



<b>Title of Risk Assessment: Covid-19 Return to Office Working</b>		<b>Name of Company: Great Ormond Street Hospital Children's Charity</b>	
<b>Date of Original Risk Assessment: 29 July 2020</b>	<b>Completed By: Claire Robson</b>	<b>Date of Last Review: 26 March 2021</b>	<b>Date of Next Review: 26 April 2021</b>
<b>Details of Location, Task and Activities:</b>			
<p>The charity has recently moved offices and now occupies the East Wing of the 2<sup>nd</sup> floor and part of the Mezzanine floor of 40 Bernard Street, London, WC1N 1LE.</p> <p>The 2<sup>nd</sup> 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 continues to remain out of scope for the return to office and, therefore, is excluded from this risk assessment.</p>			

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>	<b>The controls selected must be Reasonably Practicable:</b>  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	<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>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</p> <p>Employees considered as extremely clinically vulnerable must not go to the office</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>	2	2	4	<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 other individual circumstances</p>	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>	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
			Regular hand washing or use of anti-bacterial gel  Information provided to employees on safe travel and Government guidelines										
<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 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 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  Limit number of employees allowed on site  Limit visitors, contractors and	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.  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	All employees  Landlord	17 August 2020	17 August 2020  Updated 28 August 2020  Updated 1 October 2020  Reviewed 21 October 2020  Updated 5 November 2020  Updated 2 December 2020  Updated 15 January 2021	1	2	2

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				L	S	R					L	S	R
			<p>general public to premises</p> <p>Signage and floor markings to 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</p>						<p>Reviewed 23 February 2021</p> <p>Updated 26 March 2021</p>				

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				L	S	R					L	S	R
			<p>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	<p>Transmission of Covid-19 through:</p> <p>“person to person” as a result of touching each other.</p>	<p>All employees and those within the households of employees</p> <p>Employees of other organisations with premises in the building</p>	<p>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</p>	1	2	2	<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>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>	1	2	2



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>“airborne” as a result of coughing and sneezing.</p> <p>“contaminated surfaces” as result of touching contaminated surfaces</p>	<p>Landlord employees</p> <p>Visitors to the premises</p> <p>Contractors working within the premises</p>	<p>Employees considered as extremely clinically vulnerable must not go to the office</p> <p>Limit number of employees allowed on site</p> <p>Limit visitors, use of contractors and general public to premises</p> <p>Reduced numbers in lifts</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>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 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>			



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				L	S	R					L	S	R
			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 2 <sup>nd</sup> 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 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	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.  Office open Monday to Friday for office working.  Home working for most employees with 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	1	2	2





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				L	S	R					L	S	R
	"contaminated surfaces" as result of touching contaminated surfaces		<p>Self-isolation of employees where they, or a member of their household have symptoms</p> <p>Restriction on maximum number of staff who are working from the office</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>Safe systems of work reviewed and</p>				<p>working available to limited number of employees where there is a business need, wellbeing need or other individual circumstances</p> <p>Maximum number of Covid-safe desks identified for 2<sup>nd</sup> Floor is 46</p> <p>Dedicated Covid-19 safe desks made available to staff coming to office</p> <p>Updated current control measures to reflect the new office space</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>			



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				L	S	R					L	S	R
			<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 whilst working within the office</p>										
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>All employees and those within the households of employees</p> <p>Contractors working within the premises</p>	<p>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</p> <p>Employees considered as extremely clinically</p>	1	2	2	<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>	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>	1	2	2



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				L	S	R					L	S	R
	"contaminated surfaces" as result of touching contaminated surfaces		<p>vulnerable must not go to the office</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>Kitchens limited to preparation of food and drink only</p> <p>Staff encouraged to eat in outdoor spaces or at desk and clear desk of</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>Updated current control measures to reflect the new office space</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>			



