

Title of Risk Assessment: Covid-19 Return to Off	ice		Name of Company: Great Ormond Street	: Hospital Children's Charity
Date of Original Risk Assessment: 29 July 2020 Completed By: Claire Robson			Last Review: 21 October 2020	Date of Next Review: 30 November 2020
Details of Location, Task and Activities:		•		

The charity occupies the 4th floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE.

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.

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.

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.

Risk I	∕latrix	Sev	erity	
		L(1)	M(2)	H(3)
Likelihood	L(1)	1	2	3
od	M(2)	2	4	6
	H(3)	3	6	9

Risk Ratings:

Score1-3 (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.

Hierarchy of Control:

- 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.

Reasonably Practicable:

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).



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Aftei ditio ontro	nal ols
				L	S	R					L	S	R
	ord the activities tha							T	T	1			
Commuting to and from the premises	Developing Covid-19 symptoms that result illness and possibly death. Transmission of virus from outside the workplace into the workplace	All employees and those within the households of employees Employees of other organisations with premises in the building Visitors to the premises Contractors working within the premises General Public who may come into contact with employees as a result of their commuting to and from the premises	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 Contractors requiring access to the office	2	2	4		All employees	17 August 2020	17 August 2020 Reviewed 28 August 2020 Reviewed 1 October 2020 Reviewed 21 October 2020	2	2	4



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures	Cur Con			Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad		onal
				L S	s	R					_		
			Other tasks that are best undertaken with minimal people in the office 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 Employees encouraged to avoid use of public transport if		S	R						ontr	
			possible Wearing of face coverings whilst travelling on public transport Regular hand washing or use of anti-bacterial gel										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		Curre		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	After ditio	nal
				L	S	R					L	S	
			Information provided to employees on safe travel and Government guidelines										
Consider and rec	ord the activities th	at are conducted insi	de the building		•	•		•		•			
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 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	1	1	2		Landlord	17 August 2020	17 August 2020 Updated 28 August 2020 Updated 1 October 2020 Reviewed 21 October 2020	1	2	2



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			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 Limit number of employees allowed on site Limit visitors, contractors and general public to premises	n de la companya de	S	R					L	S	R
			Signage and floor markings to manage access and egress from the building Reduce footfall in high traffic areas to allow social distancing during peak times										



Task/ Activity Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	After ditio ontro	nal
			L	S	R					L	S	
		through utilisation of other access points Need to physically push/pull doors kept under review Clinically extremely vulnerable employees can go to workplace but	-	0	K					L	2	K
		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 Cleaning and disinfection of common areas and touch points and										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urre ontro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
			lifts, door handles etc.) Regular handwashing or use of anti-bacterial gel Signage and floor markings-2m distance, wash your hand frequently, wear face coverings etc. Screening and social distancing measures for reception staff Hand sanitisation within the entrance area introduced	L	S	R					L	S	R
Moving around the common areas of the building using lifts and stairs	Transmission of Covid-19 through: "person to person" as a result of touching each other.	All employees and those within the households of employees Employees of other organisations with premises in the building	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	1	2	2		Landlord	17 August 2020	17 August 2020 Reviewed 28 August 2020 No change – 1 October 2020	1	2	2



