

The Granite Group - Sevenoaks

COVID-19 Secure - Workplace Risk Assessment

This risk assessment has been prepared to ensure the risks associated with Covid-19 and the likely impacts, have been identified and appropriately mitigated where practicable to ensure the health, safety and wellbeing of all our stakeholders and to meet compliance with governments COVID-19 SECURE guidelines.

Risk Acceptance Statement

The Group has agreed the level of risk are acceptable for operations to continue in the Granite Group office facilities is Very Low, Low or Medium (whilst remaining under review).

Risk Tolerance

Very Low	=	Acceptable	Residual risks rated as Low or Very Low are acceptable as they have little impact and are unlikely to occur.
Low			
Medium	=	Acceptable - Under Review	Residual risks rated as Medium are acceptable as they do not pose an immediate threat but should be kept under review.
High	=	Unacceptable	Residual risks rated as High or Severe are unacceptable and outside of the group's risk tolerance, as they are likely to occur
Severe			

COVID-19 Secure Risk Assessment Matrix

The risk matrix has been used during the risk assessment to determine the residual risk ratings of risks identified.

Risk Matrix

Likelihood	5	5A	5B	5C	5D	5E
	4	4A	4B	4C	4D	4E
	3	3A	3B	3C	3D	3E
	2	2A	2B	2C	2D	2E
	1	1A	1B	1C	1D	1E
		A	B	C	D	E
		Impact				

Qualified Risk Outcomes

Very Low
Low
Medium
High
Severe

Likelihood Rationale

1	Exceptional	<i>Only in exceptional circumstances</i>
2	Unlikely	<i>Could occur in the future, though unlikely</i>
3	Occasional	<i>May occur in normal circumstances</i>
4	Likely	<i>Probably occur in most circumstances</i>
5	Almost Certain	<i>Expected in normal operating circumstances</i>

Impact Rationale

A	Insignificant	<i>No risk to staff health. All social distancing guidelines and government advice fully implemented</i>
B	Minor	<i>Uncontrollable remote work-related risk to staff health possible. All social distancing guidelines and government advice fully implemented</i>
C	Moderate	<i>No immediate risk to staff. Compulsory social distancing guidelines and government advice implemented</i>
D	Major	<i>Remote risk to staff possible. Social distancing guidelines and government advice only partially implemented or uncontrolled risk influencing residual.</i>
E	Catastrophic	<i>Staff at risk. Social distancing guidelines and government advice not implemented</i>

COVID-19 - Workplace Safety Risk Assessment – External Risks

Source of the Hazard	Hazard Description	Controls	Likelihood (1 to 5)	Severity (A to E)	Residual Risk Rating	Risk Tolerance
Employee travel to and from workplace (Individual Vehicles)	Individuals using vehicles to attend the office.	<ul style="list-style-type: none"> Parking is available in the car park below the building. Currently there are few other tenants in the building meaning that there is ample space to park. We are monitoring WFH v Office based staff to ensure all drivers can be allocated space. Building Manager has put hand sanitisers at the point of access. 	3	A	Low	Acceptable
Employee travel to and from workplace (Shared Vehicles)	Staff sharing vehicles to attend the office.	<ul style="list-style-type: none"> Limited staff car share. WFH available, public transport used where safe or travelling in own cars. Continuing to follow government guidance on car sharing with the same people. Staff method of transport survey complete. 	3	C	Medium	Acceptable - Under Review
Employee travel to and from workplace (Public Transport)	Staff member can only attend the office using public transport. Potential risk of increased exposure to others and contraction of Covid.	<ul style="list-style-type: none"> WFH option offered where staff meet the qualifying criteria. Where public transport is essential, staggered start and finish times in place to minimise peak time travel. Face Masks now mandatory on public transport. 	3	C	Medium	Acceptable - Under Review
Employee travel to and from workplace (Walk / Cycle)	Staff walking/cycling to the office.	<ul style="list-style-type: none"> Walking/cycling outdoors are socially distanced and are therefore low risk. Colleagues advised not to walk in groups or congregate outside. There are cycle racks which can be used. 	3	A	Low	Acceptable

