



COVID-19 Risk Assessment – GCI Locations excluding Data Centres

Level 2

RA011



Contents

1	Scope	3
2	Risk Assessment.....	3
3	Risk Assessment Scoring & Acceptance Criteria for Risk	9
4	Vulnerable Categories.....	10
5	Document Control	11
6	Document details and change summary	11

**Coronavirus (COVID-19) Risk assessment – GCI Locations excluding Data Centres****1 Scope**

Assessment Date	03/08/20	Assessment Completed By	HR & BMS Team
GCI Locations within scope of this risk assessment	<ul style="list-style-type: none"> • Poole • Leeds • Telford • Northampton • St Albans • Lincoln • Derby • Glasgow • Norwich • KL 	Areas of company affected	All Divisions and Group Functions
Review Date	03/09/20	To be reviewed by	HR Director

2 Risk Assessment

This risk assessment is applicable to all company locations.

Please see section 3 below for risk rating explanations.

Those potentially at risk from infection at work	This is a Public Health issue with the whole population at risk. Employees and visitors are all at potential risk if the precautions listed below are breached.
Number potentially at risk from infection at work	The GCI C19 Policy is for the vast majority of employees to work from home. A relatively small number of employees are being permitted to visit GCI locations and work temporarily or for longer periods. These people and their management will comply with POL053 GCI Covid-19 Return to Work Policy. Visitors are also prohibited, or in certain cases restricted tightly. This means the number of people at potential risk is relatively low.
Work involved & Specific Activities assessed	Location-based activities associated with approved roles / job guides



Risk: Source(s) of infection	Possible: contact with contaminated surfaces, direct skin contact, transfer by coughs, sneezes, aerosols, touching surfaces, particularly door handles, taps and common work amenity controls, opening cupboards, any smooth surfaces.
---	--

Hazard	Risk Rating 1 (L x S)	Control measures	Risk Rating 2 (L x S)	Persons at risk
Exposure from working at an GCI location- Employees who are in the 'Clinically Extremely Vulnerable' or 'Clinically Vulnerable' categories (see section 4 below)	4 x 5 = 20	<p>These employees will work from home and continue to work from home due to their higher risk.</p> <p><u>Prior to return to any location for employees in this category, a specific risk assessment for each individual will be undertaken and approved by the HR Director, and all control measures implemented and verified.</u></p>	1 x 5 = 5	Employees in these categories
Exposure from working at a GCI location - Employees who are not in the above categories	4 x 4 = 16	<p>Employees who would normally work in a GCI location will work from home and continue to work from home until authorised by Senior Management.</p> <p>Any Employees that are required to work at a GCI location for valid and overriding operational reasons can only do so if approved by the relevant Divisional Managing Director or CFO, and must comply with POL053 Covid-19 Return to Work Policy.</p> <p>Directors, Heads and Managers will be responsible for ensuring they and any employees under their control that are authorised to return to a GCI location, comply with POL053 Covid-19 Return to Work Policy, and that the office and their work areas are suitably resourced and organised to enable compliance with POL053 GCI Covid-19 Return to Work Policy.</p> <p>All employees working at a GCI location will complete</p>	1 x 4 = 4	Employees in these categories



		the Covid 19 Employee Health Questionnaire. HR will review and only authorise their return if all responses are 'no'. HR will review instances where 'yes' in answered and a specific risk assessment will be undertaken.		
Re-opening of a fully closed GCI location, prior to health & safety checks being undertaken	4 x 4 = 16	<p>A person approved by HR will carry out and complete the 'Re-opening Assessment' for each location. All actions will need to be completed and the assessment signed off by the Approved person and HR Director prior to Employees being allowed to re-enter the building.</p> <p>Employees will not return until the above steps have been taken and successfully completed.</p>	1 x 4 = 4	Employees and other third parties such as visitors
Inadequate social distancing	4 x 4 = 16	<p>Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and other third parties such as visitors
Coming to the location and leaving the location	4 x 4 = 16	<p>Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>All people entering and leaving are required to wash / sanitise their hands.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees
Moving around the location	4 x 4 = 16	Social distancing applying the 2m rule, or 1m with risk	1 x 4 = 4	Employees and other



		<p>mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>All people entering and leaving are required to wash / sanitise their hands.</p> <p>Adherence to any one way systems in place.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>		third parties such as visitors
Undertaking activities in workplaces and workstations	4 x 4 = 16	<p>Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>Normal equipment allocated to an employee will be used and equipment will not be shared.</p> <p>Hot desking is prohibited.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees
Meetings	4 x 4 = 16	<p>Teams or Skype to be used wherever possible.</p> <p>Meeting are encouraged outdoors if possible.</p> <p>Boardrooms are limited to 4 people. Meeting rooms are limited to 2 people.</p> <p>Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and other third parties such as visitors



