

# Risk Assessment



NOTE: Before completing this risk assessment please see guidance notes towards the end of the document.

<b>Date:</b>	23 <sup>rd</sup> July 2021
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<b>Assessors Name:</b>	Daniel Scotchmer	<b>Reference Number:</b>	SI.RA - Kennington	<b>Review Date:</b>	Ongoing (in accordance with government guidance updates)
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<b>Endorsed By:</b>	Colin Kimber	<b>Signature:</b>	<i>C. Kimber</i>	<b>Position:</b>	Associate Director	<b>Date:</b>	23 <sup>rd</sup> July 2021
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<b>Description of assessment</b>	Coronavirus (COVID-19) – working in an office
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<b>Location Details</b>	Gateway House, Milverton Street, London, SE11 4AP
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
COVID-19 General	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Anyone who meets one of the following criteria must follow the Governments guidance on Self Isolation:                             <ul style="list-style-type: none"> <li>you have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)</li> <li>you've tested positive for COVID-19 – this means you have the virus</li> <li>someone you live with has symptoms or tested positive</li> <li>you've been told you've been in contact with someone who tested positive – find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Guidance on self-isolation found via the Government website</li> <li>A screening questionnaire to be issued to all employees to assess the risk of everyone. This is to be carried out prior to an employee returning to work</li> </ul>	Line Managers	On employees first day back at work	5	1	5	M

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						<ul style="list-style-type: none"> <li>○ you have arrived in England from abroad from a 'red list' country, or from an 'amber list' country and not been fully vaccinated – see GOV.UK: how to quarantine when you arrive in England</li> <li>• A screening questionnaire to be issued to all employees to assess the risk of everyone. This is to be carried out prior to an employee returning to work</li> </ul>								
<p><b>COVID-19</b> Somebody showing Symptoms</p>	<p>Employees, Contractors, Visitors</p>	5	3	15	H	<ul style="list-style-type: none"> <li>• Leave the office and go home immediately</li> <li>• Avoid touching anything in the office</li> <li>• Cough or sneeze into a tissue and put it in a bin with a lid, or if there are not any tissues, cough, and sneeze into the crook of their elbow.</li> <li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>• If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP</li> </ul>	<ul style="list-style-type: none"> <li>• All employees to download the NHS app (smartphone) to track and trace the virus. Employees to stay at home if requested by their line manager.</li> </ul>	Line Managers	On employees first day back at work	5	1	5	M	

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<b>Vulnerable Groups</b>	Employees (including clinically extremely vulnerable and clinically vulnerable)	5	4	20	VH	<ul style="list-style-type: none"> <li>Medical questionnaires are issued upon employment.</li> <li>Measures shall be explored to keep clinically vulnerable people working from home, where this cannot be avoided, stringent measures will be introduced to ensure social distancing – measures are as detailed throughout this assessment.</li> <li>Employees must speak to their GP or care team if they have not been contacted and think they should have been, or they are unsure whether they fall within the clinically extremely vulnerable or clinically vulnerable category.</li> </ul>	<ul style="list-style-type: none"> <li>Review risk assessment immediately if the situation arises where clinically vulnerable people are in the office and must spend time within 2m of others to carefully assess the risk and determine whether this is acceptable or not.</li> <li>Arrange access to a mental health first aider for support to be provided to those who are clinically vulnerable that cannot work from home</li> </ul>	Line Managers	On employees first day back at work	5	1	5	M

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<b>Travelling to and from the office</b> Catching and Spreading Car sharing and the use of public transport	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>When not using public transport, all employees should travel to the office alone using their own transport.</li> <li>If employees have no option but to share transport:               <ul style="list-style-type: none"> <li>Journeys should be shared with people from their own household</li> <li>If the above is not possible, journeys should be shared with the same individuals and with the minimum number of people at any one time</li> <li>Good ventilation (i.e. keeping the windows open) and facing side by side / away from each other may help to reduce the risk of transmission</li> <li>The vehicle should be cleaned regularly using gloves and standard cleaning products, with emphasis on handles and other areas where passengers may touch surfaces</li> </ul> </li> <li>Employees using public transport should abide by the transport authority's control measures.</li> <li>Hand sanitiser is provided at the entrance and exit to the office. Hand washing facilities and hand soap are available in the toilets and kitchen area.</li> </ul>	<ul style="list-style-type: none"> <li>Emergency procedure to be recorded/reviewed and communicated on how someone taken ill would get home or to hospital</li> </ul>	Line Managers	On employees first day back at work	5	1	5	M

