

# Coronavirus (COVID-19) risk assessment

Assessment date: 1 June 2020

This risk assessment will be reviewed as new information and guidance is shared by the UK Government, Local Authorities and working partners.

**HAZARD:**

The virus spreading from one person to another due to close proximity within the workplace. This applies to anyone who enters any of the Growth Company sites.

**CONTROL MEASURES:**

- Wherever possible employees who can work from home are.
- Working hours have been extended to reduce crowding at arrival and departure times.
- Regular communications to employees, clients and learners are in place to reinforce the message that they should not visit any site if they are experiencing any of the Covid-19 symptoms.
- Business Unit managers working together to limit the numbers of employees coming into the workplace, to employees in roles critical for business and operational continuity, safe facility management or regulatory requirements. Manager at site is monitoring adherence.
- Where employees have to meet in person the activity time will be kept as short as possible and attendees will sit back-to-back or side-to-side (rather than face-to-face) whenever possible.
- Screens are in place to separate people from each other in areas where there is a high volume of pedestrian traffic i.e. reception.
- Signage and one-way systems at entry and exit points have been put in place where possible and necessary across all sites.
- Visitor appointments to be arranged for a specific time window and access restricted to required visitors only.
- Signing in systems have been disabled or removed from reception areas thereby removing the need for people to get close to reception employees.
- Social distancing signage installed around all sites.
- Communications to employees informing them of the new protocols such as social distancing that needs to be adhered to when at the workplace and requirement to update the business on their health conditions.
- Floors have been taped or marked in high pedestrian traffic areas e.g. reception, where queues may form to help people maintain a 2m distance.
- Workstations have been spaced and marked to identify which are in use to enable social distancing.
- Where possible there will be a First Aider and Fire Warden on each site. If this is not possible due to limited number of employees on site, the site manager will assign First Aid and Fire Warden duties to one or two employees on site.
- First Aiders have been asked to pay particular attention to sanitation measures immediately after providing any treatment including washing hands.
- This risk assessment should be shared with all contractors or visitors before attending one of our sites.
- Practical maintenance tasks will be completed out of core hours where possible.
- Corporate vehicles i.e. minibuses will not be in full service initially to enable social distancing. Passengers will be limited, the driver will wear to wear gloves and a mask and the vehicle will be cleaned before and after the journey. GC - Education & Skills (Skill Centre specific) to implement and enforce passenger volume on minibuses.
- Local managers to monitor and enforce protocols where meetings have to take place.

**HAZARD:**

**Cross contamination due to employees, learners and clients touching the same areas, equipment and appliances. This applies to anyone who enters any of the Growth Company sites.**

**CONTROL MEASURES:**

- Hand sanitisers have been placed at all entry and exit points within each site.
- Any touch-based security devices such as keypads to be disabled where appropriate. Where this isn't possible access will be restricted to the minimal number of people and will be identified as a high-touch area.
- Signing in systems disabled or removed from reception areas at all sites.
- Communication to all employees highlighting the need to avoid hot desking wherever possible.
- Screens installed in high pedestrian traffic areas such as reception to reduce cross contamination on surfaces.
- Regular cleaning of high-touch areas (door handles, toilets, kitchens) to be completed within all sites at regular intervals.
- Hand sanitiser and anti-bacterial wipes is appropriately situated around each site.
- Employees to clean their own workspace using anti-bacterial wipes in-between use.
- Employees and learners to only print and photocopy when absolutely necessary as this will be a high-touch area. Hygiene guidance should be followed when using this equipment.
- Paper towels provided as an alternative to hand dryers at all sites.
- Increase the number of waste bins through the offices with regular collection.
- All hot water services tested and operational at each site.
- Company vehicles to be cleaned after each use (i.e. minibuses).
- Where showers are available cleaning shall be conducted frequently to ensure good hygiene standards are maintained.
- Signage on sites to raise awareness of good hygiene: the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- New protocols implemented within the workplace communicated to employees, clients and learners.

**HAZARD:**

**Employees coming into close proximity with each other, clients or learners during meetings. This applies to anyone who enters any of the Growth Company sites.**

**CONTROL MEASURES:**

- Meetings are held virtually using relevant platforms such as Skype, Zoom or Microsoft Teams where possible.
- Only where essential should meetings be face-to-face and social distancing must be applied.
- Signage has been placed on meeting rooms indicating maximum numbers of people allowed to maintain social distancing.
- Employees advised to avoid sharing pens and other objects whilst in meetings.
- When meeting in person the activity time should be kept as short as possible, ideally less than 15 minutes, sitting back-to-back or side-to-side working (rather than face-to-face) where possible.
- Hand sanitiser and anti-bacterial wipes to be placed in all meeting rooms.
- Meetings should only be held in well ventilated rooms where possible.
- Local managers to monitor and enforce social distancing rules.

**HAZARD:**

Employees coming into close proximity with each other, clients or learners within communal areas of the building. This applies to anyone who enters any of the Growth Company sites. ompany sites.

**CONTROL MEASURES:**

- GC continues to work collaboratively with landlords and other tenants in multi-tenant buildings to ensure consistency across common areas, for example, receptions, staircases.
- The maximum number of people permitted within the kitchen areas and toilets will be limited according to size and signage indicating how many people are authorised to be in these areas is clearly visible.
- The maximum number of people permitted within reception shall be limited according to size. Signage indicating the number of people permitted in reception area is clearly visible.
- Employees to take ownership of an item of cutlery or bring their own, clean it themselves and store it appropriately when not in the workplace. Any cutlery not utilised has been removed from sites.
- Breakout areas closed off or social distancing protocols and signage applied.
- Employees and learners to be encouraged to remain on-site and, when not possible, maintaining social distancing while off-site.
- Employees and learners to be encouraged to bring their own food on-site.
- Seating to be reconfigured in canteens onsite to enable social distancing.
- Local managers to monitor and enforce social distancing measures.

**HAZARD:**

Employees may feel isolated and this could have an impact on their mental wellbeing.

**CONTROL MEASURES:**

- Regular communications to employees on what changes are being made.
- Local managers maintaining regular contact with their staff via virtual platforms.
- Stress assessments conducted when appropriate.
- Employee Assistance Programme available for employees and immediate family to access.
- Central platform (Coronavirus Staff Hub) to share the latest coronavirus guidance, information and resources including FAQs created for employees to access.
- Information and resources shared on health and wellbeing to support employees on the Coronavirus Staff Hub.
- Weekly wellbeing updates to employees with themes sharing health and wellbeing information.
- Survey to assess how employees are feeling now and about the future.
- Keep on encouraging regular KIT with managers to discuss wellbeing as well as workloads
- Considerations given to the survey outcomes and what training can be developed to support colleagues

**HAZARD:**

**Working with host employers - specifically assessors engaging with host employers (visiting property) to complete paperwork (HS10's)**

**CONTROL MEASURES:**

- Virtual platforms are available and used whenever possible.
- HS1 electronic document available for low-risk sites removing the need to travel to host employers.
- Guidance shared with employees working on third party sites.
- Only where these visits are absolutely essential should they take place.
- Relevant employees to contact employers and determine what control measures they have implemented to protect employees, through a risk assessment.
- The final decision to enter a site is with the employee who is entering the site.
- Relevant business unit to implement process and inform employees.
- Local managers to challenge visits where appropriate.



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