Visits to the Workplace (Customers)	Members of the public (customers) attending offices with queries or to make payments, potentially with cash.	<ul style="list-style-type: none"> No visits currently allowed in accordance with Group policy. Online customer meetings only. Building has a manned reception and security desk with a visitor sign in process. Keypad and swipe access control in place. 	1	A	Very Low	Acceptable
Visits to the workplace (Sales-Representatives)	Business contacts and or partners carry a risk of transmission should they attend our office.	<ul style="list-style-type: none"> No visits are currently allowed in accordance with Group policy. This is controlled by the main reception. 	1	B	Low	Acceptable
Visits to the workplace (Maintenance Workers)	Maintenance Workers carry a risk of transmission should they attend our office.	<ul style="list-style-type: none"> Frequency of visits reduced or eliminated pending further review. Point of access controlled by building manager. Management control and supervision to ensure there is no interaction with staff during their visit. Point of entry sanitisation station and requirement to wear PPE. Cleaning is carried out afterwards. 	2	B	Low	Acceptable
Visits to the workplace (Cleaning Contractors)	External cleaning staff attending the office.	<ul style="list-style-type: none"> Cleaning regime in place to meet Covid requirements. A scheduled is in place by specialist cleaners. Obtained and agreed cleaners' schedule of cleaning. Cleaning staff clean high-touch items, including light switches, door handles, plug sockets, doors, hand towel dispensers, toilet roll holders, handrails, banisters, tables and desks. Cleaners have their own cleaning cupboard. 	2	B	Low	Acceptable

Employee travel for work (Company vehicle / single employee)	Individuals using company cars for work travel.	<ul style="list-style-type: none"> Company car usage policy in place. Regular cleaning is required under the company car policy. 	1	B	Low	Acceptable
Employee travel for work (Company vehicle / multiple employees)	Risk of transmission between employees	<ul style="list-style-type: none"> With the exception of Surveillance there are no Company cars in use for business purposes currently. Company car policy is in place. Cleaning car after usage and minimum quarantine period after each use. No Sharing of vehicles. 	1	B	Low	Acceptable
Employee travel for work (own vehicle / single employee)	Minimal risk apart from transmission from the said employee's family members whom they live with	<ul style="list-style-type: none"> Currently only travel to and from normal office location or WFH allowed. Group policy remains that no staff are permitted to travel between offices or for business purposes. 	1	B	Low	Acceptable
Employee travel for work (own vehicle / multiple employees)	Risk of transmission between employees using the same vehicle.	<ul style="list-style-type: none"> Currently only travel to and from normal office location or WFH allowed. 	1	B	Low	Acceptable
Employee travel for work (Fuelling vehicles)	Risk of transmission from the interaction with the general public.	<ul style="list-style-type: none"> Government / SD Distancing advice applies when in public. Fuelling stations have now implemented their own safety measures to reduce risk of transmission in line with government guidelines. 	2	B	Low	Acceptable
Working practices (Visiting customers)	Risk of transmission between visitors and staff.	<ul style="list-style-type: none"> No visits to customers currently allowed. Alternatives such a Zoom/Teams Meetings and telephone calls available. 	1	A	Very Low	Acceptable
Working practices (Working from home)	Isolation / Stress / Anxiety	<ul style="list-style-type: none"> WFH policy in place. Regular check ins to ensure that WFH staff are fully supported on all health, safety and welfare matters. 	3	C	Medium	Acceptable - Under Review

