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| Title of Risk Assessment: Covid-19 Return to Office Working | | 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: 20 September 2021 | Date of Next Review: 31 October 2021 |
| Details of Location, Task and Activities: | | | |
| The charity occupies the East Wing of the 2 nd floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE. | | | |
| The 2 nd floor is predominantly an open plan layout with some individual offices. One large kitchen area and a server room are also present. The kitchen has facilities including microwaves, refrigerators, kettle 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. A toilet block, incorporating a shower is adjacent to the office in an area shared with the West Wing of the 2 nd Floor at the rear of the building, with a further two toilet blocks also shared with the West Wing available for use in the front area outside the office. | | | |

| 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. | <p>The controls selected must be Reasonably Practicable:</p> <p>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).</p> |
| | M(2) | 2 | 4 | 6 | | | |
| | H(3) | 3 | 6 | 9 | | | |

| Task/ Activity | Hazard | Persons at Risk and Why | Control Measures at date of Last Review | Current Controls | | | Additional or Updated 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 | Developing Covid-19 symptoms that | All employees and those within the households of employees | Employees should only go to work if they cannot work | 2 | 2 | 4 | Employees are welcomed back to work as we transition to hybrid working with an | All employees | 17 August 2020 | 17 August 2020 | 2 | 2 | 4 |

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|----------------|--|---|---|------------------|---|---|---|--------------------|----------|--|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | <p>result illness and possibly death.</p> <p>Transmission of virus from outside the workplace into the workplace</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>from home effectively.</p> <p>Employees living with an individual who is clinically extremely vulnerable can go to work if they cannot effectively work from home.</p> <p>Clinically extremely vulnerable employees are strongly advised to work from home.</p> <p>Office open Monday to Friday for office working.</p> <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>expectation of doing 2-3 days per week on average over the course of a month</p> <p>Employees who are considered vulnerable or clinically extremely vulnerable are asked to liaise with their Line Manager and People Business Partner to consider reasonable adjustments that can be put in place, on a case by case basis, which minimises the risks to them personally in commuting to/from and working in the office.</p> <p>Self-isolation of employees where they have symptoms, have tested positive for Covid-19 or have been told to self-isolate by NHS Test and Trace or live in a household with someone who has symptoms unless they are exempt from self-isolation</p> <p>All control measures not impacted by these</p> | | | <p>Reviewed 28 August 2020</p> <p>Reviewed 1 October 2020</p> <p>Reviewed 21 October 2020</p> <p>Updated 5 November 2020</p> <p>Updated 2 December 2020</p> <p>Updated 15 January 2021</p> <p>Reviewed 23 February 2021</p> <p>Updated 26 March 2021</p> <p>Reviewed 13 May 2021</p> <p>Reviewed 22 June 2021</p> <p>Reviewed 19 July 2021</p> | | | |

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|--|--|--|--|------------------|---|---|--|-------------------------------|----------------|---|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <p>Self-isolation of employees where they, or a member of their household have symptoms</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> | | | | updated measures to remain in place | | | <p>Reviewed 23 August 2021</p> <p>Updated 20 September 2021</p> | | | |
| Consider and record the activities that are conducted inside the building | | | | | | | | | | | | | |
| 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 should only go to work if they cannot work from home effectively. | 1 | 1 | 2 | Employees are welcomed back to work as we transition to hybrid working with an expectation of doing 2-3 days per week on | All employees Landlord | 17 August 2020 | 17 August 2020 Updated 28 August 2020 | 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>Clinically extremely vulnerable employees are strongly advised to work from home.</p> <p>Office open Monday to Friday for office working.</p> <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>Limit number of employees allowed on site</p> <p>Limit visitors, contractors and general public to premises</p> <p>Signage and floor markings to</p> | | | | <p>average over the course of a month</p> <p>Employees who are considered vulnerable or clinically extremely vulnerable are asked to liaise with their Line Manager and People Business Partner to consider reasonable adjustments that can be put in place, on a case by case basis, which minimises the risks to them personally in commuting to/from and working in the office.</p> <p>Self-isolation of employees where they have symptoms, have tested positive for Covid-19 or have been told to self-isolate by NHS Test and Trace or live in a household with someone who has symptoms unless they are exempt from self-isolation</p> <p>No limits or restrictions on number of employees allowed on site although due to the move to</p> | | | <p>Updated 1 October 2020</p> <p>Reviewed 21 October 2020</p> <p>Updated 5 November 2020</p> <p>Updated 2 December 2020</p> <p>Updated 15 January 2021</p> <p>Reviewed 23 February 2021</p> <p>Updated 26 March 2021</p> <p>Reviewed 13 May 2021</p> <p>Reviewed 22 June 2021</p> <p>Reviewed 19 July 2021</p> <p>Reviewed 23 August 2021</p> | | | |



