

Activity	Coronavirus transmission	Reference No	CRNAHOTRNWIDD120320R9	GAME Retail Ltd. Risk Assessment
Location	Office, welfare areas and car park	Assessor (Print)	Sean Widdowson	
Date	16 August 2021	Assessor (Sign)		

Risk Assessment Scoring	Severity of hazard (S)		Likelihood of Occurrence (L)		RPN (Risk Priority Number)			
	RPN = S x L	1	Low: First aid injury/property damage only (inconsequential damage to property)	1	Low: Highly Unlikely (Freak accident)	4	8	12
	2	Moderate: Minor consequence (Lost time/light duties injury up to 7 days / Minor damage)	2	Medium: Unlikely (Possible not expected next 12 months)	3	6	9	12
	3	High: Major consequence (Over 7 day injury / Damage that stops operations / HSE enforcement)	3	High: Likely (Hazard constant, daily weekly opportunity)	2	4	6	8
	4	Significant: Critical consequence (Long term injury/ fatality / HSE Prohibition)	4	Very high: Almost certain (Hazard constant, realised if any control absent)	1	2	3	4
1 to 3: Trivial/Low Ensure controls maintained		4 or 7: Moderate Take action to reduce the risk within 3 - 6 months		8 to 11: Substantial Take action to reduce the risk within 1 months		12 to 16: Intolerable Stop activity immediately		

Step 1	Identify the hazards (Anything with the potential to cause harm)	Step 2	Decide who might be harmed & how	Step 3A	Evaluate & then score the risk with the existing controls
Step 3B	Decide on additional controls needed to reduce risk and then evaluate & score the Risk again. Detail who will action the control measure and when	Step 4	Decide the best method to communicate your findings with those affected & then do so <i>Note additional/removed controls from generic stores risk assessments that staff need to be aware of on the "Amended control measures record" & communicate these with the store team</i>	Step 5	Set initial review date and print

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<p>Direct transmission of virus due to close proximity of employees to each other</p>	<p>Employees in office, tea points/kitchen areas, welfare areas and Bistro</p> <p>People may spread the virus between them due to their close proximity to each other</p> <p>Over-crowding particularly in welfare areas may cause people to unintentionally become in close proximity to each other</p> <p>Employees entering and exiting the building or using the car park may transmit the virus to each other</p>	<p>Employees trained on social distancing guidelines including utilisation of one way systems</p> <p>Employees kept up to date with any changes in government guidance or updated control measures in the office</p> <p>Posters displayed around the office, Bistro, tea points/kitchen areas and welfare areas to remind employees of the social distancing measures in place</p> <p>Senior management monitoring their departments at all times to embed the culture and enforce control measures. Repeat non-compliance will result in the people team discussing the importance of maintaining the measures with the employee involved</p> <p>Markings placed on floor every 2m both sides of security gates and turnstile and in the queue for and in the Bistro to demark where people should stand</p> <p>All delivery drivers advised of social distancing protocols on arrival and via posters in relevant areas</p> <p>Seating in break out areas and Bistro reduced to one per table by removal of chairs and addition of posters</p> <p>Head office Belong arena closed</p> <p>Courtyard being used as smoking area to reduce movement and provide more space</p> <p>Reduced Bistro menu and allowing self-service where possible</p> <p>Stairwells designated for use as either up or down with signage to remind employees</p> <p>Training and larger meeting rooms repurposed to provide additional break out space and have a maximum number highlighted on the outside</p> <p>Number of people in meetings limited with meeting room capacity displayed on all meeting room doors</p> <p>Alternate sinks and urinals blocked off to allow for social distancing</p> <p>Employees instructed that when they pass someone in circulation areas they keep to the far right as they pass someone coming the other way if they can.</p>	3	2	6		3	1	3
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		<p>Employees instructed not to stop for conversations in circulation areas</p> <p>Queue system in place outside and inside Bistro</p> <p>Screens added between desks</p> <p>Employee COVID training completion being monitored to ensure compliance and recompleted upon change</p> <p>Automatic hand sanitiser dispensers installed at highest touch point locations</p> <p>Employees trained to be sensible when queuing for any facilities including toilets and the Bistro in order to ensure they maintain social distancing and if not to either use other facilities or return when it may be less busy</p> <p>Office cleared of unneeded items to allow more space for social distancing</p> <p>Equipment and obstructions moved from walkways to allow space for social distancing</p> <p>Non-touch temperature checking devices installed around the site (including main entry points to the building) and staff encouraged to check their temperature as they enter the building</p> <p>Employees trained to avoid walk up desk visits wherever possible and use teams/e-mail as an alternative or book a suitable meeting room. Where desk visits occur, they must maintain social distancing and only occupy unused desks/seats if adequately spaced or screens are in place and you clean them down afterwards</p> <p>Employees trained to wear face masks at all times unless exempt/sat at their desk/Bistro or in a meeting room adhering to social distancing and room capacities</p>									

