

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 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"> Hand sanitiser available in the entrance and in common areas for members of the public Signage to be used in bathrooms to encourage advised hand-washing process Personal hand-sanitizers to be provided to GI professional team 		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. From Monday 19th July, contract cleaning will be reduced back to pre-pandemic levels. However, this will continue to be reviewed and increased again for the autumn 2021 term if levels of building usage rise significantly Staff to be requested to sanitize high-touch items, such as door handles and stair rails on a regular basis (in line with building footfall) Pedal bins have been installed to prevent unnecessary touching of bin lids 		L

COVID-19 Risk Assessment - The Guildford Institute

		<ul style="list-style-type: none"> Air-flow encouraged through opening of windows. Air conditioning systems to remain off currently in the Assembly Room 		
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 (<i>revised in time for reopening on 1st June 2021 and to be revised again prior to Monday 19th July</i>) Floor stickers and markings to be used in key areas 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 required to wear masks (<i>exceptions granted to those who are exempt, to tutors delivering lectures and to customers when eating/drinking in the restaurant</i>). From Monday 19th July, visitors will be encouraged but not mandated to wear masks when moving round the GI building. Masks to be available to purchase from Reception 		L

COVID-19 Risk Assessment - The Guildford Institute

		<ul style="list-style-type: none"> • Keep a temporary record of all visitors to the building for 21 days, to assist with NHS Test & Trace scheme. GI-specific QR code is available at multiple locations within the building in order to facilitate this. From Monday 19th July, the GI will continue to display the QR code but will cease to collect paper slips with customers' details in cases where customers do not have the NHS app. • <i>V Café</i> contractors to be responsible for ensuring safety within the restaurant. Safety processes to be shared with GI management • <i>V Café</i> will serve all food (apart from takeaways) via table service. From 19th July, table service will cease to be a requirement • All Library Volunteers have undergone multiple training sessions to ensure compliance. 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. From Monday 19th July, the GI will remove COVID social distancing limits for room hirers • For Guildford-Institute activities taking place on or after Monday 19th July, the GI will commit to a maximum limit of 75% of 		
--	--	---	--	--

COVID-19 Risk Assessment - The Guildford Institute

		<p>regular class-size limits for each space and tutor, so as to ensure that there continues to be adequate space between course and talk attendees within our meeting rooms</p> <ul style="list-style-type: none"> • Sanitisation 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 		
Processing Customer Requests via Reception	Staff Volunteers Visitors	<ul style="list-style-type: none"> • Hand sanitiser 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 10 days if they have a new, persistent cough and/or high temperature, or if they live with someone who has developed symptoms. In line with Government restrictions, from 16th August, team members who have been fully vaccinated will be exempt from the requirement to self-isolate if they are in contact with a positive case. Instead, they will be required to take a PCR test as soon as possible 		L

COVID-19 Risk Assessment - The Guildford Institute

		<ul style="list-style-type: none"> • All Staff & Volunteers returning to work to receive COVID safety briefing • Screens to be placed on desks between staff members • Desks to be kept as clear as reasonably possible • 'Room D' to be a designated staff breakout area • Avoidance of desk-sharing or the sharing of equipment wherever possible • Sanitisation of desks or equipment between uses if multiple people using the same items • Masks and/or visors to be provided for Staff and Volunteers. Staff requested to continue wearing masks outside the office following the change in guidelines on Monday 19th July • High-touch items (such as printer) to be given additional attention in terms of sanitisation • Staff to make use of electronic document signing where possible • When considering Volunteers returning to work, GI to evaluate Volunteers' circumstances • Staff members to complete voluntary lateral flow testing on a bi-weekly basis 		
--	--	--	--	--