

The Risk Advisory Group's Covid-19 risk assessment

Last review: this risk assessment was updated on 19 March 2021 to take into account the government's proposed roadmap for lifting lockdown restrictions.

Next review: this risk assessment will be reviewed again following publication of the government's promised advice on social distancing (expected by 21 June 2021) or sooner if there are any major changes in government guidance.

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"> → Staff → Visitors → Cleaners → Contractors → Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions 	General <ul style="list-style-type: none"> → Risk assessment in place to manage control measures → Local office controls in place → Global Covid-19 policy in place 	<ul style="list-style-type: none"> → Risk assessment to be reviewed and updated regularly to ensure compliance with government guidance → Covid-19 policy to be updated if risk assessment changes 	Chief Risk & Compliance Officer (CRCO)	End-Mar 2021	Yes
	Communication <ul style="list-style-type: none"> → Global Covid-19 policy in place and available via intranet 	<ul style="list-style-type: none"> → Staff briefings educating staff about measures in place 	CRCO and all managers	Office opening	

	<ul style="list-style-type: none"> → Specific local measures on London office page on intranet → Signage for social distancing, cleaning, symptoms and social distancing around office → Regular reminders about measures to take place in team meetings 	<ul style="list-style-type: none"> → Changes in measures communicated in staff briefings and on Chatter → Reminders about measures in place posted on Chatter 		date	
	<p>Hand washing</p> <ul style="list-style-type: none"> → Hand washing facilities with soap and water in place. → Drying of hands with disposable paper towels → Gel sanitisers in any area where washing facilities not readily available 	<ul style="list-style-type: none"> → Additional hand sanitiser units in place where washing facilities not readily available → Gloves available when using communal equipment such as printers and copiers → Employees are reminded regularly to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels 	HR team and all managers	Office opening date	Yes
	<p>Cleaning</p> <ul style="list-style-type: none"> → Deep clean of offices before return to work → 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 	<ul style="list-style-type: none"> → Cleaner on site to manage high touch points and supplement overnight cleaning → Cleaning materials available at strategic points throughout the office → Staff required to wipe down tables and equipment in meeting rooms after use 	Cleaner, HR team and all staff	Office opening date	

	Social distancing <ul style="list-style-type: none"> → Reduce the number of people in any work area to comply with the 1m+ gap recommended by PHE → Set flexible start & finish times to reduce number of staff arriving in the office at any one time → Conference calls to be used instead of face to face meetings → Reduced occupancy in breakout and kitchen areas → Reduce congestion in corridors 	<ul style="list-style-type: none"> → Desks marked to show acceptable social distancing → Staffing levels set according to government guidance → Meeting rooms and communal areas operating with reduced capacity and signage about social distancing → Masks to be worn when not at desks → One-way system in place in the office → Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it. 	CRCO	Office opening date	Yes
	Kitchen: <ul style="list-style-type: none"> → More regular cleaning throughout the day of kitchen area → Reduce contact points → Reduce footfall in kitchen area 	<ul style="list-style-type: none"> → Increase cleaning hours → Additional cleaning materials available → High-contact areas to be wiped down after use → Communal cutlery removed and replaced with disposable cutlery for drinks only → Staff encouraged to bring in own cutlery → Staff to bring in pre-prepared meals only 	Cleaner and HR team	Office opening date	Yes
	Rubbish disposal: <ul style="list-style-type: none"> → All rubbish should be put straight in the bin 	<ul style="list-style-type: none"> → Standard policy for staff 	HR team	Office opening	Yes

	<ul style="list-style-type: none"> → No contact bins around office 			date	
	<p>Covid-19 symptoms & isolation:</p> <ul style="list-style-type: none"> → 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 follow the stay at home guidance. → HR will maintain contact with staff members during this time → 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 → If more than one positive case linked to the office the management team will contact PHE and implement their advice 	<ul style="list-style-type: none"> → Attendance form to be completed weekly to assist with contact tracing and symptom checking → Daily completion of symptom checking form by landlord on entry → Temperature checks by landlord on entry → Waterloo designated as isolation room → 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. → HR will offer support to staff who are affected by Coronavirus or has a family member affected. → Contact tracing rules in place for ad-hoc cases and PHE notification 	CRCO	Office opening date	
	<p>Mental health</p> <ul style="list-style-type: none"> → Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help 	<ul style="list-style-type: none"> → Regular communication of mental health information → Open door policy for those who need additional support → Employee assistance programme available and advertised regularly 	HR	Office opening date	

	Visitors → Visitors to be kept to a minimum	→ Staff required to ask all visitors to complete form before arriving on site about travel history, symptoms and to provide contact details. No form. No entry. → Staff to explain relevant controls to visitors on arrival	Visitor hosts	Office opening date	
	Monitoring → Employees lead by example	→ Management to remind teams at staff meetings	Team managers	Office opening date	
	Office evacuations/first aid → Designated point of contact agreed to assist with evacuations if wardens not available due to reduced staffing levels → NRF staff to assist if first aid assistance required and first aiders are not available due to reduced staffing levels → First aiders should not perform rescue breaths or mouth-to-mouth during the pandemic	→ Designated point of contacts named on Chatter → Provide contact details of NRF to staff for first aid on Chatter → First aiders to be reminded of updated advice	HR	Regular updates	