<p>Cross contamination transmission from a contact surface</p>	<p>Employees, Visitors and Contractors in the office, tea points/kitchen areas, welfare areas and Bistro</p> <p>Transmission of virus between employees on communal contact surfaces</p> <p>Transmission of virus between employees using shared work equipment such as printers</p>	<p>Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly after shared equipment contact and before touching their face, taking breaks etc.</p> <p>Employees kept up to date with any changes in government guidance or updated control measures in the office</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual time frames based on frequency of contact</p> <p>Head office cleaning team attendance increased to provide additional cleaning</p> <p>Weekly reassurance fogging of head office being completed</p> <p>Posters displayed around the office, Bistro, tea points/kitchen areas and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>Employees trained there is a no hand shaking or hugging permitted</p> <p>Provision of additional hand soap, sanitiser and anti-bacterial wipes.</p> <p>Automatic hand sanitiser dispensers to be placed next to photo copiers with posters advising use before and after</p> <p>Hand sanitiser placed around the office with focus on high risk areas (around shared equipment such as printers and doors/controls requiring contact lift etc.)</p> <p>Shared work equipment wiped down regularly</p> <p>eLearning materials available and employees instructed to regularly clean their own desk areas</p> <p>Employees trained to clean down meeting rooms and tea points/kitchen areas before and after each use</p> <p>Auto release door stops added to all frequently used doors in the office</p>	<p>3</p>	<p>2</p>	<p>6</p>		<p>3</p>	<p>1</p>	<p>3</p>
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		<p>Use of table football, pool and other games in breakout areas suspended</p> <p>Employees trained to use the same crockery and cutlery each day or bring in their own and to clean it themselves or place in the dishwasher after use</p> <p>Employees trained to maintain a clear desk policy, removing paperwork each night and limiting personal belongings to assist the cleaning teams</p> <p>Non-touch temperature checking devices installed around the site (including main entry points to the building) and staff encouraged to check their temperature as they enter the building</p> <p>Cleaning stations around the office with posters added with list of items available</p> <p>Facilities teams to check cleaning stations /sanitiser dispensers/meeting rooms have all required twice a week</p> <p>Employees that do not have a specified desk, trained to clean desks down thoroughly before and after use when hot desking</p> <p>Cleaning materials provided in break out areas</p>									
Inbound post/deliveries transmitting virus to employees in the office	Transmission of any virus still present on post/deliveries to employees	<p>Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently particularly when receiving and sorting post/deliveries and before touching their face, taking breaks etc.</p> <p>Posters displayed in post room to remind employees of the importance of hygiene and regular hand washing</p>	3	1	3						0

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Transmission of virus to vulnerable employees from high risk groups	<p>Employees, Visitors and Contractors in office, at tea points/kitchen areas, welfare areas and Bistro</p> <p>Vulnerable workers in high risk groups may develop more severe symptoms if they contract the virus</p> <p>Employees WFH may face hazards from incorrect DSE use</p>	<p>Follow the current group/government guidelines in terms of advising staff to work from home and protecting clinically and extremely clinically vulnerable workers</p> <p>Individual risk assessments completed/updated for any clinically or extremely clinically vulnerable and reviewed upon any significant changes to condition or the office</p> <p>Employees instructed that if they become part of a high risk group or their condition has changed, they must notify their line manager and/or people team before returning to the office in order to enable an individual risk assessment to be completed</p>	4	2	8					4	1	4
Direct transmission of virus due to working in close proximity to each other	<p>Employees completing specific tasks</p> <p>The virus may be transmitted between employees where they are working within 2m of each other due to the configuration of the work environment and equipment or task required</p>	<p>Where working in close proximity is required (other than working side by side or back to back at a desk) a separate risk assessment should be completed for these tasks and addition control measures such as screens and PPE put in place where required</p>	3	1	3							0

