

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

**Last review:** this risk assessment was updated on 10 December 2021 to take into account the latest government guidance.

**Next review:** this risk assessment will be reviewed again if there are any major changes in government guidance.

<b>Hazard: spread of Covid-19</b>					
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)	10 December 2021	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 cleaning and symptoms</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</li> </ul>	CRCO and all managers	Ongoing	Yes

	<p>around office</p> <ul style="list-style-type: none"> <li>→ Reminders about measures to take place in team meetings</li> </ul>	<p>posted on Chatter</p>			
	<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>	<p>HR team and all managers</p>	<p>Ongoing</p>	<p>Yes</p>
	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <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>	<p>Cleaner, HR team and all staff</p>	<p>Ongoing</p>	<p>Yes</p>
	<p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>→ Reduce the number of people in the office</li> <li>→ Reduced occupancy in breakout and kitchen areas</li> </ul>	<ul style="list-style-type: none"> <li>→ Work from home recommended</li> <li>→ Social distancing encouraged in the office</li> <li>→ In-person meetings exceptional</li> </ul>	<p>CRCO</p>	<p>13 December 2021</p>	<p>Yes</p>

		<ul style="list-style-type: none"> <li>→ Meeting rooms and communal areas operating with reduced capacity and signage about social distancing</li> <li>→ Masks to be worn when not at desks or in communal areas</li> <li>→ Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</li> </ul>			
	<b>Kitchen:</b> <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> </ul>	Cleaner and HR team	Ongoing	Yes
	<b>Rubbish disposal:</b> <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	Ongoing	Yes
	<b>Covid-19 symptoms &amp; isolation:</b> <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 follow the stay at home guidance.</li> <li>→ HR will maintain contact with staff members during this time</li> <li>→ Anyone who is unwell is required to work from home</li> </ul>	<ul style="list-style-type: none"> <li>→ Diaries to be updated with office attendance to assist with contact tracing</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</li> </ul>	CRCO	Ongoing	Yes

		<p>situation.</p> <ul style="list-style-type: none"> <li>→ HR will offer support to staff who are affected by Coronavirus or have a family member affected.</li> <li>→ NHS guidance added to staff communications in relation to requirements regarding isolation</li> <li>→ Contact tracing rules in place for cases and PHE notification rules</li> </ul>			
	<p><b>Testing:</b></p> <ul style="list-style-type: none"> <li>→ Testing strongly encouraged before going to the office</li> <li>→ Testing required before going to the office if exhibiting symptoms</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff encouraged to request free lateral flow tests where possible</li> <li>→ Lateral flow tests available from the Post Room for those who cannot access lateral flow tests elsewhere</li> <li>→ Guidance sent to all staff regarding testing requirements and how to access them</li> </ul>	CRCO	Ongoing	Yes
	<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	Ongoing	Yes
	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>→ Visitors permitted</li> </ul>	<ul style="list-style-type: none"> <li>→ Essential visitors to <a href="#">complete this form</a> before arriving on site about travel history, symptoms and to</li> </ul>	Visitor hosts	Ongoing	Yes

		provide contact details. No form. No entry.			
	<b>Monitoring</b> → Employees lead by example	→ Management to remind teams at staff meetings	Team managers	Ongoing	Yes
	<b>Office evacuations/first aid</b> → First aiders should not perform rescue breaths or mouth-to-mouth during the pandemic	→ First aiders to be reminded of updated advice	HR	Ongoing	Yes