Office risk assessment - Covid-19

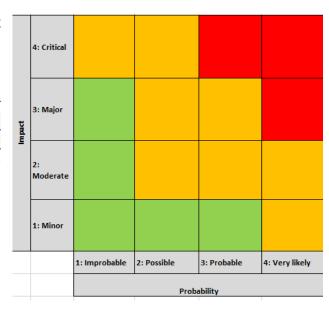
This risk assessment is a live document for dealing with the current Covid-19 situation in the offices of Centre for Ageing Better at 45 Whitfield Street London W1T 4HD to facilitate a safe working environment and to reduce the risk of spread of Covid-19. This document will be updated frequently, reported to the Business Continuity Group (BCG) and Senior Executive Team (SET), and published on our website. It is regularly communicated to all staff, alongside any changes to relevant guidance.

What is the risk? Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. It is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). The vast majority of people who become infected with Covid-19 will have mild to moderate symptoms which will self-resolve and will not require further NHS treatment. For some, symptoms can be severe or fatal. It disproportionately impacts adults and specifically those with pre-existing conditions.

Who might be harmed? Staff, visitors to premises, cleaners, contractors, drivers, vulnerable groups (elderly, pregnant workers, those with existing underlying health conditions), anyone else who physically comes into contact with our premises.

Risk scoring matrix: We assess the **impact** of Covid-19 as critical until a vaccine or treatment is available. We assess the **probability** based on the likelihood of transmission, which may lead to one or multiple fatalities.

As of 13 December 2021, office workers who can work from home should do so. The office will remain open for a daily maximum of 14 people for whom working from home is not possible or is negatively affecting their mental health. They should follow the quidance for staff using office and confirm their attendance in advance on the Whitfield street office attendance spreadsheet. The overall risk assessment considers scenarios and possible control measures on this basis.



What is the risk?		Gross risk score (PxI)	Controls required	M	litigating actions to be undertaken	Action by whom?	Action by when?	Done ?	Net risk score (PxI)
1.	Transmission of infection on way to and from work	4X4=16	Safe travel to and from work Staff should avoid public transport and maintain social distancing.	•	Staff should only go to the office if they are able to travel there without using public transport, and should take all practical steps to maintain social distancing while travelling to and from the office. Staff accessing the Cycle Storage facility should adhere to social distancing rules and ensure they walk on the left side of the stairs when accessing the cycle storage area. Hand sanitizer pump is provided outside the cycle storage area.	All staff All staff Knotel	Ongoing	Done	2x4=8
2.	Transmission of infection by air on entering the office	2x4=8	Control of access to the office Entering and exiting the building to be done in line with government guidelines.	•	Reception will be open from 8am to 6pm Monday to Friday. Perspex screens installed on reception desk. PPE provided for reception staff. On arrival at the office, staff may have to queue outside the building (2 metres apart) to ensure social distancing is maintained on entering the building. Staff should wear masks on entering the building. Staff should take lateral flow tests on the morning or day prior to entering the office. At this time no external guests will be admitted to the office.	Knotel All staff All staff All staff All staff	Ongoing	Done	1x4=4

3. Transmission or infection by air	3x4=12	Maintenance of social distancing within the	•	One-way system for movement around the office. Staff must wear masks when	SOC	Ongoing	Done	1x4=4
within the office		office.		walking around. Non-essential access				
		All staff to remain 2 metres		between main walkways taped off.	All staff			
		apart whenever possible.	•	Individuals stay at one desk for the				
		Face to face meetings only		duration of their time in the office. Some	All staff			
		to take place if social		desks are marked out of bounds to				
		distancing can be		enable distancing.	All ataff			
		maintained. Face masks to be worn	•	The long-table in the kitchen is out of	All staff			
		when moving around the		bounds. Access to printers, lockers, kitchen and toilet area, pods and soft-				
		office unless there is a		seating restricted to one person at a	All staff			
		medical exemption.		time. Meeting rooms are limited to 4				
		· ·		people at a time.				
			•	The doors to pods and meeting rooms	SOC			
				should be left open after use to enable				
				ventilation.				
			•	Basement area to be used for cycle	SOC			
				storage only and accessed via the	300			
				Staircase from reception only. Internal stairwell to basement is out of bounds				
				unless required for evacuation of				
				building.				
			•	Staff guidance on SharePoint and in				
				office to inform staff on safety				
				procedures and to remind staff of their				
				responsibilities in keeping the office				
				safe. Staff attending the office will be				
				expected to adhere to these				
				procedures.				
			•	Floor markings and signage provided to indicate how areas can be used.				
				Posters, leaflets and other materials on				
				prominent display throughout the office				
				reminding everyone of the public health				
				advice.				

4.	Transmission of infection via unclean hands within the office	3x4=12	Hand washing Stringent hand washing taking place.	•	Hand washing facilities with soap and water in place, drying of hands with paper towels in kitchen and toilets. Hot air hand driers will be deactivated. Hand sanitizers to be made available at each desk and at strategic points throughout the office. Individuals stay at one desk for the duration of their time in the office. Posters and other materials displayed reminding employees of public health and hand washing guidance, to follow Catch it, Bin it, Kill it rules and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues available throughout the workplace. Safe collection and disposal of waste during the day.	SOC All staff SOC Knotel		Done	1x4=4
5.	Transmission of infection via unclean surfaces within the office	3x4=12	Cleaning Frequently cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	•	Staff to disinfect and wipe down surfaces before and after use. Antiseptic wipes, protective gloves and bin bags provided, as well as guidance for using gloves safely. Workstation cleaning checklist displayed at each active desk.	All staff SOC SOC	Ongoing	Done	1x4=4

6. Transmission of infection through	4x4=16	Management of symptoms of Covid-19	•	Government guidelines in relation to isolation must be followed.	All staff	Ongoing	Done	1x4=4
		_	•		All staff SET / Knotel SET Line managers All staff			
			•	Line managers will maintain regular contact with staff members during this time to offer support to staff who are affected by Coronavirus or have a family member affected. At this time no external guests will be admitted to the office.				