

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 [guidance 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.

Impact	4: Critical	Yellow	Yellow	Red	Red
	3: Major	Green	Yellow	Yellow	Red
	2: Moderate	Green	Yellow	Yellow	Yellow
	1: Minor	Green	Green	Green	Yellow
		1: Improbable	2: Possible	3: Probable	4: Very likely
		Probability			

What is the risk?	Gross risk score (Pxl)	Controls required	Mitigating actions to be undertaken	Action by whom?	Action by when?	Done ?	Net risk score (Pxl)
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.	<ul style="list-style-type: none"> 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.	<ul style="list-style-type: none"> 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

<p>3. Transmission of infection by air within the office</p>	<p>3x4=12</p>	<p>Maintenance of social distancing within the office. All staff to remain 2 metres apart whenever possible. Face to face meetings only to take place if social distancing can be maintained. Face masks to be worn when moving around the office unless there is a medical exemption.</p>	<ul style="list-style-type: none"> • One-way system for movement around the office. Staff must wear masks when walking around. Non-essential access between main walkways taped off. • Individuals stay at one desk for the duration of their time in the office. Some desks are marked out of bounds to enable distancing. • The long-table in the kitchen is out of bounds. Access to printers, lockers, kitchen and toilet area, pods and soft-seating restricted to one person at a time. Meeting rooms are limited to 4 people at a time. • The doors to pods and meeting rooms should be left open after use to enable ventilation. • Basement area to be used for cycle storage only and accessed via the 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. 	<p>SOC</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SOC</p> <p>SOC</p>	<p>Ongoing</p>	<p>Done</p>	<p>1x4=4</p>
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4. Transmission of infection via unclean hands within the office	3x4=12	Hand washing Stringent hand washing taking place.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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

<p>6. Transmission of infection through contact with infected person. (Symptoms of Covid-19)</p>	<p>4x4=16</p>	<p>Management of symptoms of Covid-19 Immediate identification and management in the case of any staff member with Covid-19 symptoms</p>	<ul style="list-style-type: none"> • Government guidelines in relation to isolation must be followed. • If anyone in the workplace becomes unwell with a new continuous cough, a high temperature or other symptoms known to be Covid 19 related, they must immediately inform their Director, who will ensure it is communicated to SET. • If the member of staff was recently on premises, Knotel must be advised immediately by Director and Office must be deep cleaned before any staff are allowed to return. • Internal communication channels and cascading of messages and updates from the SET and through line managers will be carried out regularly to reassure and support employees. • 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. 	<p>All staff All staff SET / Knotel SET Line managers All staff</p>	<p>Ongoing</p>	<p>Done</p>	<p>1x4=4</p>
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