| Task/ Activity | Hazard | Persons at Risk and Why | Control Measures at date of Last Review | Current Controls | | | Additional or Updated Control Measures | Person Responsible | Due Date | Date Completed | After Additional Controls | | |
|----------------|--------|-------------------------|--|------------------|---|---|---|--------------------|----------|---------------------------|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <p>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>Self-isolation of employees where they, or a member of their household have symptoms</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>Hybrid working referenced above footfall will be significantly reduced in the office</p> <p>Visitors and contractors may have supervised access to the office with a Charity appointed Host in line with Charity Visitors Procedure</p> <p>No limits or restrictions on social contact and social distancing although due to changes in expected working patterns footfall will be significantly reduced in the office</p> <p>All control measures not impacted by these updated measures to remain in place</p> | | | Updated 20 September 2021 | | | |

| Task/ Activity | Hazard | Persons at Risk and Why | Control Measures at date of Last Review | Current Controls | | | Additional or Updated Control Measures | Person Responsible | Due Date | Date Completed | After Additional Controls | | |
|---|--|---|--|------------------|---|---|--|--------------------------------------|----------------|--|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <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>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 coughing and sneezing.</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>Employees should only go to work if they cannot work from home effectively.</p> <p>Clinically extremely vulnerable employees are strongly advised to work from home.</p> | 1 | 2 | 2 | <p>Employees are welcomed back to work as we transition to hybrid working with an expectation of doing 2-3 days per week on average over the course of a month</p> <p>Employees who are considered vulnerable or clinically extremely vulnerable are asked to liaise with their Line</p> | <p>All employees</p> <p>Landlord</p> | 17 August 2020 | <p>17 August 2020</p> <p>Reviewed 28 August 2020</p> <p>No change – 1 October 2020</p> <p>Reviewed 21 October 2020</p> | 1 | 2 | 2 |

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|----------------|---|---|--|------------------|---|---|--|--------------------|----------|---|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | “contaminated surfaces” as result of touching contaminated surfaces | Visitors to the premises Contractors working within the premises | Office open Monday to Friday for office working. 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 Limit number of employees allowed on site Limit visitors, use of contractors and general public to premises Reduced numbers in lifts Self-isolation of employees where they, or a member | | | | Manager and People Business Partner to consider reasonable adjustments that can be put in place, on a case by case basis, which minimises the risks to them personally in commuting to/from and working in the office. Self-isolation of employees where they have symptoms, have tested positive for Covid-19 or have been told to self-isolate by NHS Test and Trace or live in a household with someone who has symptoms unless they are exempt from self-isolation. No limits or restrictions on number of employees allowed on site although due to the move to Hybrid working referenced above footfall will be significantly reduced in the office Visitors and contractors may have supervised access the office with a | | | Updated 5 November 2020 Updated 2 December 2020 Updated 15 January 2021 Reviewed 23 February 2021 Updated 26 March 2021 Reviewed 13 May 2021 Reviewed 22 June 2021 Reviewed 19 July 2021 Reviewed 23 August 2021 Updated 20 September 2021 | | | |