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<b>Office Access and Egress</b> Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Clean common touchpoints to the lift at least daily (i.e. doors, buttons etc.)</li> <li>Bannisters/railings to stairs and corridors must be cleaned at least daily.</li> <li>Any contractors carrying out essential maintenance to complete a screening questionnaire prior to being allowed in the building</li> <li>All entry systems which require skin contact (e.g. Visitors book) to be controlled by Sporting Facilities Team.</li> </ul>		Line Managers	Before allowing people to return to the office	5	1	5	M
<b>Moving around the building/office</b> Catching / Spreading. Congregation of staff	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>See above page for control measures regarding lifts and stairs.</li> <li>Reduce movement where possible by removing non-essential trips around the building.</li> <li>Encourage the use of phones / video call function to avoid unnecessary trips and movement around the office/building</li> <li>Where server rooms / storerooms need to be accessed, keep to the same employees and to a minimum number. Where equipment is touched (e.g. TV controls, cables) ensure they are wiped down afterwards.</li> </ul>		Line Managers	Before allowing people to return to the office	5	1	5	M

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<b>Use of Workstations</b> Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Where it is not possible to arrange/move workstations further apart work side-to-side or back-to-back (e.g. staggering workstations), avoid working directly face-to-face (e.g. opposite desks),</li> <li>Workstations to be cleaned daily (i.e. screen, mouse, desk surface etc.)</li> <li>Each employee to have own equipment for their workstation, do not share between one another.</li> </ul>	<ul style="list-style-type: none"> <li>The desks/chairs not in use should be removed if possible or clearly marked informing employees that they must not be used.</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M
<b>Meetings</b> Catching / Spreading – contaminated surfaces / social distancing	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Use remote tools wherever possible to avoid face to face meetings e.g. skype calls, zoom, Microsoft teams or conference telephone calls etc.</li> <li>Where face to face meetings must be held and are necessary, only essential, or necessary participants should be asked to attend – keeping numbers of participants to a minimum</li> <li>Equipment (e.g. touch pads) used must be cleaned down immediately after use.</li> <li>Meeting rooms to be cleaned daily.</li> <li>Provide hand sanitiser in meeting rooms for use when entering and leaving.</li> </ul>		Line Managers	Before allowing people to return to the office	5	1	5	M

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<p><b>Use of communal areas such as shared corridors/foyers with other tenants etc.</b></p> <p>Catching / Spreading – contaminated surfaces / social distancing</p>	Employees, Contractors, Visitors	5	4	20	VH	<ul style="list-style-type: none"> <li>Work with the landlord / other tenants in the building to ensure consistency in Covid-19 procedures across communal areas (i.e. foyer, ground floor corridor, downstairs toilets).</li> </ul>		Line Managers / Landlord / Tenants	Before allowing people to return to the office	5	1	5	M

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<b>Welfare facilities (i.e. kitchen area, games room, toilets)</b> Catching / Spreading Congregation of staff Sharing of toilets Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<b>Hand Washing</b> <ul style="list-style-type: none"> <li>Allow regular breaks to wash hands</li> <li>Ensure soap and fresh water is always readily available and kept topped up</li> <li>Provide hand sanitiser (recommended 60% alcohol based) where hand washing facilities are unavailable</li> <li>Clean the hand washing facilities (i.e. taps, sinks etc.) and check soap and sanitiser levels</li> <li>Hand towels provided rather than regular towels for hygiene purposes</li> <li>Ensure bin lids are always kept shut.</li> </ul> <b>Toilet Facilities</b> <ul style="list-style-type: none"> <li>Washing of hands before and after using the facilities.</li> <li>Increase cleaning regime for toilet facilities particularly door handles, locks, and toilet flush.</li> <li>Keep toilet lid shut when flushing to contain any germs.</li> <li>Provide rubbish bins in toilet areas with a foot pedestal so employees do not have to handle the lid on the bin</li> <li>Landlord to ensure their cleaners responsible for toilet areas have a thorough cleaning regime in place.</li> </ul>	<ul style="list-style-type: none"> <li>Stagger break times to reduce congestion in kitchen area (e.g. all employees on one section to make a drink, so 3 people at one time).</li> <li>Employees should only make their own drinks and not accept drinks / meals made by others that could transfer the virus through contact with utensils or crockery</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M



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<b>Welfare facilities (i.e. kitchen area, games room, toilets)</b> Catching / Spreading Congregation of staff Sharing of toilets Poor Personal Hygiene	Employees, Contractors, Visitors	5	3	15	H	<b>Kitchen and Eating Arrangements</b> <ul style="list-style-type: none"> <li>Introduce a means of keeping equipment clean between use, kettles, microwaves etc. may have to be removed from use if this is not possible. Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by employees when entering and leaving the area.</li> <li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines, water fountains and dispensers</li> <li>Employees should use outside areas for breaks if possible</li> <li>Use safe outside areas for breaks where possible.</li> <li>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Where kitchen facilities are used (i.e. vending machine, kettle, microwaves, coffee machine etc.). They must be cleaned daily, particularly buttons regularly pressed.</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M

