

Covid 19 Risk assessment template

Company name: Information Commissioner’s Office (Wycliffe House)

Assessment carried out by: Mike Collins, (Head of HR and Facilities); Paul Wilson (Facilities Manager), Emma Titley (Head of Workforce Development and Planning); Emma Deen (Head of IT Service Delivery); Salim Bendo (PCS Rep), Neil Ryan (PCS Rep), James Rodriguez (FDA Rep) ,

Date of next review: by 10 October 2020

Date assessment was carried out: 26 June 2020

Date of review: 11 September 2020

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
1. Travel to the office using public transport	Staff travelling to the office.	Minimise who works in the office. Homeworking is available to most staff. Follow guidance ‘if you can work from home, you must work from home’. Allowing staggered start and finish times	a) Consider allowing additional membership to the parking scheme. b) Monitor government guidance. Permit continued homeworking even if there is an easing of homeworking requirement.	a) Approval needed from parking scheme b) Volta Project board decision	a) September b) Upon changes to lockdown rules, but assurance can be given in advance.	Yes People will be able to join the scheme Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>so that people can try to avoid peak travelling times.</p> <p>Facilities available for parking bikes.</p> <p>Return to the office protocols include instruction to follow government guidance for using public transport.</p>				
2. Entrance to, and exit from, the Office	People entering and leaving the office.	<p>Designated front door for entrance and back door for exit only (though taking account of accessibility needs if the backdoor is needed for entrance).</p> <p>Hand sanitiser available in office entrance.</p>	<ul style="list-style-type: none"> a) Write protocols for staff and provide signage and instruction for staff working in the office. b) Ensure that all staff are provided with a copy of the office protocols or further instruction before attending the office. 	a) Volta2 workstream group/ Head of HR&F	a) September	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
3. Reception area – meet, greet and sign in.	Staff or visitors calling to the office.	<p>Minimise people needing to call to the office, including</p> <ul style="list-style-type: none"> i) Staff to homework unless essential to be in office. ii) No external visitors except for deliveries or essential contractors. <p>Barrier in place across reception to provide 2m distance between people calling to reception and person behind reception desk.</p> <p>Separate entrance and exit will route people in different directions to help paths crossing in reception.</p>	a) 'Sign in' processes need to minimise common touch point with sign in pen. Encourage use of own pen, or swipe down pen after each use.	a) Facilities	a) End of July (or prior to office opening)	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
4. Risk of infection from one staff member to another in the office	Staff and visitors to the office	<p>Handwashing facilities exist through out the office. Sinks with soap and hot water are available, as is hand sanitiser at entrance to the office wings from the main stairwell and dotted throughout the office.</p> <p>Signage reminding people to wash their hands regularly and thoroughly is displayed in the office.</p> <p>Social distancing rules in place as described in other areas of this risk assessment.</p>	<p>See actions listed in specific hazard areas.</p> <p>a) Ensure protocols include guidance for the reporting of suspected or confirmed covid-19 cases.</p> <p>b) Ensure protocols include guidance for employees who become sick whilst at work, including prompt notification and isolation.</p> <p>c) Ensure protocols include post-infection return to work policies.</p>	<p>a) Volta2 workstream group/ Head of HR&F</p> <p>b) Volta2 workstream group/ Head of HR&F</p> <p>c) Volta2 workstream group/ Head of HR&F</p>	<p>a) September</p> <p>b) September</p> <p>c) September</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		Regular cleaning of the office and high frequency cleaning of common touch points.				
5. Use of the Lift	Staff and visitors who use the lift	Only one person at a time allowed to use the lift.	a) Produce signage to inform people that lift is only for use by one person at a time.	a) Facilities	a) End of July (or prior to office opening)	Yes
		Regular clean down of buttons in the lift and the call buttons – every 60-90 mins.	b) Position sanitisers by lifts	b) Facilities	b) End of July (or prior to office opening)	Yes
6. Stair ways	Staff and visitors	High frequency cleaning of handrails	a) Consider if stairways can be 'one-way' only.	a) Volta 2 workstream group	a) End of July (or prior to office opening)	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			b) If stairs are 'two-way' add floor markings and signage for people to walk on the left of the stairs, and to try and avoid crossing on the stairs.	b) Facilities (following Volta 2 decision re: above)	b) End of July (or prior to office opening)	Yes
7. Walkways around the office	Staff and visitors	Walkways are kept clear of obstructions. Regular cleaning of walkways (vacuuming and mopping).	a) Implement one-way walkways where possible, with appropriate floor markings. b) Office protocols to inform staff of one-way systems, and where they are not possible, the requirement to maintain social distancing (eg by going through doorways one at a time) c)	a) Facilities b) Volta 2 workstream group/ Head of HR&F	a) End of July (or prior to office opening) b) End of July (or prior to office opening)	Yes Yes
