



Title of Risk Assessment: Covid-19 Return to Office		Name of Company: Great Ormond Street Hospital Children's Charity	
Date of Original Risk Assessment: 29 July 2020	Completed By: Claire Robson	Date of Last Review: 28 August 2020	Date of Next Review: 30 September 2020
Details of Location, Task and Activities:			
<p>The charity occupies the 4th floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE.</p> <p>The 4th floor is predominantly an open plan layout with some individual offices. Two small kitchens, 2 toilet blocks and 1 disabled toilet, a shower and a server room are also present. The kitchens have facilities including microwaves, refrigerators, hot water tap for drinks and a dishwasher. The work conducted is mainly administrative in nature. The equipment in use includes desks, chairs, cupboards, desktop and laptop computers, monitors and multi-functional devices.</p> <p>The Charity also occupies part of the mezzanine floor. The work areas consist of two wings connected by the mezzanine floor providing access to the personnel lifts, to other floors. The left wing (upon exiting a lift) is sub-let to Great Ormond Street Hospital. The right wing is used by the charity as a "meetings area" and consists of 10 meeting rooms, 1 quiet work area with 6 desks and open plan workspace for up to thirty staff, a galley kitchen for preparing food and drinks, toilets and a plant room. The toilets are joined to both wings and are intended as a shared facility. The charity work area contains mainly chairs and tables of various types as well as wall mounted TVs / monitors. The kitchen has a refrigerator, hot water tap (for drinks), dishwasher and microwave oven. The computer server is located in the kitchen and electrical, heating, ventilation and air conditioning services are located in the plant room.</p> <p>The mezzanine floor continues to remain out of scope for the return to office during September 2020 and, therefore, is excluded from this risk assessment.</p>			

Risk Matrix		Severity			Risk Ratings:	Hierarchy of Control:	Reasonably Practicable:
		L(1)	M(2)	H(3)			
Likelihood	L(1)	1	2	3	Score 1-3 (Low) Limited action is required. The risks should be constantly monitored in case of change. Score 4-6 (Moderate) action must be taken to protect those at risk. The action is secondary to the High-risk actions required. Score 7-9 (High) Immediate action must be taken to protect those at risk.	<ul style="list-style-type: none"> Eliminate Covid-19-Not practicable as Covid 19 cannot yet be eliminated by vaccines. Reduce the Risk of Covid 19-Not practicable as the effects of Covid 19 can't currently be treated with drugs. Prevent Contact with Covid 19. Consider how contact can be avoided and implement controls. Manage risks through safe systems of work. Provide PPE to support other control measures. 	The controls selected must be Reasonably Practicable: The cost, time and effort required to implement the controls necessary to minimise the risk are justified by the quantum of risk (e.g. serious illness/death).
	M(2)	2	4	6			
	H(3)	3	6	9			



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures	Current Controls			Additional Control Measures	Person Responsible	Due Date	Date Completed	After Additional Controls		
				L	S	R					L	S	R
Consider and record the activities that are conducted outside the premises													
Commuting to and from the premises	<p>Developing Covid-19 symptoms that result illness and possibly death.</p> <p>Transmission of virus from outside the workplace into the workplace</p>	<p>All employees and those within the households of employees</p> <p>Employees of other organisations with premises in the building</p> <p>Visitors to the premises</p> <p>Contractors working within the premises</p> <p>General Public who may come into contact with employees as a result of their commuting to and from the premises</p>	<p>Home working for most employees</p> <p>Clinically extremely vulnerable employees can go to workplace but should work from home wherever possible</p> <p>Self-isolation of employees where they, or a member of their household have symptoms</p>	3	2	6	<p>Office working available to limited number of employees</p> <p>Employees encouraged to avoid use of public transport if possible</p> <p>Wearing of face coverings whilst travelling on public transport</p> <p>Regular hand washing or use of anti-bacterial gel</p> <p>Information provided to employees on safe travel and Government guidelines</p>	All employees	17 August 2020	<p>17 August 2020</p> <p>Reviewed 28 August 2020</p>	2	2	4
Consider and record the activities that are conducted inside the building													
Entering and leaving the building	<p>Transmission of Covid-19 through:</p> <p>“person to person” as a</p>	All employees and those within the households of employees	<p>Home working for most employees</p> <p>Clinically extremely vulnerable employees can go</p>	2	2	4	Limit number of employees allowed on site	Landlord	17 August 2020	<p>17 August 2020</p> <p>Updated 28 August 2020</p>	1	2	2

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				L	S	R					L	S	R
	<p>result of touching each other.</p> <p>“airborne” as a result of coughing and sneezing.</p> <p>“contaminated surfaces” as result of touching contaminated surfaces</p>	<p>Employees of other organisations with premises in the building</p> <p>Landlord employees</p> <p>Visitors to the premises</p> <p>Contractors working within the premises</p>	<p>to workplace but should work from home wherever possible</p> <p>Self-isolation of employees where they, or a member of their household have symptoms</p> <p>Restrictions on those who can access the office</p> <p>2m distancing wherever possible</p> <p>Cleaning and disinfection of common areas and touch points and surfaces (stair rails, lifts, door handles etc.)</p> <p>Regular hand-washing or use of anti-bacterial gel</p> <p>Signage and floor markings-2m distance, wash your hand</p>				<p>Limit visitors, contractors and general public to premises</p> <p>Signage and floor markings to manage access and egress from the building</p> <p>Reduce footfall in high traffic areas to allow social distancing during peak times through utilisation of other access points</p> <p>Need to physically push/pull doors kept under review</p> <p>Screening and social distancing measures for reception staff</p> <p>Hand sanitisation within the entrance area introduced</p>						

