



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: 22 June 2021	Date of Next Review: 19 July 2021
Details of Location, Task and Activities:			
<p>The charity occupies the East Wing of the 2nd floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE.</p> <p>The 2nd floor is predominantly an open plan layout with some individual offices. One large kitchen area, one toilet block incorporating a shower 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.</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 is currently being used for storage following the office move and is only in use for clearance of items temporarily stored there.</p>			

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. 	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).
	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
Consider and record the activities that are conducted outside the premises													
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>Employees should only go to work if they cannot work 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</p>	2	2	4		All employees	17 August 2020	<p>17 August 2020</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>	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
			<p>other individual circumstances</p> <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>						Reviewed 22 June 2021				
<p>Consider and record the activities that are conducted inside the building</p>													



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				L	S	R					L	S	R
Entering and leaving the building	<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>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>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> <p>Limit number of employees allowed on site</p>	1	1	2		<p>All employees</p> <p>Landlord</p>	17 August 2020	<p>17 August 2020</p> <p>Updated 28 August 2020</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>	1	2	2

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				L	S	R					L	S	R
			<p>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>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	Transmission of Covid-19 through: "person to person" as a result of	All employees and those within the households of employees Employees of other organisations	<p>Employees should only go to work if they cannot work from home effectively.</p> <p>Clinically extremely vulnerable</p>	1	2	2		All employees Landlord	17 August 2020	17 August 2020 Reviewed 28 August 2020	1	2	2

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				L	S	R					L	S	R
	touching each other. “airborne” as a result of coughing and sneezing. “contaminated surfaces” as result of touching contaminated surfaces	with premises in the building Landlord employees Visitors to the premises Contractors working within the premises	employees are strongly advised to work from home. 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						No change – 1 October 2020 Reviewed 21 October 2020 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				



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				L	S	R					L	S	R
Direct work activities and moving around 2 nd 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>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> <p>Self-isolation of employees where they, or a member of their household have symptoms</p>	1	2	2		DGN / PM / CR	17 August 2020	<p>17 August 2020</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>	1	2	2



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				L	S	R					L	S	R
			<p>Restriction on maximum number of staff who are working from the office – 46 at any one time.</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</p>						Reviewed 22 June 2021				

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				L	S	R					L	S	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)	<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</p>	1	2	2		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> <p>Reviewed 21 October 2020</p> <p>Updated 5 November 2020</p> <p>Updated 2 December 2020</p> <p>Updated 15 January 2021</p>	1	2	2



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				L	S	R					L	S	R
			<p>individual circumstances</p> <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</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>				