		<ul style="list-style-type: none"> Self-isolation rules following own or family members infection are in accordance with Government guidelines. 				
Welfare away from the workplace (Comfort breaks)	Insufficient comfort breaks	<ul style="list-style-type: none"> Staff are free to use the bathroom facilities as required for comfort breaks and get up from desk for comfort break away from screen. 	3	B	Medium	Acceptable - Under Review
Welfare away from the workplace (Scheduled rest breaks)	Fatigue / Burn Out	<ul style="list-style-type: none"> Regular check ins include discussion on shift patterns and breaks for staff WFH. Reporting in place to monitor login/logout, file access and telephony. 	1	B	Low	Acceptable
Welfare away from the workplace (Smoking breaks)	Fatigue / Burn Out	<ul style="list-style-type: none"> There are no smoking breaks during working hours. Staff are able to utilise a designated smoking area outside the front of the building before and after work and during lunch hours. SD rules in smoking areas. 	1	B	Low	Acceptable
Emergency practice away from the workplace (Provision of first aid)	Danger of isolated people being injured and having little onsite support	<ul style="list-style-type: none"> Welfare calls. All Managers monitor check systems each morning and throughout the day to ensure that all staff expected have logged in and are fully engaged. 	2	B	Low	Acceptable
Emergency practice away from the workplace (Supporting a mental health crisis)	WFH employees suffering mental health issues.	<ul style="list-style-type: none"> Staff welfare programme. Regular Management check ins. Mental health trained staff support. Staff have details of mental health help available added to automated e mail signatures. 	2	B	Low	Acceptable
Emergency practice away from the workplace (Fire evacuation)	Fire evacuation when WFH	<ul style="list-style-type: none"> Staff WFH provided with PAT tested company issued equipment. Follow normal procedures as expected in usual daily life. Staff communication sent to confirm that only authorised equipment should be used 	1	A	Very Low	Acceptable

		with general guidance to H & S for electrical items.				
Emergency practice away from the workplace (Road traffic accidents)	RTA away from the office.	<ul style="list-style-type: none"> No pool cars in use, company car users limited to the surveillance team. No customer contact or sharing of vehicles. Follow normal procedures as expected in usual daily life. WFH staff not travelling for work purposes. 	1	B	Low	Acceptable

COVID-19 - Workplace Safety Risk Assessment – Internal Risks

Source of the Hazard	Hazard Description	Controls	Likelihood (1 to 5)	Severity (A to E)	Residual Risk Rating	Risk Tolerance
Start of day (Employee arrival)	Risk of too many staff arriving at the same time as other staff and tenants raising social distancing and hygiene challenges.	<ul style="list-style-type: none"> Majority of our workforce are now working remotely reducing numbers in office, which remains under review. The majority of other tenants are not currently back in the building. Keypad access, hand sanitiser is provided prior to access. Main front revolving door is contactless (automatic). Wall mounted hand sanitisers in the main reception, lifts and main staircase. Clear signage is in place throughout the building and floor markings to control foot traffic in the shared areas. Staff required to wear face masks when mobile throughout all common parts of the premises. A temperature check scanner is installed at office access door. 	2	B	Low	Acceptable

Working practices (Reception areas)	Risk of staff congregating and increasing risk of transmission	<ul style="list-style-type: none"> • There are staggered start times in place and very few other tenants are back in the building. • Several entrance points available. 	3	C	Medium	Acceptable - Under Review
Working practices (Office / administration)	Office desks/workstations in close proximity, potential risk of increased exposure to others, contraction and spread of Covid.	<ul style="list-style-type: none"> • We have assessed desk space and have installed new desk screens in all banks of desks, with clear signage on desks not to be used to ensure social distancing requirements are met. • Do not use desks have had keyboards and mice removed. • Clear signage is on the kitchen access door indicating only one staff member at a time is permitted to access. • Extra handwash facilities within the kitchen. • Sanitisation stations requiring staff to wash hands upon entry. • A logbook is present in the kitchen for the recording of additional cleaning needs within the office. • Sanitisation stations clearly marked and at key points throughout the office. 	2	B	Low	Acceptable
Working practices (Moving around buildings & worksites)	Potential risk of increased exposure to others, contraction and spread of Covid.	<ul style="list-style-type: none"> • A sanitisation station is in place immediately inside this point of entry. • Lifts one at a time access only. • In the main atrium there is currently adequate spacing at the breakout areas to maintain SD. • Main kitchen area remains closed. • Wall mounted handwash and restrooms are available in commons areas. • Enhanced daily cleaning regime and cleaning occurs throughout the day for multi touch surfaces, bannisters, door plates etc. • Clear floor signage to indicate pathways through common areas. 	2	B	Low	Acceptable