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A confirmed case of COVID-19 being present in the workplace in the last 72 hours transmitting the virus to others	<p>Employees, Visitors and Contractors in the office</p> <p>Virus left by infected/potentially infected person may still be present on high contact surfaces and transmitted to other employees</p>	<p>Employees instructed to following strict personal hygiene regimes including washing/sanitising their hands frequently during stock/equipment contact and before touching their face, taking breaks etc.</p> <p>Posters displayed around the office, Bistro and welfare areas to remind employees of the importance of hygiene and regular hand washing/sanitising</p> <p>H&S team to be contacted for advice where required</p> <p>Deep clean of relevant areas conducted where someone with symptoms has been in the workplace AND they/a household member has been confirmed with COVID-19 in the last 72 hours</p> <p>Employees asked to complete lateral flow tests at home twice a week if coming into the office and take appropriate actions if a positive result is returned</p>	3	2	6			3	1	3
Non-employee on site may transmit the virus to employees and vice versa	<p>Employees, Visitors and Contractors in the office,</p> <p>People may transmit the virus between them while visitors and contractors visit the office</p>	<p>Visitors only allowed on site if business critical and authorised a head of department or another member of the senior management team</p> <p>Where contractors and visitors are permitted on site they are briefed as to any control measures that they need to be aware of and to confirm they have no symptoms</p> <p>Temperature checks to be taken for all visitors and non-site based contractors upon arrival at the security lodge or reception to ensure under temperature in government guidelines</p>	3	1	3					0

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Transmission of virus when making, obtaining and consuming refreshments	<p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>Virus may be transmitted between staff while making and drinking refreshments and taking breaks</p>	<p>Cleaning regime in place to ensure increased frequency cleaning of high contact surfaces in all welfare areas</p> <p>Vending machine controls and retrieval slot to be cleaned down regularly in line with the above.</p> <p>Self-serve condiments and food contact items in the Bistro removed and administered by Bistro team individually (i.e., Food service tongs/spoons, condiments, cutlery and cutlery caddies, trays, sweetener and sugar holders, coffee stirrers etc.)</p> <p>Re-usable bistro items to be cleaned thoroughly between uses (trays etc.)</p> <p>Employees informed not to handle each other's cups, bottles and food containers</p> <p>Employees informed not to share food from the same food container such as tubs of sweets</p> <p>Employees advised to eat at their desk where possible</p> <p>Employees trained that only one person in tea points/kitchen areas at any time</p> <p>Employees trained to clean down tea points/kitchen areas before and after each use</p> <p>Employees trained to use the same crockery and cutlery each day or bring in their own and to clean it themselves or place it in the dishwashers after use</p> <p>Tables in welfare areas and Bistro restricted to one person per table with signage in place</p> <p>Employees trained to ensure their hands are sanitised before and after using the tea points/kitchen areas</p>	3	1	3					3	1	3

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Transmission of virus where someone has symptoms in the workplace	<p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>An employee displaying symptoms of the virus may be infectious to others</p>	<p>Employee informed to follow all group/government advice relating to self-isolation</p> <p>People team available to support and advise in conjunction with H&S team where required</p> <p>Cleaning regime in place to clean all high contact surfaces regularly with individual timeframes based on frequency of contact</p>	3	2	6						0
Transmission of virus through particles in the air	<p>Employees, Visitors and Contractors in HO, tea points/kitchen areas, welfare areas and Bistro</p> <p>A lack of natural or mechanical ventilation may increase the risk of people transmitting the virus to each other</p>	<p>Facilities ensuring issues with ventilation system are reported addressed as a priority</p> <p>Auto release door hold open devices fitted to internal doors on circulation routes to provide increased air movement</p> <p>Smaller rooms limited based on size with employees aware and posters and markings in place</p> <p>Ventilation set in building management system to provide maximum mix of fresh air</p>	3	1	3			3	1	3	
Transmission of virus while providing first aid	<p>First Aiders, Employees, Visitors and Contractors</p> <p>Transmission of virus due to close contact with the casualty while providing treatment</p> <p>Transmission of virus while providing CPR to the casualty</p> <p>Transmission of virus due to contamination by bodily fluids</p>	<p>First aid only to be provided by trained first aiders</p> <p>First aiders provided with additional PPE including visors, disposable aprons, personal hand sanitising gel, disposable gloves and face masks</p> <p>First aiders kept up to date with advice on how to minimise risk while treating casualties</p> <p>First aiders kept up to date with advice on how to provide CPR safely such as if to provide rescue breaths</p> <p>First aiders reminded of the importance of maintaining good hand and respiratory hygiene and disposing of potentially contaminated materials safely</p>	3	2	6						0

