

COVID-19 Risk Assessment

The Guildford Institute

Please note that this is a 'live', working document and is subject to change following adjustments to Government advice

Possible Hazard or Risk Source	List Persons at Risk	Controls to be in Place by the Time of Reopening to Reduce Risk	Any Additional Measures Needed	Risk Level After Controls (L, M, H)
Transfer of the Virus - Poor Hand Hygiene	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> • Everyone using the building to be encouraged to wash their hands when entering • Toilet on the first floor to be a designated hand-washing area • Signage to be used in bathrooms to encourage advised hand-washing process • Personal hand-sanitizers to be provided to GI Staff & Volunteers • Hand-sanitizer to be available in common areas for members of the public 		L
Transfer of the Virus – Contamination Within the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> • Contract cleaners to be employed for additional hours. Cleaners to visit during the daytime in addition to their usual end-of-day slot • Staff to be requested to sanitize high-touch items, such as door handles and stair rails on a regular basis • Individuals including staff members, tenants and room hirers to be asked to remove their own waste 		L

COVID-19 Risk Assessment The Guildford Institute

		<ul style="list-style-type: none"> • Pedal bins to be installed to prevent unnecessary touching of bin lids 		
Transfer of the Virus – Guidance Needed to Control Movement Flow Around the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> • One-way entrance and exit route to be in use where possible (<i>exceptions in the case of emergencies or for disabled access</i>). Entrance via the main door and exit to be via the ‘old’ staircase. • Signage to be used to guide visitors around the building • Floor stickers and markings to be used in key areas • 1 metre-plus ruling to be applied. Two-metre distancing to be advised where possible • 1 person limit for the lift (<i>exceptions for those with care-giving responsibilities</i>) • Communication with users of the building to ensure flow of visitors is managed as well as possible (i.e. staggered start/finish times for groups) 		L
Transfer of the Virus - Customer Use of the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> • Visitors of the building asked to wear masks within the building (<i>exceptions granted to tutors delivering lectures and to customers when eating/drinking in the restaurant</i>) • Masks to be available to purchase from Reception for those who arrive without a mask 		L

COVID-19 Risk Assessment The Guildford Institute

- | | | | | |
|--|--|--|--|--|
| | | <ul style="list-style-type: none"> • Keep a temporary record of visitors to the building for 21 days, to assist with NHS Test & Trace scheme. GI-specific QR code is available at main entrance, V Café entrance and at Reception to assist with this data collection. • V Café contractors to be responsible for ensuring safety within the restaurant. Safety processes to be shared with GI management in advance of restaurant reopening • As of 23/09/2020, V Café will take all orders and serve all food (apart from take-aways) via table service • Library plans to reopen from 06/10/2020. All Library Volunteers to undergo training before the reopening. Specific process has been put in place for Library usage • Guidance to be available for room hirers and tenants, but these individuals to take responsibility for what takes place at their events or within their rooms • In-room refreshments to be avoided initially for room hirers • Sanitization to occur between uses of meeting rooms • Front door to be closed if number of visitors within the building becomes too large, as deemed by GI Staff | | |
|--|--|--|--|--|

COVID-19 Risk Assessment The Guildford Institute

Processing Customer Requests via Reception	Staff Volunteers Visitors	<ul style="list-style-type: none"> • Hand sanitizer to be available on Reception at all times for public consumption • Screens to be in place on Reception to protect staff and visitors alike • Contactless card payments to be used. Staff to avoid handling customer cash and cheques wherever possible. Paper booking forms to be avoided 		L
Working within the Building	Staff Volunteers	<ul style="list-style-type: none"> • Everyone working within the building to be told to self-isolate for 14 days if they have a new, persistent cough and/or high temperature, or if they live with someone who has developed symptoms • Number of personnel permitted in the office to be reduced • Screens to be placed on desks between staff members • Desks to be kept as clear as reasonably possible • Conference Room to be a designated staff breakout area • One member of the team to be based on reception to increase separation when staff-only team working • Avoidance of desk-sharing or the sharing of equipment wherever possible • Sanitization of desks or equipment between uses if multiple people using the same items 		L

COVID-19 Risk Assessment
The Guildford Institute



		<ul style="list-style-type: none">• Masks and/or visors to be provided for Staff and Volunteers. To be worn when outside the office.• Deliveries to be made in bulk (to reduce frequency)• Visitors not permitted to enter the office to reduce risk to staff members• High-touch items (such as printer) to be given additional attention in terms of sanitization• Staff to make use of electronic document signing• When considering Volunteers returning to work, GI to evaluate Volunteers' circumstances		
--	--	---	--	--