

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)
Guidance for Visitors to the Building		<ul style="list-style-type: none"> We ask visitors with COVID-19 symptoms not to attend the venue unless they've had a negative PCR test or until any isolation periods have been fully completed We ask visitors who live in the same household as someone with COVID-19 to refrain from attending the GI if their household member has been identified as a suspected or confirmed case of the Omicron variant of COVID-19. This also applies if you are not fully vaccinated and live within the same household as someone who has tested positive for COVID-19 		L
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

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<p>Transfer of the Virus – Contamination Within the Building</p>	<p>Staff Volunteers Tenants Tutors Visitors</p>	<ul style="list-style-type: none"> • Contract cleaners to be employed for 2 hours per weekday date, with a focus on high-touch areas • 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 • Air-flow encouraged through opening of windows and, where possible, doors. <i>In the winter months, this will need to be balanced with concerns regarding temperature control</i> 		L
<p>Transfer of the Virus – Guidance Needed to Control Movement Flow Around the Building</p>	<p>Staff Volunteers Tenants Tutors Visitors</p>	<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 • 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

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<p>Transfer of the Virus - Customer Use of the Building</p>	<p>Staff Volunteers Tenants Tutors Visitors</p>	<ul style="list-style-type: none"> • Visitors of the building asked to wear masks when moving round the GI building. Students requested to wear masks when seated during lecture-style classes. <i>Exclusions apply for practical exercise classes such as Tai Chi and Yoga.</i> • Masks to be available to purchase from Reception • GI-specific Test & Trace QR code is available at multiple locations within the building • <i>V Café</i> contractors to be responsible for ensuring safety within the restaurant. Safety processes to be shared with GI management • 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 • GI activity numbers to continue to be reviewed and limited in Autumn 2021 & Spring 2022 terms so as to ensure that there continues to be adequate space between course and talk attendees within our meeting rooms • Sanitisation to occur between uses of meeting rooms 		<p>L</p>
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		<ul style="list-style-type: none"> • 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	<p>We ask everyone working within the building to follow the above rules. In addition:</p> <ul style="list-style-type: none"> • All Staff & Volunteers returning to work to receive COVID safety briefing • All Staff members offered flu vaccinations in Autumn 2021, at the cost of the GI • 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 		L

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		<p>continue wearing masks outside the office, when moving round the building</p> <ul style="list-style-type: none">• 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		
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