

Risk Assessment



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

Date: 16/02/2021

Assessors Name: Jacob Sanchez Reference Number: Review Date: Ongoing (at least weekly or as per government guidance updates)

Endorsed By: Lesley Longstone Signature: *L. Longstone* Position: Chief Executive Date: 7 September 2020

Description of assessment: Coronavirus (COVID-19) – risk of infection from working in the office

Location Details: 10 Old Bailey

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
<p>1. General risk of infection</p> <p>a. associated with working in the office.</p> <p>b. someone that has been informed or tested Covid-19 positive, while visiting the office or after a recent visit to the office.</p>	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Employees have been asked to continue working from home if possible and issued with a laptop and other equipment as assessed as necessary. Employees coming into the office for visits or specific tasks are now required to undertake an individual risk assessment. Employees have been signposted to relevant Government guidance relating to self-isolation and office working, including vulnerable groups. We are watching and following instructions from authorities on local restrictions Anyone who meets one of the following criteria has been advised to follow the Governments guidance on testing and Self Isolation: <ul style="list-style-type: none"> has a high temperature a new persistent cough, loss or change in the sense of taste/smell is a vulnerable person (by virtue of their age, underlying health condition, clinical condition, are pregnant) is living with someone in self-isolation or a vulnerable person Continue to monitor guidance on self-isolation found via the Government website. Continue to monitor and follow Government guidance on shielding on vulnerable groups. A screening questionnaire (Declaration Form) is issued to all employees and visitors to assess risk before coming into the office. Guidance for managers given and communication to employees when can return to the office. High hygiene standards; washing facilities, hand sanitiser stations, hand and surface antibacterial wipes, deep cleaning when required Use of mask when in transit or when social distancing is not possible. One-way systems in place where possible, protective screens in key areas. Following NHS test and trace system and self-isolation Government advice, Inform all attendees, including contractors of any local outbreak if affected. Inform building management. Proceed with a disinfection (deep clean) before re-occupation. 	<ul style="list-style-type: none"> Introduction of testing for staff and/or visitors. (pending outcome of application) 	JS	March-April 2021	4	1	4	L

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2. Somebody showing Symptoms in the office	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Staff and visitors have been advised that in the event of showing symptoms in the office, they should: <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation Staff should not return to work until their period of self-isolation has been completed. If employees' symptoms persist or deteriorate, they are to seek further advice by phoning the NHS on 111. Do not attend your local GP Record keeping of attendance instigated so that we are able to comply with Government and NHS test and trace system. Staff attending the office by exception are being reminded of first aid facilities through email. Managers to be advised to enforce these steps (with guidance) if necessary Staff to be advised of what information will be kept, why and what will be done with that information. 					4	1	4	L

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3. Exposure to the virus of members of vulnerable groups	Employees, contractors and visitors Includes clinically extremely vulnerable, clinically vulnerable, BAME groups, pregnant women and others identified as high risk according to government advice	5	4	20	VH	<ul style="list-style-type: none"> Individual screening of staff introduced prior to return to the office, including Covid-19 Population Risk Assessment, which asks about BAME background, BMI and other factors. Employees have been advised that if they have a relevant underlying health condition, the government "strongly advises" that you work from home where possible (i.e. the clinically extremely vulnerable), as well as to follow advice from the NHS. All measures are being explored to keep clinically vulnerable people working from home, where this cannot be arranged, stringent measures have been introduced to ensure social distancing. Mental health first-aider support is available alongside an outsourced employee support service. Wellbeing support is provided as part of our employee benefits. Risk-Assessments for Staff, Declaration Forms and for contractors and visitors, including members introduced. Staff and visitors have been assured of how information will be used and retained. Manager's manual includes escalation process for vulnerable staff so that their risk assessment can be immediately reviewed if they are in the office, and normal safeguards including distancing are not possible or effective. 					5	1	5	M

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4. Infection through Travelling to and from the office	Employees, contractors and visitors	4	3	12	H	<ul style="list-style-type: none"> Employees have been sign-posted to Government advice re minimising the risk of travel. Core hours have been changed to allow staff to avoid peak travel periods. Hand cleaning facilities have been provided at all entrances and exits for the office. Landlord refurbishing spaces to accommodate bikes. 	<ul style="list-style-type: none"> Employees to be issued with guidance on their return to work and advised to wash their hands immediately when entering the office (memorandum of understanding). 	LM	March-April 2021	4	2	8	M