Using common Areas	4 x 4 = 16	No more than one person in any area at any one time. Compliance with POL053 GCI Covid-19 Return to Work Policy.	1 x 4 = 4	Employees and other third parties such as visitors
Responding to accidents, security and other incidents	4 x 4 = 16	People involved in the provision of assistance to others should pay particular attention to hygiene measures immediately afterwards, including washing hands. Compliance with POL053 GCI Covid-19 Return to Work Policy.	1 x 4 = 4	Employees and other third parties such as visitors
Interacting with customers, visitors, contractors and other third parties	4 x 4 = 16	Visitors will not be approved to visit any GCI location until advised by Senior Management. Deliveries may take place for operational reasons but controlled as per POL053 GCI Covid-19 Return to Work Policy. All visitors will complete the Visitor Questionnaire TEM144 Visitor Questionnaire. Visitors and their hosts will comply with POL053 GCI Covid-19 Return to Work Policy. Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.	1 x 4 = 4	Employees and third parties
Handling goods, deliveries etc	4 x 4 = 16	Delivery drivers should be encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practices. All employees handling any items must wash / sanitise their hands immediately after. Any packaging should be disposed / recycled as soon as possible.	1 x 4 = 4	Employees and third party delivery Employees



		<p>Social distancing applying the 2m rule, or 1m with risk mitigation, if 2m is not viable, must be used and in all parts of the location, including when coming to the location, and leaving the location.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>		
Work related travel	4 x 4 = 16	<p>Employees using company cars must ensure they are cleaned regularly on the interior to eradicate germs.</p> <p>There should be no more than one employee in a car at a time. (e.g. Lunchtimes)</p> <p>Employees should avoid carpooling unless employees are family members living within the same household. If the case arises that others are transported in a personal or company vehicle, the company or employee should follow the necessary guidelines on cleaning and disinfection.</p>	1 x 4 = 4	Employees
Inadequate cleaning	4 x 4 = 16	<p>Employees should frequently clean their work area and equipment.</p> <p>Each location will also be cleaned daily by approved cleaners.</p> <p>Limit and if possible do not use high-touch items and equipment, for example, printers or whiteboards. Wash / sanitise hands afterwards.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees and other third parties such as visitors
Inadequate hygiene	4 x 4 = 16	<p>Employees are required to follow good handwashing</p>	1 x 4 = 4	Employees and other



		<p>technique, to increase handwashing frequency, to avoid touching their face and to cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>		third parties such as visitors
Unhygienic showers and changing rooms	4 x 4 = 16	<p>Use of facilities will be restricted to one person at a time where there are multiple showers.</p> <p>Compliance with POL053 GCI Covid-19 Return to Work Policy.</p>	1 x 4 = 4	Employees

3 Risk Assessment Scoring & Acceptance Criteria for Risk

The following 1 – 5 scoring and acceptance criteria is used within all Risk Tools

Likelihood (Risk Score)	
1	Very Low
2	Low
3	Medium
4	High
5	Very High.
Significance	
1	Zero personal injury
2	Minor personal injury (non-RIDDOR)



3	Major personal injury (RIDDOR)
4	Fatality
5	Multiple fatalities / Clinically vulnerable group

		Significance				
		1	2	3	4	5
Likelihood	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5

Each risk will be assessed in order of risk level score looking at the existing level of controls. As a guidance:

Score	Risk Rating = Significance x Consequence
16-25	High – Unacceptable risk, stop work, re-examine activities and implement risk controls to reduce risk
6-15	Medium – Tolerable if further mitigation is not reasonably practicable and there is a need to continue the activity with identified controls
1-5	Low – acceptable risk

4 Vulnerable Categories

Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group, or will have been told by their GP. Guidance on who is in this group can be found here:
---------------------------------	---



	https://www.gov.uk/government/publications/guidance-on-shielding-andprotecting-extremely-vulnerable-persons-from-covid-19/guidance-onshielding-and-protecting-extremely-vulnerable-persons-from-covid-19
Clinically vulnerable people	<p>Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here:</p> <p>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-awayfrom-others</p>

5 Document Control

This document is the property of GCI It shall not be reproduced wholly or in part without the permission of the author.

Controlled copies will be issued and/or explained to any person(s) carrying out work on behalf of GCI and can only be obtained from approved personnel. Any uncontrolled copies must be marked 'Commercially Confidential: Uncontrolled If Printed' on the hard copy. Electronic copies must only be issued as a pdf.

It is the responsibility of the issuer of any uncontrolled copy to clearly explain to the user that the document is only current at the date of receipt and will not subsequently be updated. Any suggested changes or amendments must be communicated through the author for consideration and inclusion if suitable.

6 Document details and change summary

Document Name:	Covid-19 Risk Assessment – GCI Locations excluding Data Centres	
Document Number:	RA011	
Issue:	003	
Owner:	HR Manager	
Approved by:	Position	Date



	HR Director	03/08/2020
Release Date:	03/08/2020	
Review Frequency:	Monthly	

Issue	Change Description	Date	Created By
001	New risk assessment	29/05/20	HR & BMS Teams
002	Data Centres removed and added to a separate risk assessment	05/06/20	HR & BMS Teams
003	Updated to reflect latest government working safely advice	03/08/20	HR & BMS Teams