

# The Risk Advisory Group's Covid-19 risk assessment

Hazard: spread of Covid-19					
Who might be harmed?	Controls required	Additional controls	Action		Done
			By who?	By when?	
<ul style="list-style-type: none"> <li>→ Staff</li> <li>→ Visitors</li> <li>→ Cleaners</li> <li>→ Contractors</li> <li>→ Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> </ul>	<b>General</b> <ul style="list-style-type: none"> <li>→ Risk assessment in place to manage control measures</li> <li>→ Local office controls in place</li> <li>→ Global Covid-19 policy in place</li> </ul>	<ul style="list-style-type: none"> <li>→ Risk assessment to be reviewed and updated regularly to ensure compliance with government guidance</li> <li>→ Covid-19 policy to be updated if risk assessment changes</li> </ul>	Chief Risk & Compliance Officer (CRCO)	End-Aug	Yes
	<b>Communication</b> <ul style="list-style-type: none"> <li>→ Global Covid-19 policy in place and available via intranet</li> <li>→ Specific local measures on London office page on intranet</li> <li>→ Signage for social distancing, cleaning, symptoms and social distancing around office</li> <li>→ Regular reminders about measures to take place in team meetings</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff briefings educating staff about measures in place</li> <li>→ Changes in measures communicated in staff briefings and on Chatter</li> <li>→ Reminders about measures in place posted on Chatter</li> </ul>	CRCO and all managers	Office opening date	Yes

	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>→ Hand washing facilities with soap and water in place.</li> <li>→ Drying of hands with disposable paper towels</li> <li>→ Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<ul style="list-style-type: none"> <li>→ Additional hand sanitiser units in place where washing facilities not readily available</li> <li>→ Gloves available when using communal equipment such as printers and copiers</li> <li>→ Employees are reminded regularly to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels</li> </ul>	HR team and all managers	Office opening date	Yes
	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>→ Deep clean of offices before return to work</li> <li>→ Frequent 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</li> </ul>	<ul style="list-style-type: none"> <li>→ Cleaner on site to manage high touch points and supplement overnight cleaning</li> <li>→ Cleaning materials available at strategic points throughout the office</li> <li>→ Staff required to wipe down tables and equipment in meeting rooms after use</li> </ul>	Cleaner, HR team and all staff	Office opening date	Yes
	<p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>→ Reduce the number of people in any work area to comply with the 1m+ gap recommended by PHE</li> <li>→ Set flexible start &amp; finish times to reduce number of staff arriving in the office at any one time</li> </ul>	<ul style="list-style-type: none"> <li>→ Shift plans in place and allocated seating to ensure adequate distancing at desks</li> <li>→ Meeting rooms and communal areas operating with reduced capacity and signage about social distancing</li> </ul>	CRCO	Office opening date	Yes

	<ul style="list-style-type: none"> <li>→ Conference calls to be used instead of face to face meetings</li> <li>→ Reduced occupancy in breakout and kitchen areas</li> <li>→ Reduce congestion in corridors</li> </ul>	<ul style="list-style-type: none"> <li>→ Masks to be worn when not at desks</li> <li>→ One-way system in place in the office</li> <li>→ Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</li> </ul>			
	<p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>→ More regular cleaning throughout the day of kitchen area</li> <li>→ Reduce contact points</li> <li>→ Reduce footfall in kitchen area</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase cleaning hours</li> <li>→ Additional cleaning materials available</li> <li>→ High-contact areas to be wiped down after use</li> <li>→ Communal cutlery removed and replaced with disposable cutlery for drinks only</li> <li>→ Staff encouraged to bring in own cutlery</li> <li>→ Staff to bring in pre-prepared meals only</li> </ul>	Cleaner and HR team	Office opening date	Yes
	<p><b>Rubbish disposal:</b></p> <ul style="list-style-type: none"> <li>→ All rubbish should be put straight in the bin</li> <li>→ No contact bins around office</li> </ul>	<ul style="list-style-type: none"> <li>→ Standard policy for staff</li> </ul>	HR team	Office opening date	Yes
	<p><b>Covid-19 symptoms &amp; isolation:</b></p> <ul style="list-style-type: none"> <li>→ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be isolated (if necessary) and then sent home and advised to</li> </ul>	<ul style="list-style-type: none"> <li>→ Attendance form to be completed weekly to assist with contact tracing and symptom checking</li> <li>→ Daily completion of symptom checking form by landlord on entry</li> </ul>	CRCO	Office opening date	Yes

	<p>follow the stay at home guidance.</p> <ul style="list-style-type: none"> <li>→ HR will maintain contact with staff members during this time</li> <li>→ If advised that a member of staff or public has developed Covid-19 and were recently on our premises (or in close contact with a member of staff), the management team activate contact tracing measures</li> <li>→ If more than one positive case linked to the office the management team will contact PHE and implement their advice</li> </ul>	<ul style="list-style-type: none"> <li>→ Temperature checks by landlord on entry</li> <li>→ Waterloo designated as isolation room</li> <li>→ Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.</li> <li>→ HR will offer support to staff who are affected by Coronavirus or has a family member affected.</li> <li>→ Contact tracing rules in place for ad-hoc cases and PHE notification</li> </ul>			
	<p><b>Mental health</b></p> <ul style="list-style-type: none"> <li>→ Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul>	<ul style="list-style-type: none"> <li>→ Regular communication of mental health information</li> <li>→ Open door policy for those who need additional support</li> <li>→ Employee assistance programme available and advertised regularly</li> </ul>	HR	Office opening date	Yes
	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>→ Visitors to be kept to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff required to ask all visitors to <a href="#">complete form</a> before arriving on site about travel history, symptoms and to provide contact details. No form. No entry.</li> </ul>	CRCO and visitor hosts	Office opening date	Yes

		→ Staff to explain relevant controls to visitors on arrival			
	<b>Monitoring</b> → Employees lead by example	→ Management to remind teams at staff meetings	Team managers	Office opening date	Yes