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrei		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L	S	
	"airborne" as a result of coughing and sneezing. "contaminated surfaces" as result of touching contaminated surfaces	Landlord employees Visitors to the premises Contractors working within the premises	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 Contractors requiring access to the office Other tasks that are best undertaken with minimal people in the office Home working for most employees Limit number of	L	S	R				Reviewed 21 October 2020	L	S	R
			employees allowed on site										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	After ditio	nal
				L	S	R					L		R
			Limit visitors, use of contractors and general public to premises										
			Reduced numbers in lifts										
			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										
			Cleaning and disinfection of common areas and touch points and surfaces (stair rails,										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			lifts, door handles etc.)										
			Employees encouraged to use the stairways										
			Clear signage and floor markings to demonstrate new										
			walking routes Waiting spaces allocated for lifts with clear										
			demarcation and signage Limit on number of										
			people allowed in lift at any one time										
			Encouragement of employees to use stairs and other alternative routes										
			during peak times Enhanced cleaning										
			regimes in all common areas Limiting numbers										
			for small or restricted spaces										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		Currei		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	After ditio	nal
				L	S	R					L		R
			Anti-bacterial points in Reception and lift lobby Increased cleaning schedule for all touchpoints Regular handwashing or use of anti-bacterial gel Signage and floor markings-2m distance, wash your hand frequently, wear face coverings etc.										
Direct work activities and moving around 4 th Floor (office admin 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 Visitors to the premises Contractors working within the premises	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	1	2	2	Due to reduced staff numbers on site, East and West Wing bubbles removed and one bubble across whole floor created to enable free flow around the office – all other controls on social distancing, hand sanitisation etc to remain in force	DGN / PM / CR	17 August 2020	17 August 2020 Reviewed and updated 28/08/2020 Reviewed 1 October 2020 Reviewed and updated 21 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	Ad	Afte ditio	nal
				L	S	R					L		
	"contaminated surfaces" as result of touching contaminated surfaces		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 Contractors requiring access to the office Other tasks that are best undertaken with minimal people in the office Clinically extremely vulnerable employees can go to workplace but should work from home wherever possible	L	S	R					L	S	R



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			Self-isolation of employees where they, or a member of their household have symptoms Restriction on maximum number										
			of staff who are working from the office Maximum number										
			of Covid-safe desks identified for 4 th Floor and remains at 65										
			Desks marked as "Covid Safe" or "Not in Use" through signage										
			Deliveries and use of contractors restricted to minimum and with instruction to										
			follow social distancing and control measures										
			No external visitors No in-person meetings										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrei		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			Safe systems of work reviewed and re-emphasised to staff										
			Dedicated desks allocated to staff coming to office										
			Workstations wiped down at end of day and desks left clear										
			No sharing of computer equipment. MFDs to be wiped down after use.										
			2m social distancing wherever possible, 1m plus in more confined spaces such as kitchens and toilet blocks										
			Increased and enhanced cleaning regimes implemented in particular for touch points (door										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrei		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte Iditio	nal
				L	S	R					L	S	R
			handles, desktops, shared facilities such as kitchen and bathrooms (see below)										
			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.	All employees and those within the households of employees Contractors working within the premises	Home working for most employees with office working available to limited number of employees where there is a business need, wellbeing need or other	1	2	2	Both kitchens and rest rooms available for use by all staff across the office All other restrictions and controls measures to remain in place with no change	DGN / PM / CR	17 August 2020	17 August 2020 Reviewed and updated 28 August 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	Ad	Afte ditio	onal
			L	S	R					L		R
"airborne" as a result of coughing and sneezing. "contaminated surfaces" as		individual circumstances Office open Monday to Thursday for office working.							Reviewed 1 October 2020 Reviewed 21 October 2020			
result of touching contaminated surfaces		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 Clinically extremely vulnerable employees can go										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		Current Controls		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	onal
				L	S	R					L		R
			should work from home wherever possible Self-isolation of employees where they, or a member of their household have symptoms Restriction on maximum number of staff working from the office Allocation of kitchens and rest rooms for each segregated office area to continue in force Maximum number of people to use kitchen facilities at		S	R							
			any one time identified as 4 Drink making stations set up in kitchens to support social distancing to continue in force										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrei		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L	S	R
			1m+ social distancing to be enforced in kitchen areas wherever										
			possible										
			Kitchens limited to preparation of food and drink										
			only										
			Staff encouraged to eat in outdoor										
			spaces or at desk and clear desk of										
			crockery, cutlery etc										
			Restrictions continue to be										
			applied to sinks and urinals in toilet										
			blocks to maximise social distancing in										
			confined space No waiting in toilet										
			blocks										
			Toilet lids down when toilets										
			flushed										
			Soap and hand sanitiser to be										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			provided across the office Enhanced cleaning and disinfection of workplace particularly touch points and surfaces (door handles, worktops, kettles, kitchen equipment, toilet doors etc)		0	K					-	3	K
			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										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte Iditio ontro	nal
				L	. S R						L	S	R
			control measures for potentially contaminated waste Provision of updated information and guidance on control measures to impacted staff										