8. Meeting rooms and private offices	Staff and visitors to the office	Minimised the number of face to face meetings required.	a) Write protocols for staff and provide instruction for staff working in the office.	a) Volta2 workstream	a) End of July (or prior to office opening)	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>Where possible meetings are held via Microsoft Teams/Skype.</p> <p>Establishment of maximum number of people permitted in meeting rooms which allows social distancing.</p> <p>No meetings in small meeting rooms (allow single person occupancy).</p> <p>Maximum of 2 people allowed in the meeting suite kitchen area with social distancing.</p> <p>Regular cleaning of meeting rooms</p>	<p>b) Instigate clean-down regime after each meeting – provide wipes/sanitiser for each room. Cleaners to clean down during the day.</p> <p>c) Remove tables from the kitchen area in meeting suite to prevent gatherings.</p> <p>d) Add signage confirming maximum occupancy of meeting rooms.</p> <p>e) Remove additional chairs in rooms to support social distancing.</p>	<p>group/ Head of HR&F</p> <p>b) Facilities</p> <p>c) Facilities</p> <p>d) Facilities</p> <p>e) Facilities</p>	<p>b) End of July (or prior to office opening)</p> <p>c) End of July (or prior to office opening).</p> <p>d) Mid-August</p> <p>e) Mid-August</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
9. Business Hubs	Staff using the business hub or delivering mail to it. Contractors repairing printers	Only permit one person at a time to be in the business hub. Provision of wipes for buttons on printer, and hand sanitiser to wash hands after using printers.	a) Write protocols for staff and provide instruction for staff working in the office. b) Erect signage saying only one person at a time is allowed in the business hub. c) Place hand sanitiser and wipes in each business hub	a) Volta2 workstream group/ Head of HR&F b) Facilities c) Facilities	a) End of July (or prior to office opening) b) End of July (or prior to office opening) c) End of July (or prior to office opening)	Yes Yes Yes
10. Kitchen areas in office spaces	Staff using kitchen/ browsery areas	Only permit one person at a time to be in the kitchen. Staff not permitted to make drinks for others to prevent cross contamination from cups.	a) Write protocols for staff and provide instruction for staff working in the office. b) Add signage to kitchen areas to remind staff of measures implemented	a) Volta2 workstream group/ Head of HR&F b) Facilities	a) End of July (or prior to office opening) b) Prior to office opening	Yes Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
11. Fridges, microwaves and food	Staff	<p>Only permit storage of food which is wrapped thoroughly.</p> <p>Do not allow bringing in of shared food eg shared biscuits, home baked cakes.</p> <p>Fridges cleared of <u>all</u> produce every Friday.</p> <p>Microwaves cleaned daily</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Erect signage saying only one person at a time is allowed in the business hub.</p> <p>c) Place hand sanitiser/soap in each kitchen for washing hands after handling multi-touch items (eg handles, boiler taps, milk cartons)</p>	<p>a) Volta2 workstream group/ Head of HR&F</p> <p>b) Facilities</p> <p>c) Facilities</p>	<p>a) End of July (or prior to office opening)</p> <p>b) End of July (or prior to office opening)</p> <p>c) End of July (or prior to office opening)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>
12. Showers	Staff who use showers. Cleaners	<p>Showers are cleaned on a daily basis.</p> <p>Water is run through showers each day for Legionella purposes.</p>	<p>a) Consider if use of showers should be barred during Covid pandemic.</p> <p>b) If showers are used, provide products for clean-down after use OR</p>	<p>a) Volta 2 Workstream group</p> <p>b) Facilities and cleaners</p>	<p>a) End of July (or prior to office opening)</p> <p>b) End of July (or prior to office opening)</p>	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
			<p>after use, shower can only be used after a clean-down by a cleaner.</p> <p>c) Add signage for showers to confirm requirements for their use.</p>	c) Facilities	c) Prior to office opening	Yes
13. Changing rooms	Staff who use changing rooms	Changing rooms are cleaned on a daily basis.	<p>a) Increase frequency of cleaning with thorough clean down of touch points.</p> <p>b) Supply sanitiser in changing rooms.</p> <p>c) Write protocols to state that clothes cannot be left hanging in the changing room, and that lockers must be used instead.</p>	<p>a) Facilities</p> <p>b) Facilities</p> <p>c) Volta workstream group/Head of HR&F</p>	<p>a) End of July (or prior to office opening)</p> <p>b) End of July (or prior to office opening)</p> <p>c) End of July (or prior to office opening)</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>14. Frequent touch points: Handles</p>	<p>Staff and other users of the building</p>	<p>Handles and touch points are frequently cleaned and this frequency has been increased. Touch points cleaned every hour to 90 mins.</p> <p>Hand sanitiser pumps are located next to doors which give access to offices off the main stairwell.</p> <p>Hand sanitiser available in offices for regular hand cleaning.</p> <p>Signage displayed to remind people to wash their hands regularly and thoroughly.</p>	<p>a) Monitor cleaning frequency and supplies of soap/sanitiser.</p>	<p>a) Facilities</p>	<p>a) End of July (or prior to office opening)</p>	<p>Yes</p>
<p>15.</p>	<p>Staff</p>	<p>Discourage printing by encouraging electronic correspondence.</p>	<p>a) Make cleaning wipes available in business hubs for wipe down of buttons</p>	<p>a) Facilities</p>	<p>a) End of July (or prior to office opening)</p>	<p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Frequent touch points: printers/copiers		<p>Printing only to be done when essential or needed as a reasonable adjustment.</p> <p>Touch points are frequently cleaned and this frequency has been increased.</p> <p>Hand sanitiser available in offices for regular hand cleaning.</p> <p>Signage displayed to remind people to wash their hands regularly and thoroughly.</p>	and touch points before use.			
16. Frequent touch points: shared stationery eg	Staff	<p>Hand sanitiser available in offices for regular hand cleaning.</p> <p>Signage displayed to remind people to wash</p>	a) Position electric staplers in business hubs to reduce need to handle a piece of shared equipment.	a) Facilities	a) Prior to office opening	TBC

