

## Covid 19 Risk assessment template

**Company name: Information Commissioner’s Office (Sandfield 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: 30 July 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. <b>Travel to the office using public transport</b>	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’.	a) Consider allowing all staff who are coming into the office to use ICO parking spaces, even if they are not in parking scheme (some spaces are paid for by the ICO), or allow additional membership to the parking scheme.	a) Approval needed from Volta Project board	a) September	Yes People will be able to join the scheme
		Allowing staggered start and finish times	b) Monitor government guidance. Permit	b) Volta Project board decision	b) Upon changes to lockdown	Yes

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		<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>	<p>continued homeworking even if there is an easing of homeworking requirement.</p>		<p>rules, but assurance can be given in advance.</p>	
<p><b>2. Entrance to, and exit from, the Office</b></p>	<p>People entering and leaving the office.</p>	<p>Hand sanitiser available in building entrance and entrances to ICO wings.</p> <p>Instruction signage provided by the landlord in reception area.</p>	<p>a) Write protocols for staff and provide signage and instruction for staff working in the office.</p> <p>b) Ensure that all staff are provided with a copy of the office protocols or further instruction before attending the office.</p>	<p>a) Volta2 workstream group/ Head of HR&amp;F</p>	<p>a) September</p>	<p>Yes</p>

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<p><b>3. Reception area – meet, greet and sign in.</b></p>	<p>Staff or visitors calling to the office.</p>	<p>Minimise people needing to call to the office, including</p> <ul style="list-style-type: none"> <li>i) Staff to homework unless essential to be in office.</li> <li>ii) No external visitors except for essential contractors.</li> </ul> <p>Barrier in place across reception to provide 2m distance between people calling to reception and person behind reception desk.</p> <p>Two doors in the reception area allow people to pass with a wide berth.</p>				

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<b>4. Risk of infection from one staff member to another in the office</b>	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>Regular cleaning of the office and high</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&amp;F</p> <p>b) Volta2 workstream group/ Head of HR&amp;F</p> <p>c) Volta2 workstream group/ Head of HR&amp;F</p>	<p>a) September</p> <p>b) September</p> <p>c) September</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p>

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		frequency cleaning of common touch points.				
<b>5. Use of the Lift</b>	Staff and visitors who use the lift	Lifts under landlord control, and require social distancing in the lifts.				
<b>6. Stair ways</b>	Staff and visitors	High frequency cleaning of handrails  Stairways are in landlord's domain. Regular cleaning in place.  ICO to provide hand sanitiser in offices to minimise risk from touching banister rails.				

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<b>7. Walkways around the office</b>	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
<b>8. Meeting rooms and private offices</b>	Staff and visitors to the office	Minimised the number of face to face meetings required. Where possible meetings are held via Microsoft Teams/Skype.	a) Write protocols for staff and provide instruction for staff working in the office.  b) Instigate clean-down regime after each meeting – provide wipes/sanitiser for each room. Cleaners	a) Volta2 workstream group/ Head of HR&F  b) Facilities	a) End of July (or prior to office opening)  b) End of July (or prior to office opening)	Yes  Yes

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		<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>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>c) Facilities</p> <p>d) Facilities</p> <p>e) Facilities</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>
<b>9. Business Hubs</b>	Staff using the business hub or delivering mail to it. Contractors repairing printers	<p>Only permit one person at a time to be in the business hub.</p> <p>Provision of wipes for buttons on printer, and</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p>	<p>a) Volta2 workstream group/ Head of HR&amp;F</p> <p>b) Facilities</p>	<p>a) End of July (or prior to office opening)</p>	<p>Yes</p>

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		hand sanitiser to wash hands after using printers.	<ul style="list-style-type: none"> <li>b) Erect signage saying only one person at a time is allowed in the business hub.</li> <li>c) Place hand sanitiser and wipes in each business hub</li> </ul>	c) Facilities	<ul style="list-style-type: none"> <li>b) End of July (or prior to office opening)</li> <li>c) End of July (or prior to office opening)</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> </ul>
<b>10. Kitchen areas in office spaces</b>	Staff using kitchen/ browsers areas	<p>Only permit one person at a time to be in the kitchen area.</p> <p>Staff not permitted to make drinks for others to prevent cross contamination from cups.</p>	<ul style="list-style-type: none"> <li>a) Write protocols for staff and provide instruction for staff working in the office.</li> <li>b) Add signage to kitchen areas to remind staff of measures implemented</li> </ul>	<ul style="list-style-type: none"> <li>a) Volta2 workstream group/ Head of HR&amp;F</li> <li>b) Facilities</li> </ul>	<ul style="list-style-type: none"> <li>a) End of July (or prior to office opening)</li> <li>b) Prior to office opening</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> <li>Yes</li> </ul>
<b>11.</b>	Staff	Only permit storage of food which is wrapped thoroughly.	<ul style="list-style-type: none"> <li>a) Write protocols for staff and provide instruction for staff working in the office.</li> </ul>	a) Volta2 workstream	<ul style="list-style-type: none"> <li>a) End of July (or prior to office opening)</li> </ul>	<ul style="list-style-type: none"> <li>Yes</li> </ul>



