

## 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"> <li>We ask visitors with COVID-19 symptoms not to attend the venue unless they've had a negative PCR test or lateral flow test</li> <li>We ask those who are positive for COVID not to attend our venue unless they've had two negative lateral flow test results</li> </ul>		L
Transfer of the Virus - Poor Hand Hygiene	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> <li>Hand sanitiser available in the entrance and in common areas for members of the public</li> <li>Signage to be used in bathrooms to encourage advised hand-washing process</li> <li>Personal hand-sanitizers to be provided to GI professional team</li> </ul>		L
Transfer of the Virus – Contamination Within the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> <li>Contract cleaners to be employed for 2 hours per weekday date, with a focus on high-touch areas</li> <li>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)</li> </ul>		L

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		<ul style="list-style-type: none"> <li>• Pedal bins have been installed to prevent unnecessary touching of bin lids</li> <li>• 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></li> </ul>		
Transfer of the Virus – Guidance Needed to Control Movement Flow Around the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> <li>• Floor stickers and markings to be used in some key areas</li> <li>• 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)</li> </ul>		L
Transfer of the Virus - Customer Use of the Building	Staff Volunteers Tenants Tutors Visitors	<ul style="list-style-type: none"> <li>• Masks are no longer mandatory within the Institute building. A notice in the entrance highlights the need to give mask-wearers space to ensure everyone feels comfortable when moving round the building</li> <li>• Masks to be available to purchase from Reception</li> <li>• <i>V Café</i> contractors to be responsible for ensuring safety within the restaurant. Safety processes to be shared with GI management</li> <li>• 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</li> </ul>		L

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		<ul style="list-style-type: none"> <li>GI activity numbers to continue to be reviewed and limited in the Spring 2022 term so as to ensure that there continues to be adequate space between course and talk attendees within our meeting rooms. Number restrictions to be removed from Summer Term 2022 onwards.</li> <li>Sanitisation to occur regularly within the meeting rooms</li> </ul>		
Processing Customer Requests via Reception	Staff Volunteers Visitors	<ul style="list-style-type: none"> <li>Hand sanitiser to be available on Reception at all times for public consumption</li> <li>Screens to be in place on Reception to protect staff and visitors alike</li> <li>Contactless card payments to be used. Staff to avoid handling customer cash and cheques wherever possible. Paper booking forms to be avoided</li> </ul>		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"> <li>All Staff members offered flu vaccinations at the cost of the GI</li> <li>Screens placed on desks between staff members. <i>To continue to be reviewed by professional team</i></li> <li>'Room D' to be a designated staff breakout area</li> <li>Masks and/or visors to be provided for Staff and Volunteers. Take-up to be down to personal choice.</li> </ul>		L