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
staplers and hole punches		their hands regularly and thoroughly.				
17. Toilets (inc. accessible toilets)	Staff and visitors to the office	<p>Toilets are cleaned regularly throughout the day.</p> <p>Sanitising wipes available in toilets for staff to allow wipe down of touch points, seats etc.</p> <p>Turn off hand dryers to reduce risk of making the virus airborne</p>	a) Consider limiting number of people who can access a toilet to 1 person at a time to enable social distancing. (would require signage)	a) Volta working group (for decision). Facilities for signage implementation	a) End of July (or prior to office opening)	Yes
18. Visitors to the office	Staff and visitors	We do not allow external visitors during the period of the pandemic except for deliveries, essential suppliers/contractors.	a) Write office protocols confirming that visitors will not be allowed to our offices.	a) Volta working group/Head of HR&F	a) End of July (or prior to office opening)	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		All visitors (or likely visitors) must be notified to Reception in advance.				
19. Transfer of virus through shared workstations/ hot desking	Staff	Desks are cleaned regularly and wiped down by cleaners at the end of each day. Hand sanitiser available throughout the office. Sterilising wipes available throughout the office.	a) Write office protocols to instruct staff to wipe down keyboards, mice, desks and telephones at start and end of the day. b) Where possible, allocate individuals who are permanently in the office to specific desks – build into protocols c) If a specific workstation must be used by a variety of people, install signage instructing thorough clean down by users.	a) Volta working group/Head of HR&F b) Departmental managers c) Facilities	a) End of July (or prior to office opening) b) End of July (or prior to office opening) c) End of July or prior to office opening.	Yes Yes Yes
20.	Staff	Staff are able to work at home using MMDs.	a) Messages to confirm to staff that they will not have	a) Volta project board	a) On-going until the pandemic	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Anxiety about returning to the office		<p>Regular messages from Operation Volta updating people about return (or that there is no expectation of a return).</p> <p>Availability of Employee Assistance Programme for counselling support</p> <p>Regular well-being updates provided to staff.</p> <p>Only staff who cannot work at home will need to work in the office.</p>	to return to the office during acute pandemic period.		subsidies or guidance changes	
21. Anxiety about isolation working	Staff	Regular messages from Operation Volta updating people about return (or that there is	a) Continually monitor government guidance for indication of when non-	a) Operation Volta Project Board	a) On-going. Decision within a week of	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
away from the office		<p>no expectation of a return).</p> <p>Training for managers to support managing remotely, is available.</p> <p>Availability of Employee Assistance Programme for counselling support</p> <p>Regular well-being updates provided to staff.</p>	essential workers will be able to attend the office.		guidance changing.	
22. Business travel using public transport	Staff	Business travel currently not permitted. This eliminates the hazard.				
23.	Staff	There is currently no, face to face training	a) Upon easing of guidance, any face to face training must adhere to social	a) WDP dept.	a) Upon easing of government guidance.	N/A yet