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|----------------|--------|-------------------------|---|------------------|---|---|--|--------------------|----------|----------------|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <p>of their household have symptoms</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>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</p> | | | | <p>Charity appointed Host in line with Charity Visitors Procedure</p> <p>No limits or restrictions on social contact and social distancing although due to changes in expected working patterns footfall will be significantly reduced in the office</p> <p>All control measures not impacted by these updated measures to remain in place</p> | | | | | | |

| Task/ Activity | Hazard | Persons at Risk and Why | Control Measures at date of Last Review | Current Controls | | | Additional or Updated Control Measures | Person Responsible | Due Date | Date Completed | After Additional Controls | | |
|--|-----------------------------------|--|---|------------------|---|---|--|------------------------------------|----------------|----------------|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | 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 frequently, wear face coverings etc. | | | | | | | | | | |
| Direct work activities and moving around | Transmission of Covid-19 through: | All employees and those within the households of employees | Following closure due to an office refit, office | 1 | 2 | 2 | Employees are welcomed back to work as we transition to hybrid working with an | DGN / PM / CR All employees | 17 August 2020 | 17 August 2020 | 1 | 2 | 2 |

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|--|--|--|--|------------------|---|---|--|--------------------|----------|---|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| 2 nd Floor (office admin etc) | <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>Visitors to the premises</p> <p>Contractors working within the premises</p> | <p>reopens on 23 August 2021.</p> <p>Employees are able to come to work if they cannot work from home or would like to start returning to the office ahead of the transition to hybrid working commencing in September 2021.</p> <p>Maximum of 34 desks (including one desk in the cash office) available for use.</p> <p>Clinically extremely vulnerable employees are strongly advised to work from home.</p> <p>Office open Monday to Friday for office working.</p> <p>Self-isolation of employees where they, or a member</p> | | | | <p>expectation of doing 2-3 days per week on average over the course of a month</p> <p>Employees who are considered vulnerable or clinically extremely vulnerable are asked to liaise with their Line Manager and People Business Partner to consider reasonable adjustments that can be put in place, on a case by case basis, which minimises the risks to them personally in commuting to/from and working in the office.</p> <p>Self-isolation of employees where they have symptoms, have tested positive for Covid-19 or have been told to self-isolate by NHS Test and Trace or live in a household with someone who has symptoms unless they are exempt from self-isolation.</p> <p>No limits or restrictions on number of employees</p> | | | <p>Reviewed and updated 28/08/2020</p> <p>Reviewed 1 October 2020</p> <p>Reviewed and updated 21 October 2020</p> <p>Updated 5 November 2020</p> <p>Updated 2 December 2020</p> <p>Updated 15 January 2021</p> <p>Reviewed 23 February 2021</p> <p>Updated 26 March 2021</p> <p>Reviewed 13 May 2021</p> <p>Reviewed 22 June 2021</p> | | | |



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|----------------|--------|-------------------------|---|------------------|---|---|---|--------------------|----------|--|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <p>of their household have symptoms</p> <p>Desks marked as "Covid Safe" or "Not in Use" through signage</p> <p>Deliveries and use of contractors restricted to minimum and with instruction to follow social distancing and control measures</p> <p>No external visitors</p> <p>No in-person meetings</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</p> | | | | <p>allowed on site although due to the move to Hybrid working referenced above footfall will be significantly reduced in the office</p> <p>No limits or restrictions on social contact and social distancing although due to changes in expected working patterns footfall will be significantly reduced in the office</p> <p>Visitors and contractors may have supervised access the office with a Charity appointed Host in line with Charity Visitors Procedure</p> <p>All desks and work spaces are in use and to be booked by staff through Condeco or Outlook as per Office Guidelines.</p> <p>In-person meetings can be held – all meeting rooms to be well ventilated during the meeting through use of</p> | | | <p>Reviewed 19 July 2021</p> <p>Reviewed 23 August 2021</p> <p>Updated 20 September 2021</p> | | | |



