

## 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 spreading 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.

The overall risk assessment below considers scenarios and possible control measures on the basis that the only people entering the office have completed an individual risk assessment, have been assessed as being low risk, and that the Business Continuity Group (BCG) has agreed they can return to the office.

As at 7th September 2020, 15 members of staff have been approved to use the office.

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)
Transmission of infection on way to and from work	3x2=6	Safe travel to and from work	<ul style="list-style-type: none"> <li>Staff using public transport to travel to and from work should ensure they follow current advice including the wearing of face coverings.</li> <li>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.</li> <li>Hand sanitizer pump will be provided outside the cycle storage area.</li> </ul>	All staff  All staff  Knotel	Ongoing  Ongoing  19/06/20	Done	3x2=6
1. Transmission of infection by air on entering the office	2x2=4	<b>Control of access to the office</b> Entering and exiting the building to be done in line with government guidelines.	<ul style="list-style-type: none"> <li>Reception will be open from 8am to 6pm Monday to Friday. Perspex screens installed on reception desk.</li> <li>On arrival at the office, staff may have to queue outside the building 2 metres apart to ensure social distancing is maintained.</li> <li>At this time no external guests will be admitted to the office.</li> <li>Staff access to the office is governed by a desk booking system. No access to the office will be granted outside the allocated days.</li> </ul>	Knotel  All staff  All Staff  All Staff	19/06/20  Ongoing  Ongoing  Ongoing	Done	1x2=2
2. Transmission of infection by air within the office	3x2=6	Maintenance of social distancing within the office.	<ul style="list-style-type: none"> <li>One-way system for movement around the office. Non-essential access between main walkways to be taped off.</li> </ul>	SOC	19/06/20	Done	2x2=4

		<p>All staff to remain 2 metres apart whenever possible. Face to face meetings only to take place if social distancing can be maintained.</p>	<ul style="list-style-type: none"> <li>• Desks to be allocated to staff via the desk booking system.</li> <li>• 9 desks have been allocated for use of staff all other desks are out of bounds.</li> <li>• Access to printers, lockers, kitchen and toilet area restricted to one person at a time.</li> <li>• Pods and booths are out of bounds for the time being.</li> <li>• 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.</li> <li>• Staff guidance and procedures document are provided detailing changes made to the office to facilitate social distancing and reminding staff of their responsibilities in keeping the office safe.</li> <li>• Staff attending the office will be expected to adhere to these procedures.</li> <li>• Floor markings and signage provided to indicate how areas can be used.</li> <li>• Posters, leaflets and other materials on prominent display throughout the office reminding everyone of the public health advice.</li> <li>• Facemasks are provided for use of staff at their own discretion.</li> </ul>	<p>All Staff</p> <p>All staff</p> <p>All staff</p> <p>All staff</p> <p>SOC</p> <p>All Staff</p> <p>SOC</p> <p>SOC</p> <p>SOC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>19/06/20</p> <p>Ongoing</p> <p>19/06/20</p> <p>19/06/20</p> <p>19/07/20</p>	<p></p> <p>Done</p> <p></p> <p>Done</p> <p>Done</p> <p>Done</p>	
<p><b>3. Transmission of infection via unclean hands within the office</b></p>	<p>3x3=9</p>	<p><b>Hand washing</b> Stringent hand washing taking place.</p>	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place, drying of hands with paper towels in kitchen and toilets. Hand sanitizers are available at each desk and at strategic points throughout the office.</li> </ul>	<p>SOC</p>	<p>19/06/20</p>	<p>Done</p>	<p>1x3=3</p>

			<ul style="list-style-type: none"> <li>• Posters to be displayed reminding employees of the following - Wash their hands for 20 seconds with soap and water emphasising proper drying with disposable towels. Also remind staff to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it rules and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. See hand washing guidance. Staff encouraged to protect the skin by applying emollient cream regularly and reminded that wearing of gloves is not a substitute for good hand washing.</li> <li>• Ensure safe collection and disposal of waste during the day.</li> <li>• Deliveries to be kept to a minimum, with contactless deliveries preferred.</li> <li>• One member of staff to be designated to pick up incoming post, parcels etc from reception.</li> </ul>	SOC	19/06/20	Done	
				SOC	19/06/20	Done	
				SOC	19/06/20	Done	
				SOC	19/06/20	Done	
<b>4. Transmission of infection via unclean surfaces within the office</b>	3x3=9	<b>Cleaning</b> 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"> <li>• Deep clean of office before staff return to work.</li> <li>• Staff to disinfect workstations at start and end of each day in the office. This includes desk, screen, keyboard, mouse, docking stations (including laptop connecting cable) arms of chairs and chair adjustment leve's.</li> <li>• Staff to disinfect all touch points in meeting rooms after use.</li> <li>• Guidance document for cleaning meeting rooms is displayed on the external wall of each room and on the table within the room.</li> </ul>	Knotel	19/06/20	Done	1x3=3
				All Staff	Ongoing		
				All Staff	Ongoing		
				SOC	26/08/20	Done	

			<ul style="list-style-type: none"> <li>• Antibacterial wipes, protective gloves and bin bags are provided, as well as guidance for using gloves safely.</li> <li>• Workstation cleaning checklist is displayed at each desk that is available for use.</li> <li>• Staff to use alcohol wipes to clean all surfaces and common touch points that they come into contact with.</li> </ul>	SOC	19/06/20	Done	
				SOC	19//06/20	Done	
				All Staff	Ongoing		
<b>5. Transmission of infection through contact with infected person. (Symptoms of Covid-19)</b>	4x4=16	<b>Management of symptoms of Covid-19</b> Immediate identification and management in the case of any staff member with Covid-19 symptoms	<ul style="list-style-type: none"> <li>• 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 BGG/SET. Government guidelines in relation to track and trace must be followed.</li> <li>• If the member of staff was recently on premises, Knotel must be advised immediately by Director.</li> <li>• Office must be deep cleaned before any staff are allowed to return.</li> <li>• Guidance to be provided regarding the actions or precautions to be taken prior to staff returning to the office.</li> <li>• Internal communication channels and cascading of messages and updates from the Business Continuity Group through line managers will be carried out regularly to reassure and support employees.</li> <li>• Line managers will maintain regular contact with staff members during this time to offer support to staff who are affected by Coronavirus or has a family member affected.</li> </ul>	All staff	Ongoing		1x4=4
				SET	Ongoing		
				Knotel	As required		
				BCG/SET	As required		
				BCG / SET	As required		
				Line managers	As required		