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5. Infection through physically entering and exiting the office	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> No non-essential visitors are allowed to access the office Hand cleaning / hand gels (sanitisers) provided at entry/exit points Nitrile gloves provided for staff when handling potentially infected items, incoming post etc. 2m social distancing introduced with relevant signage through all transit routes One-way system introduced in printer room, back of reception, kitchen and tea-point Cleaning of common contact surfaces, door handles etc, introduced on a per visit basis Protective screens installed to protect reception staff Lift capacity has been reduced to 1 person at a time to reduce congestion and contact Booking in and out for visitors now done by reception staff rather than a signing in procedure Bannisters cleaned regularly by buildings management Service lifts have signage and tape on floors to clearly show standing positions Essential visitors or contractors complete a declaration in advance of visiting One-way system for access and egress introduced. 2m social distancing marked out in all parts of the office, including hearings rooms, Staff advised that stairs should be used in preference to lifts Core hours extended to reduce congestion at access and egress points 	<ul style="list-style-type: none"> Distribute door openers and stylus for staff to use touch screen operated system (i.e. Printers) 	JS	postpone until full office re-opening	4	1	4	L

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6. Infection due to congestion while moving around the building/office	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> One-way system introduced in printer room, back of reception, kitchen and tea-point Desks adjacent to the walkways marked as 'Do not Use' as necessary. Announce office opened days to staff aimed to reduce non-essential trips around the office / building Ask staff and visitors to wear masks communal areas when not at their desks or when the 2mts social distancing rule is not possible. 				4	1	4	L

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7. Cross contamination from working at desks	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Occupancy levels are currently extremely low, with all staff working predominantly from home and only occasional visits to the office, enabling safe social distancing Desks are cleaned thoroughly after visits and desk wipes are available for self-clean Disable workstations further apart and arrange them to allow for social distancing wherever possible. Workstations have been marked out which are permitted for use and those that are not to clearly define which ones achieve social distancing e.g. green and red stickers or notices to easily identify this 	<ul style="list-style-type: none"> Arrangements to be made for personal belongings to be removed. Desktops to be removed and staff asked to bring their laptops to the GOC to work on. Guidance for staff to include need to observe clear desk policy and to clean their desks before and after use (memorandum of understanding). 	LM DH JS & LM	March-April 2021 April 2021 March-April 2021	4	2	8	M

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8. Risks of infection arising from participation in meetings	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> All staff are working from home and have remote tools to avoid face to face meetings e.g. Microsoft teams, zoom or conference telephone calls etc. Hand sanitisers are available in all public and internal meeting rooms Desk wipes dispensers installed across the office If meeting rooms are used, they are thoroughly cleaned after use Regular deep cleaning arrangements have been contracted ready for occupation. Individual lanyards purchased for hearings panel members Use of labels introduced instead of badges and lanyards for visitors. Tape, signage and markers ensure social distancing in GOC meeting rooms. Extra cleaning of surfaces in place for high touch areas of meeting rooms. Advice for meeting participants on the measures in place and what we expect them to do. 	<ul style="list-style-type: none"> Prepare advice for staff on alternative options to avoid unnecessary meetings and/or to reduce risk by: <ul style="list-style-type: none"> Minimising the number of participants Reducing the length of meetings Choice of venue, with a view to ensuring adequate ventilation and distancing 	LM & CB	March-April 2021	4	1	4	L

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9. Infection from use of building common areas and toilets	Employees, Contractors, Visitors	4	3	12	H	<p>Building common areas</p> <ul style="list-style-type: none"> Arrangements for the building common areas (across tenants), which are the entrance lobby, lifts, stairs, shower and bike storage facilities are being managed by the landlord and include: <ul style="list-style-type: none"> Screens arranged for downstairs reception Main lifts restricted to one person only Floor markers at 2m <p>Toilets</p> <ul style="list-style-type: none"> The number of toilets and hand basins on our floor has been reduced from 5 to 3 to reduce congestion 	<ul style="list-style-type: none"> Advise on use of locker rooms, changing areas and other facility areas to reduce concurrent usage. 	LM & JS	March-April 2021	4	1	4	L