<p>Working practices (Meetings)</p>	<p>Potential risk of increased exposure to others, contraction and spread of Covid.</p>	<ul style="list-style-type: none"> • Meetings are currently limited to essential strategy planning and H&S briefings for returning staff, with social distancing and hygiene strictly enforced. • All meeting rooms have glass panelling and maximum occupancy is monitored. • There is minimal usage of these rooms currently and a sanitisation station is in place outside the main conference room. • There is a pre booking facility in place for all meeting room although the majority of meeting are via Teams/Zoom calls. • Managers and staff are encouraged where possible to sit in the same seats in meeting rooms. • Wipes are provided to clean shared equipment before and after each use. • Huddle bubble/pod usage is currently not allowed. • Meeting room rules are in place and signage on display with max occupancy rules. • Handles fitted which allow opening of doors with use of arm rather than hands. 	<p>3</p>	<p>B</p>	<p>Medium</p>	<p>Acceptable - Under Review</p>
<p>Working practices (Plant rooms & scheduled maintenance)</p>	<p>Building Manager is responsible for building maintenance and periodic access to the office suite is required. This introduces an external covid risk if uncontrolled. We also have scheduled supplier maintenance visits for the shredder,</p>	<ul style="list-style-type: none"> • With limited staff numbers currently in the office we have reduced the frequency of some maintenance and completely stopped access for others. • A sanitisation station is located at the point of access to the office suite. • No access without prior agreement. 	<p>3</p>	<p>B</p>	<p>Medium</p>	<p>Acceptable - Under Review</p>

	printer, coffee machine etc.						
Working practices (Goods in)	Deliveries of supplies being made to the office by third parties.	<ul style="list-style-type: none"> • There is a security guard station at the rear delivery door with one guard in situ from 7am - 7pm. • All goods are signed in and kept aside safely at our allocated collection point. • Staff do not have access to this area of the building meaning there is ample corridor space for our admin staff to collect goods with a trolley daily and maintain social distancing. • Lifts are signposted as single occupancy and currently have minimal usage due to the low number of occupants in the building. • Staff not allowed to have personal goods delivered. • Admin staff have gloves for the opening of inbound post and collection of deliveries. • Risk is further reduced by opening post/packages in the post room. 	5	B	Medium	Acceptable - Under Review	
Working practices (Goods out)	Potential risk of increased exposure to others, contraction and spread of Covid.	<ul style="list-style-type: none"> • Admin drop off goods at the rear deliveries' door. • There is a controlled collection access point at the rear of the building. With one security guard in a separate office there. Social distancing is therefore not an issue. 	4	A	Low	Acceptable	

Welfare (Comfort breaks)	Potential risk of increased exposure to others, contraction and spread of Covid	<ul style="list-style-type: none"> Minimal tenant's staff in the building. Reduced staff numbers in the building with many WFH. Restrooms are cleaned regularly and thoroughly on a daily basis. SD enforced. 	2	B	Low	Acceptable
Welfare (Scheduled rest breaks)	Potential risk of increased exposure to others, contraction and spread of Covid.	<ul style="list-style-type: none"> There are currently few other tenants in the building and many of our staff are working from home, allowing ample rest break space and seating in both our office suite and main atrium on the ground floor which is very spacious. Restrooms are cleaned regularly and thoroughly on a daily basis. SD enforced. 	2	B	Low	Acceptable
Welfare (Use of food prep areas)	Potential risk of increased exposure to others, contraction and spread of Covid	<ul style="list-style-type: none"> Staff are encouraged to bring own food and drinks to minimise kitchen usage. Clear signage is in place at the kitchen area limiting occupancy to one at a time. Sanitisation station is located at the point of access. Microwaves, tea and coffee making facilities have been removed from the kitchen. The drinks machine is regularly cleaned. Cleaning materials provided in the kitchen. Building's in restaurant is currently closed. 	2	B	Low	Acceptable
Welfare (Smoking breaks)	Potential risk of increased exposure to others, contraction and spread of Covid	<ul style="list-style-type: none"> There are no smoking breaks during working hours. Staff are able to utilise a designated smoking area outside the front of the building before and after work and during lunch hours. SD enforced. 	2	B	Low	Acceptable

