

CORONAVIRUS (COVID-19) RISK ASSESSMENT - Gravity House, Soho, London -
To Reduce risk to the lowest reasonably practical level

Hazard	Risk	Control measures	Persons at risk
Multiple staff and clients within the facility	H	If an employee/client starts showing symptoms they are asked to leave immediately. Every area they have visited/worked in will then be disinfected and (if possible) locked.	All individuals on site
Suspected case whilst working on site	H	If an employee/client starts showing symptoms they are asked to leave immediately. Every area they have visited/worked in will then be disinfected and (if possible) locked. Cleaners will perform a deep clean of this area as soon as practically possible.	All individuals on site
Client using multiple suites throughout the duration of an edit	H	Client within facility assigned their own room, using only this assigned room for the duration of their stay. However if clients have multiple rooms then we will ensure that this is documented appropriately and in event of any cases, all rooms frequented as part of clients work will be recorded for purposes assessment/checks	All staff and clients on site
Staff on site using public transport & commuting to work	H	All staff (client facing employee roles including front of house staff) to be supplied with a washable/reuseable mask for use to/from work and whilst on site. On arrival on site, all staff to use anti bacterial gel near entrance prior to entering any further into building.	All staff members
Floor hygiene practices from people on site	H	Toilets thoroughly cleaned and recorded on tracker in each toilet. Hand sanitisers and PPE (where appropriate for client facing roles) are available for all to use. General clean of all communal areas happen daily. Anti-bac soap provided in every toilet. Temperature gun on each site and all staff and clients coming in will be checked prior to entry - clear communication around this protocol Hand Sanitiser will be available on site for those unable to wash hands frequently	All individuals on site
To minimise risk of transmission in changing rooms and showers (where applicable) staff	H	Setting clear guidance and signage for personal items Enhanced cleaning of all facilities	
Small kitchen (s) - Frith	H	Clients not allowed in kitchens Distancing measures in place for staff onsite	All individuals on site
Common meeting areas	H	These will be closed at this stage, which will be reviewed.	All individuals on site
Reception desks	H	Front of House staff working independently No Guests permitted behind desk. Sign in verbalised/documentated by reception	Reception team
Packages/deliveries arrive onsite from multiple locations	H	The courier is asked to leave the object at an appropriate distance from the receptionist, before staff member picks it up All deliveries are wiped down with appropriate disinfectant upon arrival by receptionist wearing PPE	Receptionist and support staff handling packages
High risk staff members & Clients	H	High risk staff/clients are asked to work from home (Solid organ transplant recipients; people with specific cancers; people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma), 12 weeks from March 22nd.	All high risk staff/clients
Multiple couriers entering buildings throughout the day	H	All couriers asked to keep an appropriate distance when delivering or collecting a delivery.	Front of House Staff
Runners entering client suites	H	Runners only contact suites via telephone and items will be dropped off and collected from outside of client rooms. ("Knock and Drop" policy)	Runners & clients on site
Clients arriving on site unexpectedly, wanting to attend an client	H	All expected staff and client attendance is logged in a register. Any unexpected staff or clients are potentially refused entry to all facilities, unless prior notification has been	Staff and Clients on site
Contaminated deliveries enters site	H	Receptionists handle all incoming deliveries with gloves All wear gloves to make internal deliveries/collections All items delivered to be announced via phone first and then protocol to leave packages outside of client room for client to collect	Staff on site
Close contact when handing over packages	H	All items delivered to be announced via phone first and then protocol to leave packages outside of client room for client to collect	Staff on site
Front of house staff exposed to large number of clients/staff	H	Perspex glass erected around reception desk 2 meter distancing tape/markings put down around reception areas	All individuals on site
Client/staff member entering facility with fever	H	Everyone who enters the building will have their temperature taken using contactless thermometer. Clients will be required to maintain use of their personal mask when in communal areas/outside of their assigned room at all times. Anyone displaying a temperature above 37.8 will be asked to leave building and self-isolate at home	All individuals on site
Stairways	H	Protocols/signage for managing stairway have been displayed. Once indication that no one is coming please proceed either up or down stair case with caution.	All individuals on site
Congestion in toilets	H	Social distancing measures in place	All individuals on site
Virus spreading from touching regularly used handles/dispensers	H	Hand sanitiser dispensers located throughout building and frequent hand washing encouraged Frequently used doors and handles will be cleaned throughout the day (part of cleaning checks)	All individuals on site
Congestion in lifts	H	All staff/clients allowed in 1 at a time (priority to those less mobile) Signage put up to encourage use of stairs.	All individuals on site
Moving around buildings and worksites as to ensure safety measures whilst on site	H	Reducing moving between offices (non-essential trips within buildings and sites) Clearly marking out all office and building sites with appropriate measures (signage and tape). Creating one way system in site where staircases are a challenge & signage to clearly communicate Lift - guidance around protocols and priority of use and safety and signage.	All staff on sites
Clients and visitors attending site	H	All Clients, contractors and visitors on site have been instructed to wear Masks and Follow guidelines etc whenever visiting the premises.	All Individuals on site
All personnel to read & sign COVID document on entry into the building	H	Located within reception at all sites will be a document that every guest or visitor will need to read & sign before they enter the building.	All Guests & Visitors
Accident, security and other incidents - safety and in compliance	H	Ensuring awareness of handling emergency situations - both fire and first aid protocols communicating clearly how will be handled/assistance and sanitisation after incident has occurred.	All individuals on site
Fit to work Risk Assessments	H	Any individual that has been off from work & who are perceived as Vulnerable, Pregnant or Having Underlying Health Issues will be required to undertake a fit to work risk assessment with our COVID Partners 1st Option. Each individual will be called by 1st Option prior to returning and talked through each element of risk pertaining to their role. On arrival at work they will be met by a member of senior management and requested to acknowledge & sign said document.	All individuals concerned
General Communications to staff around returning to work	H	Ensuring all staff understand COVID 19 related Safety procedures for each site	All individuals on site
Medical Guidance needed call NHS on 111, where you will be assessed by an appropriate specialist. NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs.			
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