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10. Infection through sharing of kitchen and tea points,	Employees, Contractors, Visitors	4	4	16	VH	<ul style="list-style-type: none"> Hand sanitiser made available for use when entering and leaving the kitchen. The coffee machines have temporarily been removed from use. There are facilities to clean the microwave after use. A dishwasher provides for utensils to be cleaned thoroughly after use. Hand cleaning facilities are available in the kitchen Signage, tape and markers etc. in use to ensure social distancing Cleaners set to do an additional mid-day clean on return of staff to the office. Disinfectant sprays to be made available for cleaning the tables. The capacity of each kitchen and tea point to be clearly identified at the entry to each facility 	<ul style="list-style-type: none"> Consideration to be given to staggered lunch / break times Consider use of other tea/coffee points or other facilities for lunch to avoid congestion. Guidance to encourage staff to remain on-site and, when not possible, maintain social distancing while off-site. 	LM	March-April 2021	4	2	8	M
								LM	March-April 2021				
								LM	March-April 2021				

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11. Infection through provision of First Aid	Employees, Contractors, Visitors	4	3	12	M	<ul style="list-style-type: none"> PPE is available for use of all first aiders, including face masks and shields, eye protection, Nitrile gloves and aprons. Access to first aid facilities has been limited to only trained first aid personnel and Facilities Manager. Emergency plans are still available in the office and are up to date. Lone working policy requires two people at all times and first aid facilities are available and sign-posted in the office. Guidance provided to first aiders, including: <ul style="list-style-type: none"> Appropriate and correct use of PPE and safe disposal of waste. Consideration to be given to ensure suitable first aid cover is available when reducing the workforce in the office. A dedicated risk assessment maybe necessary 				4	1	5	L

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12. Ineffective cleaning failing to contain risks identified above	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Enhanced cleaning procedures have been contracted for, particularly in communal areas and at touch points including: <ul style="list-style-type: none"> Taps and washing facilities Toilet flush and seats Door handles and push plates Food preparation and eating surfaces Staff to be provided with cleaning equipment for: <ul style="list-style-type: none"> Telephone equipment Keyboards, photocopiers, and other office equipment, to be cleaned before and after use Card system introduced for desk cleaning Visits are scheduled and staff informed 	<ul style="list-style-type: none"> A process for enforcing clear desk policy to be devised. (MoU) 	LM & JS	March-April 2021	4	1	4	L

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13. Outside visitors to the office/site infecting others	Employees, Contractors, Visitors	4	3	12	M	<ul style="list-style-type: none"> Physical visits are being discouraged unless essential Maintaining a record of all visitors. Visitors including Hearing Panel members asked to bring their own food. Declaration process developed so that any potential visitor is checked for presenting symptoms prior to travel into the office and again on arrival. Hearing panel members issued with lanyards on first visit to the office. A guide for visitors to be developed and provided before any visit, making clear what areas are open to their use and what are staff only areas. 		LM	March-April 2021	4	1	4	L

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14. Infection through handling of deliveries - goods, stock and merchandise etc. that come into the office/site	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Hand sanitiser has been made available for the use of delivery staff by Building Management. Cleaning procedures for deliveries arriving at downstairs reception introduced. Cleaning procedures for deliveries arriving at the 1st floor introduced and reception staff informed, gloves provided. Restriction of non-business deliveries, for example, personal deliveries to workers and include in guidance for staff. 				4	1	4	L

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15. Lack of awareness leads to poor practice and mitigations above being undermined	Employees, Contractors, Visitors	4	3	12	H	<ul style="list-style-type: none"> Covid-19 Taskforce, Return to Old Bailey Group and SMT, are closely monitoring for relevant information, consulting and cascading this information as appropriate. Relevant information is currently communicated to all staff, via intranet, emails, virtual all staff, team and 1-2-1 meetings, Stallard Kane, H&S Consultant, Website and webinars available for further information in support of SMT and H&S lead. All internal guidance is based on latest government / WHO advice. A screening questionnaire, which will serve to highlight personal risk factors has been developed for completion by all employees prior to them returning to work. The latest government campaign posters to be displayed in the welfare areas and in suitable places around the office. Staff have been given assurances about the use of risk assessment data to ensure good compliance. GOC procedures and instructions are distributed to visitors in advance and are clearly identified around the premises so that staff have a clear understanding of their responsibility. 	<ul style="list-style-type: none"> Guidance and a toolbox talk / safety brief to be developed and provided to all staff in advance of their return to the office.(memorandum of understanding) 	LM	March-April 2021	4	1	4	L

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Guidance Notes

SEVERITY	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
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk
SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	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.	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.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

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
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Assessor 1 name:	Jacob Sanchez	Signature:	<i>Jacob Sanchez</i>	Date:	24/08/2020
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Assessor 2 name:		Signature:		Date:	
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