

Ī	Title of Risk Assessment: Covid-19 Return to Off	ice		Name of Company: Great Ormond Street	t Hospital Children's Charity
ĺ			Date of I	ast Review: 15 January 2021	Date of Next Review: 15 February 2021
Ī	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	Cor	rrent		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad Co	After ditio ontro	nal ols
Consider and reco	ord the activities that	 nt are conducted out	ide the premises	L	S R	K					L	3	K
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	Employees should only go to work if they cannot work from home effectively. Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home. 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	2	2 4		Home working for all employees with effect from 5 January 2021 with office working available where it is unreasonable for the employee to be expected to work from home Employees considered as extremely clinically vulnerable must not go to the office	All employees	17 August 2020	17 August 2020 Reviewed 28 August 2020 Reviewed 1 October 2020 Reviewed 21 October 2020 Updated 5 November 2020 Updated 2 December 2020 Updated 15 January 2021	2	2	4



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							
			Contractors requiring access to the office Other tasks that are best undertaken with minimal people in the office 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.		S	R					L		R
			employees where they, or a member of their household have symptoms Employees encouraged to avoid use of public										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		Curre		Additional Control Measures	Person Responsible	Due Date	Date Completed	Add	After ditio	nal
				L	S	R					L	S	R
			transport if possible										
			Wearing of face coverings whilst travelling on public transport										
			Regular hand washing or use of anti-bacterial gel										
			Information provided to employees on safe travel and										
			Government guidelines										
Consider and reco	ord the activities that	t are conducted insi											
Entering and leaving the building	Transmission of Covid-19 through: "person to person" as a	All employees and those within the households of employees Employees of	Employees should only go to work if they cannot work from home effectively.	1	1	2	Home working for all employees with effect from 5 January 2021 with office working available where it is unreasonable	Landlord	17 August 2020	17 August 2020 Updated 28 August 2020	1	2	2
	result of touching each other.	other organisations with premises in the building	Clinically extremely vulnerable employees are strongly advised to				for the employee to be expected to work from home			Updated 1 October 2020 Reviewed 21			
	"airborne" as a result of coughing and	Landlord employees	work from home. If they cannot work from home they				Employees considered as extremely clinically vulnerable must not go			October 2020 Updated 5			
	sneezing.	Chipioyees	should not attend work during the				to the office			November 2020			



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
	"contaminated surfaces" as result of touching contaminated surfaces	Visitors to the premises Contractors working within the premises	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							Updated 2 December 2020 Updated 15 January 2021			
			work from home. 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										



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
			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										
			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 through utilisation of other access points										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		irrer ntro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			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								C	ontro	ols
			common areas and touch points and surfaces (stair rails, lifts, door handles etc.)										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		Curre		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L	S	
			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 lifts and stairs	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 Employees of other organisations with premises in the building Landlord employees	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	1	2	2	Home working for all employees with effect from 5 January 2021 with office working available where it is unreasonable for the employee to be expected to work from home Employees considered as extremely clinically vulnerable must not go to the office	Landlord	17 August 2020	17 August 2020 Reviewed 28 August 2020 No change – 1 October 2020 Reviewed 21 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		R
	"contaminated surfaces" as result of touching contaminated surfaces	Visitors to the premises Contractors working within the premises	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.							Updated 5 November 2020 Updated 2 December 2020 Updated 15 January 2021			
			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										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		irren ntro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				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 Home working for most employees Limit number of employees allowed on site 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	L	S	R					L		R



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



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
			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										
			Anti-bacterial points in Reception and lift lobby										
			Increased cleaning schedule for all touchpoints										
			Regular hand- washing or use of anti-bacterial gel										
			Signage and floor markings-2m distance, wash your hand										



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	
			frequently, wear face coverings etc.										
Direct work activities and moving around 4th 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. "contaminated surfaces" as result of touching contaminated surfaces	All employees and those within the households of employees Visitors to the premises Contractors working within the premises	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.	1	2	2	Home working for all employees with effect from 5 January 2021 with office working available where it is unreasonable for the employee to be expected to work from home Employees considered as extremely clinically vulnerable must not go to the office	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 Updated 5 November 2020 Updated 2 December 2020 Updated 15 January 2021	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 ols
				L	S	R					L	S	R
			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 Clinically extremely										
			vulnerable employees can go to workplace but										
			should work from home wherever possible										



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 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 4 th Floor and remains at 65 Desks marked as "Covid Safe" or										



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
			"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 Safe systems of work reviewed and re-emphasised to staff	L	S	R					-		
			Dedicated desks allocated to staff coming to office Workstations wiped down at end of day and desks										
			No sharing of computer equipment. MFDs										



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
			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										
			handles, desktops,										
			shared 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										



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	nal
				L	S	R					L		R
			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. "contaminated surfaces" as result of touching contaminated surfaces	All employees and those within the households of employees Contractors working within the premises	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	1	2	2	Home working for all employees with effect from 5 January 2021 with office working available where it is unreasonable for the employee to be expected to work from home Employees considered as extremely clinically vulnerable must not go to the office	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 Updated 2 December 2020 Updated 15 January 2021	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		
			vulnerable can go to work if they cannot effectively work from home. 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	L	S	R						S	R
			Contractors requiring access to the office Other tasks that are best undertaken with minimal people in the office Clinically extremely vulnerable										



Task/ Activity	Hazard	Persons at Risk and Why	Current Control Measures		rrer ntro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	Afte ditio	nal
				L	S	R					L		R
			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 of staff working from the office										
			Both kitchens and rest rooms available for use by 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										



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
			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		Currer ontro		Additional Control Measures	Person Responsible	Due Date	Date Completed	Ad	After ditio	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										