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<b>First Aid Provisions</b> <b>Applying First Aid</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Avoid providing any first aid unless necessary to keep that person comfortable.</li> <li>Provide PPE for all first aiders, this should include face mask, eye protection, latex gloves, and apron. Gloves apron and masks should be disposed of after use and eye protection cleaned</li> <li>Any waste created following any treatment should be correctly disposed of as soon as possible</li> <li>Limit access to first aid facilities to only trained first aid personnel and / or appointed person(s)</li> <li>First aiders must wash hands before and after using the first aid facilities or applying first aid</li> <li>Consideration must also be given to potential delays in emergency services response, due to the current pressure on resources</li> </ul>	<ul style="list-style-type: none"> <li>Emergency plans including contact details should be kept up to date</li> <li>Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A specific first aid risk assessment maybe necessary</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M

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<b>Cleaning</b> Catching / Spreading	Employees	5	3	15	H	<ul style="list-style-type: none"> <li>Enhanced cleaning procedures should be in place across the building, particularly at touch points including:                             <ul style="list-style-type: none"> <li>Taps and washing facilities</li> <li>Toilet flush and seats</li> <li>Door handles and push plates</li> <li>Handrails on staircases and corridors</li> <li>Food preparation and eating surfaces</li> <li>Telephone equipment</li> <li>Keyboards, photocopiers, and other office equipment</li> </ul> </li> <li>Rubbish collection and storage points should be increased and emptied regularly throughout and at the end of each day.</li> <li>Only cleaners to change bins, employees must not do so.</li> </ul>	<ul style="list-style-type: none"> <li>Enforce a clean desk policy</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M

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<b>Outside visitors to the office/site</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Encouraging visits via remote connection/working where this is an option i.e. video calling.</li> <li>Where this cannot be achieved, only essential visits to the premises shall be permitted.</li> <li>Where essential visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>Limit the number of visitors at any one time.</li> <li>Maintaining a record of all visitors.</li> <li>Revising visitor arrangements to ensure social distancing, cleaning, and hygiene, for example, where someone physically signs in with the same pen in receptions.</li> </ul>	<ul style="list-style-type: none"> <li>The same considerations above should be given to your employees required to visit sites/premises outside of your organisation – a risk assessment will also be required for such unavoidable, essential visits.</li> </ul>	Line Managers	Before allowing people to return to the office	5	1	5	M
<b>Deliveries – handling goods, stock, and merchandise etc. that come into the office</b> Catching / Spreading	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Introduce cleaning procedures for delivery of items to the premises</li> <li>Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.</li> <li>Restricting non-business deliveries, for example, personal deliveries to workers.</li> <li>Always arrange such deliveries to be contactless – where possible avoid face to face contact when taking deliveries</li> </ul>				5	1	5	M

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<b>COVID-19</b> Lack of awareness	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around the office</li> <li>The company will continually adopt and review new government / WHO guidance as and when it is available.</li> <li>A safety briefing will be provided to all employees.</li> <li>A Covid-19 health screening questionnaire will be sent to all employees prior to them returning to work</li> <li>The company procedures and plans should be clearly identified so visitors to the premises have a clear understanding of their responsibility</li> </ul>	<ul style="list-style-type: none"> <li>Follow Government guidelines regarding any changes going forward</li> </ul>	Line Managers	Ongoing	5	1	5	M
<b>COVID-19</b> Reporting instances & outbreaks	Employees, Contractors, Visitors	5	3	15	H	<ul style="list-style-type: none"> <li>Any instances of COVID in the workplace to be reported to the Local Authority Public Health Team. Single Point Of Contact established for reporting instances – Ian Hutchinson, Operations Director</li> </ul>				5	1	5	M

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## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	<b>Almost Certain – Very High Risk</b>
4	<b>Probable – High Risk</b>
3	<b>50/50 – Medium Risk</b>
2	<b>Improbable – Low Risk</b>
1	<b>Almost impossible – Low Risk</b>

<b>SEVERITY</b>	
5	<b>Fatality – Very High Risk</b>
4	<b>Severe incapacity – High Risk</b>
3	<b>Absent 3 weeks – Medium Risk</b>
2	<b>Absent less than 1 day – Low Risk</b>
1	<b>Insignificant – Low Risk</b>

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
<p>Continue with existing control, however, monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.</p>	<p>Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.</p>	<p>Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.</p>

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**Additional comments:**

1. This risk assessment needs to be discussed with employees to ensure that they are fully aware of all control measures
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an ongoing basis as per government guidance
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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<b>Assessor 2 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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