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| | | | | L | S | R | | | | | L | S | R |
| | | | <p>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 facilities such as kitchen and bathrooms (see below)</p> <p>Signage across the office</p> <p>Provision of information and guidance on control measures to impacted staff</p> <p>Regular hand washing or use of anti-bacterial gel</p> <p>PPE remains voluntary at employee's personal discretion</p> | | | | <p>air conditioning whilst meeting is in progress.</p> <p>Use of face coverings in and around office not mandated but may be worn at personal discretion of employee.</p> <p>All control measures not impacted by these updated measures to remain in place</p> | | | | | | |

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|--|---|--|--|------------------|---|---|---|------------------------------------|----------------|--|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | whilst working within the office | | | | | | | | | | |
| 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 touching contaminated surfaces</p> | <p>All employees and those within the households of employees</p> <p>Contractors working within the premises</p> | <p>Employees should only go to work if they cannot work from home effectively.</p> <p>Clinically extremely vulnerable employees are strongly advised to work from home.</p> <p>Office open Monday to Friday for office working.</p> <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> | 1 | 2 | 2 | <p>Employees are welcomed back to work as we transition to hybrid working with an expectation of doing 2-3 days per week on average over the course of a month</p> <p>Employees who are considered vulnerable or clinically extremely vulnerable are asked to liaise with their Line Manager and People Business Partner to consider reasonable adjustments that can be put in place, on a case by case basis, which minimises the risks to them personally in commuting to/from and working in the office.</p> <p>Self-isolation of employees where they have symptoms, have tested positive for Covid-19 or have been told to self-isolate by NHS Test and Trace or live in a</p> | DGN / PM / CR All employees | 17 August 2020 | <p>17 August 2020</p> <p>Reviewed and updated 28 August 2020</p> <p>Reviewed 1 October 2020</p> <p>Reviewed 21 October 2020</p> <p>Updated 5 November 2020</p> <p>Updated 2 December 2020</p> <p>Updated 15 January 2021</p> <p>Reviewed 23 February 2021</p> <p>Updated 26 March 2021</p> | 1 | 2 | 2 |



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|----------------|--------|-------------------------|---|------------------|---|---|--|--------------------|----------|---|---------------------------|---|---|
| | | | | L | S | R | | | | | L | S | R |
| | | | <p>Self-isolation of employees where they, or a member of their household have symptoms</p> <p>Restriction on maximum number of staff working from the office</p> <p>Maximum number of people to use kitchen facilities at any one time identified as 6</p> <p>1m+ social distancing to be enforced in kitchen areas wherever possible</p> <p>Kitchen 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>household with someone who has symptoms unless they are exempt from self-isolation.</p> <p>Visitors and contractors may have supervised access the office with a Charity appointed Host in line with Charity Visitors Procedure</p> <p>No limits or restrictions on number of employees allowed on site although due to the move to Hybrid working referenced above footfall will be significantly reduced in the office</p> <p>No limits or restrictions on social contact and social distancing although due to changes in expected working patterns footfall will be significantly reduced in the office</p> <p>Restriction on access to and use of Kitchen relaxed.</p> | | | <p>Reviewed 13 May 2021</p> <p>Reviewed 22 June 2021</p> <p>Reviewed 19 July 2021</p> <p>Reviewed 23 August 2021</p> <p>Updated 20 September 2021</p> | | | |



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| | | | | L | S | R | | | | | L | S | R |
| | | | <p>Restrictions continue to be applied to sinks and urinals in toilet block to maximise social distancing in confined space</p> <p>No waiting in toilet block</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 equipment, toilet doors etc)</p> <p>Daily cleaning of Covid-19 safe desks and employees to wipe</p> | | | | <p>Restriction on sinks and urinals eased.</p> <p>Staff encouraged to eat in outdoor spaces or Bernies.</p> <p>Daily cleaning of all desks and employees encouraged to wipe down on arrival and departure from the office.</p> <p>All control measures not impacted by these updated measures to remain in place</p> | | | | | | |