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			frequently, wear face coverings etc.										
Moving around the common areas of the building using lifts and stairs	<p>Transmission of Covid-19 through:</p> <p>“person to person” as a result of touching each other.</p> <p>“airborne” as a result of coughing and sneezing.</p> <p>“contaminated surfaces” as result of touching contaminated surfaces</p>	<p>All employees and those within the households of employees</p> <p>Employees of other organisations with premises in the building</p> <p>Landlord employees</p> <p>Visitors to the premises</p> <p>Contractors working within the premises</p>	<p>Home working for most employees</p> <p>Clinically extremely vulnerable employees can go to workplace but should work from home wherever possible</p> <p>Self-isolation of employees where they, or a member of their household have symptoms</p> <p>Restrictions on those who can access the office</p> <p>2m distancing wherever possible</p> <p>Cleaning and disinfection of common areas and touch points and surfaces (stair rails, lifts, door handles etc.)</p>	2	2	4	<p>Limit number of employees allowed on site</p> <p>Limit visitors, use of contractors and general public to premises</p> <p>Reduced numbers in lifts</p> <p>Employees encouraged to use the stairways</p> <p>Clear signage and floor markings to demonstrate new walking routes</p> <p>Waiting spaces allocated for lifts with clear demarcation and signage</p> <p>Limit on number of people allowed in lift at any one time</p> <p>Encouragement of employees to use stairs and other alternative routes during peak times</p>	Landlord	17 August 2020	17 August 2020 Reviewed 28 August 2020	1	2	2

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			<p>Regular hand-washing or use of anti-bacterial gel</p> <p>Signage and floor markings-2m distance, wash your hand frequently, wear face coverings etc.</p>				<p>Enhanced cleaning regimes in all common areas</p> <p>Limiting numbers for small or restricted spaces</p> <p>Anti-bacterial points in Reception and lift lobby</p> <p>Increased cleaning schedule for all touchpoints</p>						
<p>Direct work activities and moving around 4th Floor (office admin etc)</p>	<p>Transmission of Covid-19 through:</p> <p>“person to person” as a result of touching each other.</p> <p>“airborne” as a result of coughing and sneezing.</p> <p>“contaminated surfaces” as result of touching contaminated surfaces</p>	<p>All employees and those within the households of employees</p> <p>Visitors to the premises</p> <p>Contractors working within the premises</p>	<p>Home working for most employees</p> <p>Clinically extremely vulnerable employees can go to workplace but should work from home wherever possible</p> <p>Self-isolation of employees where they, or a member of their household have symptoms</p> <p>Restriction on maximum number of staff who are working from the office</p>	2	2	4	<p>Maximum number of Covid-safe desks identified for 4th Floor and remains at 65 for September</p> <p>Office split into two working areas by partition – East Wing/West Wing continues in place</p> <p>Desks marked as “Covid Safe” or “Not in Use” through signage</p> <p>Visitors and face to face meetings continue to be prohibited</p>	DGN / PM / CR	17 August 2020	17 August 2020 Reviewed and updated 28/08/2020	1	2	2



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				L	S	R					L	S	R	
							<p>Deliveries and use of contractors restricted to minimum and with instruction to follow social distancing and control measures</p> <p>Safe systems of work reviewed and re-emphasised to staff</p> <p>Dedicated desks allocated to staff coming to office</p> <p>Workstations wiped down at end of day and desks left clear</p> <p>No sharing of computer equipment. MFDs to be wiped down after use.</p> <p>2m social distancing wherever possible, 1m plus in more confined spaces such as kitchens and toilet blocks</p> <p>Increased and enhanced cleaning regimes implemented in particular for touch points (door handles, desktops, shared</p>							

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							facilities such as kitchen and bathrooms (see below) Signage across the office Provision of information and guidance on control measures to impacted staff Regular hand washing or use of anti-bacterial gel PPE remains voluntary at employee's personal discretion whilst working within the office						
Rest breaks and indirect work activities (maintenance and cleaning activities etc)	Transmission of Covid-19 through: "person to person" as a result of touching each other. "airborne" as a result of coughing and sneezing.	All employees and those within the households of employees Contractors working within the premises	Home working for most employees Clinically extremely vulnerable employees can go to workplace but should work from home wherever possible Self-isolation of employees where they, or a member of their household have symptoms	2	2	4	Allocation of kitchens and rest rooms for each segregated office area to continue in force Maximum number of people to use kitchen facilities at any one time identified as 4 Drink making stations set up in kitchens to support social distancing to continue in force	DGN / PM / CR	17 August 2020	17 August 2020 Reviewed and updated 28 August 2020	1	2	2



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	"contaminated surfaces" as result of touching contaminated surfaces		Restriction on maximum number of staff working from the office				<p>1m+ social distancing to be enforced in kitchen areas wherever possible</p> <p>Kitchens limited to preparation of food and drink only</p> <p>Staff encouraged to eat in outdoor spaces or at desk and clear desk of crockery, cutlery etc</p> <p>Restrictions continue to be applied to sinks and urinals in toilet blocks to maximise social distancing in confined space</p> <p>No waiting in toilet blocks</p> <p>Toilet lids down when toilets flushed</p> <p>Soap and hand sanitiser to be provided across the office</p> <p>Enhanced cleaning and disinfection of workplace particularly touch points and surfaces (door handles, worktops,</p>						



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							kettles, kitchen equipment, toilet doors etc) Daily cleaning of covid-19 safe desks and employees to wipe down before and after use Shower to be wiped down after use and no personal belongings left within Regular hand-washing and use of anti-bacterial gel Regular collection and disposal of waste taking into consideration control measures for potentially contaminated waste Provision of updated information and guidance on control measures to impacted staff						