



<b>Title of Risk Assessment: Covid-19 Return to Office</b>		<b>Name of Company: Great Ormond Street Hospital Children's Charity</b>	
<b>Date of Original Risk Assessment: 29 July 2020</b>	<b>Completed By: Claire Robson</b>	<b>Date of Last Review: 1 October 2020</b>	<b>Date of Next Review: 1 November 2020</b>
<b>Details of Location, Task and Activities:</b>			
<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	<b>Score 1-3 (Low)</b> Limited action is required. The risks should be constantly monitored in case of change.  <b>Score 4-6 (Moderate)</b> action must be taken to protect those at risk. The action is secondary to the High-risk actions required.  <b>Score 7-9 (High)</b> Immediate action must be taken to protect those at risk.	<ul style="list-style-type: none"> <li>Eliminate Covid-19-Not practicable as Covid 19 cannot yet be eliminated by vaccines.</li> <li>Reduce the Risk of Covid 19-Not practicable as the effects of Covid 19 can't currently be treated with drugs.</li> <li>Prevent Contact with Covid 19. Consider how contact can be avoided and implement controls.</li> <li>Manage risks through safe systems of work.</li> <li>Provide PPE to support other control measures.</li> </ul>	<b>The controls selected must be Reasonably Practicable:</b>  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
<b>Consider and record the activities that are conducted outside the premises</b>													
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> <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>	2	2	4	<p>Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances</p> <p>Office open Monday to Thursday for office working.</p> <p>Office access available on a Friday for special requests such as:</p> <p>Routine maintenance or servicing</p> <p>Collection of personal belongings</p> <p>Dropping off/collecting equipment</p> <p>Contractors requiring access to the office</p> <p>Other tasks that are best undertaken with minimal people in the office</p>	All employees	17 August 2020	<p>17 August 2020</p> <p>Reviewed 28 August 2020</p> <p>Reviewed 1 October 2020</p>	2	2	4

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
			Regular hand washing or use of anti-bacterial gel  Information provided to employees on safe travel and Government guidelines										
<b>Consider and record the activities that are conducted inside the building</b>													
Entering and leaving the building	Transmission of Covid-19 through:  “person to person” as a result of touching each other.  “airborne” as a result of coughing and sneezing.  “contaminated surfaces” as result of touching contaminated surfaces	All employees and those within the households of employees  Employees of other organisations with premises in the building  Landlord employees  Visitors to the premises  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  Restrictions on those who can access the office  2m distancing wherever possible	1	2	2	Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances  Office open Monday to Thursday for office working.  Office access available on a Friday for special requests such as:  Routine maintenance or servicing Collection of personal belongings Dropping off/collecting equipment	Landlord	17 August 2020	17 August 2020  Updated 28 August 2020  Updated 1 October 2020	1	2	2



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
			<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 frequently, wear face coverings etc.</p> <p>Limit number of employees allowed on site</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>Contractors requiring access to the office</p> <p>Other tasks that are best undertaken with minimal people in the office</p>						

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				L	S	R					L	S	R
			<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>										
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</p>	<p>All employees and those within the households of employees</p> <p>Employees of other organisations with premises in the building</p>	<p>Home working for most employees</p> <p>Limit number of employees allowed on site</p> <p>Clinically extremely vulnerable employees can go to workplace but should work from</p>	1	2	2	<p>Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances</p> <p>Office open Monday to Thursday for office working.</p>	Landlord	17 August 2020	<p>17 August 2020</p> <p>Reviewed 28 August 2020</p> <p>No change – 1 October 2020</p>	1	2	2



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				L	S	R					L	S	R
	coughing and sneezing.  "contaminated surfaces" as result of touching contaminated surfaces	Landlord employees  Visitors to the premises  Contractors working within the premises	home wherever possible  Self-isolation of employees where they, or a member of their household have symptoms  Restrictions on those who can access the office  2m distancing wherever possible  Cleaning and disinfection of common areas and touch points and surfaces (stair rails, lifts, door handles etc.)  Regular hand-washing or use of anti-bacterial gel  Signage and floor markings-2m distance, wash your hand frequently, wear face coverings etc.				Office access available on a Friday for special requests such as:  Routine maintenance or servicing Collection of personal belongings Dropping off/collecting equipment Contractors requiring access to the office Other tasks that are best undertaken with minimal people in the office						



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				L	S	R					L	S	R
Direct work activities and moving around 4 <sup>th</sup> Floor (office admin etc)	<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> <p>Maximum number of Covid-safe desks identified for 4<sup>th</sup> 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>	1	2	2	<p>Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances</p> <p>Office open Monday to Thursday for office working.</p> <p>Office access available on a Friday for special requests such as:</p> <p>Routine maintenance or servicing</p> <p>Collection of personal belongings</p> <p>Dropping off/collecting equipment</p> <p>Contractors requiring access to the office</p> <p>Other tasks that are best undertaken with minimal people in the office</p>	DGN / PM / CR	17 August 2020	<p>17 August 2020</p> <p>Reviewed and updated 28 August 2020</p> <p>Reviewed 1 October 2020</p>	1	2	2









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				L	S	R					L	S	R
			<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>										
Rest breaks and indirect work activities (maintenance and cleaning activities etc)	<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</p>	<p>All employees and those within the households of employees</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>	2	2	4	<p>Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances</p> <p>Office open Monday to Thursday for office working.</p> <p>Office access available on a Friday for special requests such as:</p>	DGN / PM / CR	17 August 2020	<p>17 August 2020</p> <p>Reviewed and updated 28 August 2020</p> <p>Reviewed 1 October 2020</p>	1	2	2



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				L	S	R					L	S	R
	touching contaminated surfaces		<p>Restriction on maximum number of staff working from the office</p> <p>Allocation of kitchens and rest rooms for each segregated office area to continue in force</p> <p>Maximum number of people to use kitchen facilities at any one time identified as 4</p> <p>Drink making stations set up in kitchens to support social distancing to continue in force</p> <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>Routine maintenance or servicing</p> <p>Collection of personal belongings</p> <p>Dropping off/collecting equipment</p> <p>Contractors requiring access to the office</p> <p>Other tasks that are best undertaken with minimal people in the office</p>						



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			<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, kettles, kitchen</p>										



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



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