

Title of Risk Assessment: Covid-19 Return to Off	fice		Name of Company: Great Ormond Street	t Hospital Children's Charity
		Date of I	ast Review: 21 October 2020	Date of Next Review: 5 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	_	Curre ontro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio ontro	nal ols
				L	S	R					L	S	R
	ord the activities tha							ı	1	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	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	2			Employees should only go to work if they cannot work from home effectively. Clinically extremely vulnerable employees are strongly advised to work from home. If they cannot work from home they should not attend work during the period of National lockdown	All employees	17 August 2020	17 August 2020 Reviewed 28 August 2020 Reviewed 1 October 2020 Reviewed 21 October 2020 Updated 5			
		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	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				implemented on 5 November 2020 and running through to 2 December 2020. Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home.			November 2020			



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures	Cur			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		urre ontro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio ontro	nal ols
Consider and rec	ord the activities th	at are conducted insi	Information provided to employees on safe travel and Government guidelines	L	S	R					L	S	R
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	Employees should only go to work if they cannot work from home effectively. Clinically extremely vulnerable employees are strongly advised to work from home. If they cannot work from home they should not attend work during the period of National lockdown implemented on 5 November 2020 and running through to 2 December 2020. Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home.	Landlord	17 August 2020	17 August 2020 Updated 28 August 2020 Updated 1 October 2020 Reviewed 21 October 2020 Updated 5 November 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	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										
			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.)										
			Regular hand- washing 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										
Moving around the common areas of the building using	Transmission of Covid-19 through:	All employees and those within the households of employees	Home working for most employees with office working available to limited	1	2	2	Employees should only go to work if they cannot work from home effectively.	Landlord	17 August 2020	17 August 2020 Reviewed 28	1	2	2
lifts and stairs	"person to person" as a result of touching each other.	Employees of other organisations with premises in the building	number of employees where there is a business need, wellbeing need or other individual circumstances				Clinically extremely vulnerable employees are strongly advised to work from home. If they cannot work from home they should not attend			No change – 1 October 2020			



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures	С	ontro	ols	Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad Co	Afte ditio	onal ols
	"airborne" as a	Landlord		L	S	R	work during the period			Reviewed 21	L	5	R
	result of	employees	Office open				of National lockdown			October 2020			
	coughing and		Monday to				implemented on 5						
	sneezing.	Visitors to the	Thursday for office				November 2020 and			Updated 5			
	((+ + + +	premises	working.				running through to 2			November			
	"contaminated	Combined to the	044:				December 2020.			2020			
	surfaces" as result of	Contractors	Office access available on a				Formal acceptable in the control of						
		working within	Friday for special				Employees living with an individual who is						
	touching contaminated	the premises	requests such as:				clinically extremely						
	surfaces		requests such as.				vulnerable can go to						
	Surfaces		Routine				work if they cannot						
			maintenance or				effectively work from						
			servicing				home.						
			Collection of				nome.						
			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										
			Limaik maamah an af										
			Limit number of										
			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		Curre	ols	Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Aftei ditio ontro	nal ols
			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.	l	S	R					L	S	R
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	Employees should only go to work if they cannot work from home effectively. Clinically extremely vulnerable employees are strongly advised to work from home. If they cannot work from home they should not attend work during the period of National lockdown implemented on 5 November 2020 and	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		urrer		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L	S	R
	"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			N. Control of the con	running through to 2 December 2020. Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home.			Updated 5 November 2020			



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				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										
			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										
			Maximum number of Covid-safe desks identified for 4th Floor and remains at 65 Desks marked as "Covid Safe" or "Not in Use" through signage										



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				L	S	R					L	S	R
			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 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	L	S	R							
			No sharing of computer equipment. MFDs to be wiped down after use.										



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				L	S	R					L		R
			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 handles, desktops, shared facilities such as kitchen	_	3	R						3	K
			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										



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				L	S	R	-				L	S	
			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. "contaminated surfaces" as result of touching contaminated surfaces	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 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	1	2	2	Employees should only go to work if they cannot work from home effectively. Clinically extremely vulnerable employees are strongly advised to work from home. If they cannot work from home they should not attend work during the period of National lockdown implemented on 5 November 2020 and running through to 2 December 2020. Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home.	DGN / PM / CR	17 August 2020	17 August 2020 Reviewed and updated 28 August 2020 Reviewed 1 October 2020 Reviewed 21 October 2020 Updated 5 November 2020	1	2	2



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				L	S	R							
			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 Self-isolation of employees where they, or a member of their household have symptoms Restriction on maximum number	L	S	R					L	S	
			of staff working from the office Both kitchens and rest rooms										
			available for use by										



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
			all staff across the office										
			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										
			1m+ social										
			distancing to be										
			enforced in kitchen										
			areas wherever										
			possible										
			Kitchens limited to										
			preparation of										
			food and drink only										
			Offig										
			Staff encouraged										
			to eat in outdoor										
			spaces or at desk and clear desk of										
			crockery, cutlery										
			etc										
			Restrictions										
			continue to be										



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		
			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 provided across the office Enhanced cleaning and disinfection of workplace particularly touch points and surfaces (door handles, worktops, kettles, kitchen equipment, toilet doors etc) Daily cleaning of covid-19 safe desks and employees to	L	S	R							R
			wipe down before and after use										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		urre		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L	S	R
			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										