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Impacted fire safety measures due to COVID control measures	<p>Fire wardens, Employees, Visitors and Contractors</p> <p>Evacuations may take longer as employees follow COVID secure control measures</p> <p>Employees may group together at fire meeting points following an evacuation</p> <p>Employees may fail to use reception as a fire evacuation point as it is closed</p> <p>Employees may fail to adhere to social distancing when re-entering the building</p> <p>Employees may transmit the virus to each other while operating doors during an evacuation</p>	<p>Employees instructed that until further notice when reoccupying the building following an evacuation, this can be done via any fire exit and that all people should not try to re-enter via the main doors</p> <p>Employees instructed that in the event of a fire they must ignore 1 way systems while maintaining social distancing wherever possible</p> <p>Employees instructed to maintain social distancing when at fire meeting points and during reoccupation</p> <p>Fire marshals instructed to enforce social distancing at fire meeting points and during reoccupation</p> <p>Employees informed that reception remains a fire exit point and the first person to arrive at the barriers should push them open</p> <p>Security to reset PAC system following reoccupation to avoid issues with anti-pass back when employees leave</p> <p>Hand sanitiser to be made available at fire meeting point during planned evacuations to minimise risk from people touching doors and handles</p> <p>Fire marshals informed for planned evacuations social distancing should be reinforced during evacuation stage where possible</p>	3	1	3				3	1	3
Mental health injuries due to coronavirus restrictions	<p>Employees</p> <p>Employees mental health may be harmed in various ways such as from isolation during closures, concern from the risks posed by the virus to their health and job security</p>	<p>Company mental health risk assessment completed</p> <p>Retail trust helpline available to all employees should they need support</p>	3	1	3						0

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Reduced fire warden, first aid and mental health first aider cover in the office	<p>Employees</p> <p>Home working and restructuring may reduce cover and increase fire risks and prevent treatment of first aid and mental health injuries</p>	<p>Mental health first aiders and retail trust available while working from home</p> <p>First aiders from DC to and security team sufficient to provide cover for the reduced office numbers</p>	4	2	8	<p>New chief fire warden to be agreed with singular meeting point</p> <p>Additional fire wardens to be recruited to provide adequate cover</p>	<p>SW/IH 03/09/21</p> <p>ZM 30/08/21</p>	4	1	4
Control measures not being implemented	<p>Employees, Visitors and Contractors</p> <p>Employees may not be aware of control measures they need to follow to prevent spread of the virus</p> <p>Critical control measures in store may lapse or be missed leading to the spread of the virus</p>	<p>Compulsory eLearning module for all employees covering all key control measures to complete before their first shift and compliance monitored as part of COVID audit</p> <p>Employees trained to report any non-compliance to control measures to their line manager, the people team or the confidential hotline as appropriate</p> <p>Security checking for infringements during regular daily office walks, correcting behaviours and reporting back to the H&S team</p> <p>Senior management monitoring their departments at all times to embed the culture and enforce control measures. Repeat non-compliance will result in the people team discussing the importance of maintaining the measures with the employee involved</p>	3	2	6			3	1	3
					0					0
					0					0

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Risk assessment review									
<ul style="list-style-type: none"> If there are additional controls to be implemented, the latest date for completion should be the review date. Once completed a new review date of +12 months should be added (unless the risk assessment dictates otherwise) If there are no additional controls to be implemented, then a review date of +12 months should be added (unless the risk assessment dictates otherwise) If there is a significant change in the workplace including people affected, or a related incident occurs the risk assessment must be reviewed Every 3 years a new risk assessment must be completed 									
Step 5 Review date	Review completed date	Additional controls completed? Y/N/NA	Reviewed by (Print)	Reviewed by (Sign)	I have read and understand the findings of this risk assessment and agree to comply with the control measures as stated				
					Manager (print & sign)	Manager (print & sign)	Manager (print & sign)	Manager (print & sign)	
21/05/21	25/05/2021	Y	Sean Widdowson						
21/08/21	16/08/21	Y	S Widdowson						
15/11/21									