Emergency Practice (Provision of first aid)	Potential risk of increased exposure to others, contraction and spread of Covid	<ul style="list-style-type: none"> Designated first aiders. First aid provided in line with government guidelines. Guidance has been provided to ensure First Aiders own personal safety is the primary consideration when assessing risk in treating v potential for infection. 	1	C	Low	Acceptable
Emergency Practice (Supporting a mental health crisis)	Isolation / Stress / Anxiety	<ul style="list-style-type: none"> We have engaged on a mental health training programme with a number of staff and management being trained to provide support to colleagues. Regular welfare checks are in place for all staff. Mental health trained staff currently working both remotely and office based. 	3	B	Medium	Acceptable - Under Review
Emergency Practice (Fire Evacuation)	Potential risk of increased exposure to others, contraction and spread of Covid	<ul style="list-style-type: none"> Fire Marshalls are in place to support the office function. Significant reduction in staff working in the office. Staff in the office briefed that emergency evacuation takes precedence over infection risk. Returning staff briefed as part of initial H & S briefing. Managers are all briefed of the need to act in a fire Marshall capacity 	2	B	Low	Acceptable
Office Risk	All staff attending the office leading to increased exposure to others and increased risk of contraction of Covid.	<ul style="list-style-type: none"> Office has been assessed for safe seating and environment in accordance with this risk assessment and roles and staff experience are assessed to ensure that WFH is utilised where possible. Social distancing maintained. 	1	A	Very Low	Acceptable

Sanitation Risk - Office	Areas with high contact rate – bannister, door handles, coffee machines, lifts, etc. not being regularly or adequately cleaned, increasing potential risk of spread of Covid.	<ul style="list-style-type: none"> Reduced number of staff within the office. Sanitisation stations available and at key touch points. Own office cleaners have increased their cleaning regime. A scheduled fogging by specialist cleaners. 	1	A	Very Low	Acceptable
Sanitation Risk - People	Poor hygiene practices amongst staff, lack of hand washing and containment of coughs or sneezes.	<ul style="list-style-type: none"> Following and re-enforcing government guidance. Reduced number of staff working in the office. Staff are all briefed upon return to the office of our requirements and guidelines are provided, expectations, location of sanitisation stations and signage. The H&S reps support Management to enforce standards. 	1	A	Very Low	Acceptable
Isolation Risk	Staff WFH becoming dejected or disconnected, leading to mental health or performance issues.	<ul style="list-style-type: none"> Staff welfare programme and regular check ins in place. 	3	B	Medium	Acceptable - Under Review
Vulnerable Staff Risk	Staff at high risk or with members of their household at high risk, where potential exposure to Covid could be fatal as result of pre-existing conditions	<ul style="list-style-type: none"> Identified all staff in vulnerable categories and ensuring any risks are mitigated with WFH arrangements. 	1	B	Low	Acceptable
Concerned Staff Risk	Staff returning to the office facing extreme anxiety due to sharing an	<ul style="list-style-type: none"> We hold a day one briefing for all staff returning explaining office Covid H &S steps taken to reassure on social distancing and hygiene. 	3	A	Low	Acceptable

	office after weeks of isolation, leading to mental health or performance issues.		<ul style="list-style-type: none"> • Ongoing welfare monitoring during reintegration. • Ongoing communication with staff regarding actions taken. Communicated with those who have remained in the office about how we are briefing returning staff. 						
Locker Room	Staff congregating in locker-room, staff touching other people's belongings.		N/A – no locker room in place						
Cloakroom	Staff congregating in Cloakroom, staff touching other people's belongings.		N/A – no cloakroom in place						