking by the Executive Office.</p>	Yes			<p>12/06/20</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 should be used by only one person at a time or may be used by two if both are wearing face coverings.</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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<p>Covid-19 Infection: Travel to/from work premises</p>	<p>Employees Visitors Contractors Public</p>	<p><u>Travel Considerations:</u> Car sharing to and from work and any work-related journey should be avoided. If you are required to share a car, consider using face coverings, do not sit face to face, open windows and provide adequate ventilation by switching on ventilation systems that draw in fresh air.</p> <p>Non-essential travel will be minimised, and consideration given to remote options first.</p>	<p>Yes</p>			<p>09/08/21 </p>
<p>Work-related travel</p>	<p>Employees Public</p>	<p>Any domestic business travel must be signed off by your Line Manager. In addition to Line Manager sign off, any overseas business trips must be discussed with HR to understand travel restrictions. This must be done before booking any travel.</p> <p>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>Yes</p>			<p>09/08/21 </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> 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>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. Employees should aim to sit facing away from each other, if possible, in an attempt to reduce face to face contact.</p> <p>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 or side to side.</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. IM Group recommends wearing 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> 

		<p>prior to visiting The Gate. It must be demonstrated either via the NHS COVID Pass on the NHS App or a vaccination letter. Vaccination cards will not be accepted.</p> <p>Visitors will be made aware of this requirement prior to visiting site when they are issued with the Covid-19 Visitor Guidance document.</p> <p>Visitors will be asked to show this information to reception on arrival.</p> <p>Any visitors who do not have the appropriate evidence will be asked to complete a lateral flow test in the First Aid room, if any visitors refuse to provide this information, they will not be admitted any further and will need to leave The Gate.</p> <p>Interviews can now be held in the office to assist with the shortlisting process. Interview candidates will still be subject to visitor authorisation and evidence requirements</p> <p>Contractors carrying out essential building maintenance are permitted on site.</p> <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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<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 fogging exercise 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 can now dine in the restaurant . Social distancing should be maintained, and all normal hygiene rules apply. Floor spacing markings should be observed.</p> <p>Signs will be present showing the maximum number of people that can be seated at each table at any one time and this should be adhered to at all times. If tables are already occupied with the maximum number staff should return to their desks to each lunch.</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. 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>Some pre-authorised visitors will be allowed into The Bridge to dine, provided they are hosted at all times. All rules with regard to the restaurant must be strictly adhered to.</p>	<p>Yes</p>			<p>09/08/21 </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>Employees Visitors</p>	<p><u>Gym & Games Area Facilities:</u> The gym has been reopened effective 09 August 2021.</p> <p>The maximum number of staff using the gym at any one time will be restricted to 3.</p> <p>The gym will be thoroughly cleaned by the House Keepers before the morning, lunchtime and evening sessions. All staff using the gym are responsible for cleaning equipment before and after use, with the cleaning products provided.</p> <p>Where possible, the terrace doors should be kept open to provide greater ventilation</p> <p>Sanitisers are to be used prior to entering the gym and on entering the shower rooms. These have been provided at the entrance to the gym and in the locker room.</p> <p>If using the showers all staff are required to wipe down the showerhead, shower controls and handles before and after use.</p>	<p>Yes</p>			<p>09/08/21 </p>
<p>Inadequate arrangements for the safe evacuation in an emergency.</p> <p>Inadequate arrangements for first aid.</p>	<p>Employees Visitors Contractors</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>Yes</p>			<p>12/06/20 </p>

		The 2-metre social distancing rule may be ignored in an emergency.				
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