



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: 23 August 2021	Date of Next Review: 20 September 2021

**Details of Location, Task and Activities:**  
 The charity occupies the East Wing of the 2<sup>nd</sup> floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE.

The 2<sup>nd</sup> 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<sup>nd</sup> 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	<b>Score 1-3 (Low)</b> Limited action is required. The risks should be constantly monitored in case of change.  <b>Score 4-6 (Moderate)</b> action must be taken to protect those at risk. The action is secondary to the High-risk actions required.  <b>Score 7-9 (High)</b> Immediate action must be taken to protect those at risk.	<ul style="list-style-type: none"> <li>Eliminate Covid-19-Not practicable as Covid 19 cannot yet be eliminated by vaccines.</li> <li>Reduce the Risk of Covid 19-Not practicable as the effects of Covid 19 can't currently be treated with drugs.</li> <li>Prevent Contact with Covid 19. Consider how contact can be avoided and implement controls.</li> <li>Manage risks through safe systems of work.</li> <li>Provide PPE to support other control measures.</li> </ul>	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
<b>Consider and record the activities that are conducted outside the premises</b>													
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		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>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>						Reviewed 23 August 2021				
<b>Consider and record the activities that are conducted inside the building</b>													
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		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>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>				



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				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>All employees</p> <p>Landlord</p>	<p>17 August 2020</p>	<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						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				





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				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	Employees should only go to work if they cannot work	1	2	2	Following closure due to an office refit, office reopens on 23 August 2021.	DGN / PM / CR	17 August 2020	17 August 2020	1	2	2



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				L	S	R					L	S	R
2 <sup>nd</sup> 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>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> <p>Restriction on maximum number</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>All other control measures remain the same.</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 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 to be wiped down after use.</p>						<p>Reviewed 19 July 2021</p> <p>Reviewed 23 August 2021</p>				





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				L	S	R					L	S	R
			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 individual circumstances</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> <p>Reviewed 23 February 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>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>				