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Transfer of virus during staff training		<p>taking place. This eliminates the hazard.</p> <p>On-line or remote training to continue as first preference during acute period of the pandemic.</p>	<p>distancing rules. Venues to be assessed accordingly.</p> <p>b) Upon easing of guidance provide sanitiser, wipes and relevant PPE if required.</p> <p>c) Write office protocols to require staff to self assess their health before considering attending the office or training.</p>	<p>b) WDP and Facilities</p> <p>c) Volta 2 workstream group/Head of HR&F</p>	<p>b) Upon easing of government guidance.</p> <p>c) End of July (or prior to office opening)</p>	<p>N/A yet</p> <p>Yes</p>
24. Interviews, stakeholder meetings	Staff and interviewees	No face to face interviews to be held during acute period of the pandemic. This eliminates the hazard.				
25.	Staff	All staff are able to continue to work from home. They are				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>People who need to self isolate and shield</p>		<p>therefore able to isolate or shield and not come into the office.</p> <p>Policy in place whereby sickness absence related to Covid 19 is not counted for sickness absence management action – so removes pressure to attend work if someone is experiencing symptoms or has reason to believe they have been exposed to the virus.</p>				
<p>26. Staff with health conditions, or are more vulnerable to effects of Covid 19,</p>	<p>Staff with health conditions or vulnerabilities</p>	<p>All staff are able to continue to work from home. They are therefore able to isolate or shield and not come into the office.</p>	<p>a) Assurance given to vulnerable staff through Volta messages.</p> <p>b) Write office protocols giving staff assurance that</p>	<p>a) Volta Project Board</p> <p>b) Volta 2 workstream</p>	<p>a) By end of June.</p> <p>b) End of July (or prior to office opening)</p>	<p>Yes</p> <p>Yes</p>

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>and pregnant women.</p>		<p>Staff who are feeling anxious about returning to work can continue to work from home.</p> <p>Staff from BAME backgrounds, who may be more vulnerable, able to continue to work at home.</p> <p>Policy in place whereby sickness absence related to Covid 19 is not counted for sickness absence management action – so removes pressure to attend work if someone is experiencing symptoms or has reason to believe they</p>	<p>they can continue to work from home.</p>	<p>group/Head of HR&F</p>		

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		have been exposed to the virus.				
27. Social space and common areas	Staff	Common areas and social spaces are cleaned frequently. Soap and/or hand sanitiser is available in the social space area.	a) Limit the number of people using social space areas – confirm in office protocols document and display signage.	a) Facilities and Head of HR&F	a) End of July (or prior to office opening)	Yes
28. First aiders and dealing with accidents	First aiders	Risk is reduced by having fewer people on site at any time. First aid kits include gloves, masks also available.	a) Issue guidance for first aiders NOT to provide rescue breaths to a patient whilst conducting CPR, see St John Ambulance Guidance b) Ensure sufficient numbers of trained first aiders are present at all times.	a) First Aid Co-ordinator/Head of HR&F b) Head of HR&F and department managers wishing to have staff in the office	a) Prior to office re-opening. b) Prior to office opening.	Yes Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
29. Fire and evacuations	Staff	Staff required to sign into the office. Roll call taken if evacuation takes place.	a) If numbers on site increases, return to fire warden clearance approach. Departments to be required to nominate staff – online training for those not currently trained eg High Speed Training Fire Warden Course.	a) Head of HR&F; WDP; dept managers.	a) In advance of staff being based on site.	N/A yet
			b) Ensure protocols include social distancing guidance at fire muster points.	b) Volta 2 workstream group/Head of HR&F	b) In advance of staff being based on site.	Yes
30. Unexpected visitors and cold callers	Staff	Unexpected visitors will not be permitted into the office, so eliminating the risk.				
31. Accepting deliveries and	Security/Reception staff and delivery persons	Social distancing protocols in place – delivery people must maintain the required distance.	a) Develop procedure for handling heavy deliveries where more than one person needs to handle the goods.	a) Facilities	a) End of July.	Yes

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
<p>moving goods around site.</p>		<p>Deliveries are minimised – no personal deliveries or post are permitted to site.</p> <p>All deliveries to be handled by staff wearing gloves to reduce scope for touch transmission of the virus.</p> <p>Hand sanitiser available on reception.</p> <p>Gloves available for use when using trolleys or shredding cages.</p>				
<p>32. Post collection and distribution</p>	<p>Staff – those handling post</p>	<p>ICO has asked that as much correspondence as possible is handled electronically to minimise the need to</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
		<p>handle post and packages.</p> <p>Post sorted in socially distanced way – either one person in post room at a time, or post handled in a larger room to allow social distancing.</p> <p>Gloves available for staff handling post and hand sanitiser also available.</p>				
<p>33. Ventilation – air con units</p>	<p>Staff breathing in re-circulated air</p>	<p>Monitor HSE guidance on use of air conditioning: The guidance currently states that the risk is extremely low.</p>				

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done

More information on managing risk: www.hse.gov.uk/simple-health-safety/risk/

Published by the Health and Safety Executive 10/19