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<b>Fridges, microwaves and food</b>		<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>b) Place hand sanitiser/soap in each kitchen for washing hands after handling multi-touch items (eg handles, boiler taps, milk cartons)</p>	<p>group/ Head of HR&amp;F</p> <p>b) Facilities</p>	<p>b) End of July (or prior to office opening)</p>	Yes
<b>12. Showers</b>	Staff who use showers. Cleaners	<p>Shower is in the building is in landlord's domain. It is cleaned on a daily basis.</p> <p>Encourage staff to use showers in Wycliffe House/Kings Court as they are cleaned by ICO.</p>				

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<b>13. Changing rooms</b>	Staff who use changing rooms	There is no ICO changing room in Sandfield House.				
<b>14. Frequent touch points: Handles</b>	Staff and other users of the building	<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</p>	a) Monitor cleaning frequency and supplies of soap/sanitiser.	a) Facilities	a) End of July (or prior to office opening)	Yes

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		their hands regularly and thoroughly.				
<b>15. Frequent touch points: printers/copiers</b>	Staff	<p>Discourage printing by encouraging electronic correspondence. 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>	a) Make cleaning wipes available in business hubs for wipe down of buttons and touch points before use.	a) Facilities	a) End of July (or prior to office opening)	Yes

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<b>16. Frequent touch points: shared stationery eg staplers and hole punches</b>	Staff	Hand sanitiser available in offices for regular hand cleaning.  Signage displayed to remind people to wash their hands regularly and thoroughly.	a) Position electric staplers in business hubs to reduce need to handle a piece of shared equipment.	a) Facilities	a) Prior to office opening	Yes
<b>17. Toilets (inc. accessible toilets)</b>	Staff and visitors to the office	Toilets are in the landlord's domain.  Toilets are cleaned throughout the day. Social distancing signage is located in the toilet areas.  Sanitising wipes available in toilets for staff to allow wipe down of touch points, seats etc.	a) Liaise with landlord to consider limiting number of people who can access a toilet to 1 person at a time to enable social distancing. (would require signage)	a) Facilities	a) End of July (or prior to office opening)	Yes

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		Turn off hand dryers to reduce risk of making the virus airborne				
<b>18. Visitors to the office</b>	Staff and visitors	We do not allow external visitors during the period of the pandemic except for deliveries, essential suppliers/contractors.  No ICO visitors are permitted to Sandfield House.	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
<b>19. Transfer of virus through shared workstations/ hot desking</b>	Staff	Desks are cleaned regularly and wiped down by cleaners at the end of each day.  Hand sanitiser 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	a) Volta working group/Head of HR&F  b) Departmental managers	a) End of July (or prior to office opening)  b) End of July (or prior to office opening)	Yes  Yes

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		Sterilising wipes available throughout the office.	c) If a specific workstation must be used by a variety of people, install signage instructing thorough clean down by users.	c) Facilities	c) End of July or prior to office opening.	Yes
<b>20. Anxiety about returning to the office</b>	Staff	Staff are able to work at home using MMDs.  Regular messages from Operation Volta updating people about return (or that there is no expectation of a return).  Availability of Employee Assistance Programme for counselling support  Regular well-being updates provided to staff.	a) Messages to confirm to staff that they will not have to return to the office during acute pandemic period.	a) Volta project board	a) On-going until the pandemic subsides or guidance changes	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
		Only staff who cannot work at home will need to work in the office.				
<b>21. Anxiety about isolation working away from the office</b>	Staff	<p>Regular messages from Operation Volta updating people about return (or that there is 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>	a) Continually monitor government guidance for indication of when non-essential workers will be able to attend the office.	a) Operation Volta Project Board	a) On-going. Decision within a week of guidance changing.	Yes

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<b>22. Business travel using public transport</b>	Staff	Business travel currently not permitted. This eliminates the hazard.				
<b>23. Transfer of virus during staff training</b>	Staff	<p>There is currently no, face to face training 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>a) Upon easing of guidance, any face to face training must adhere to social 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>a) WDP dept.</p> <p>b) WDP and Facilities</p> <p>c) Volta 2 workstream group/Head of HR&amp;F</p>	<p>a) Upon easing of government guidance.</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>N/A yet</p> <p>Yes</p>



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<b>24. Interviews, stakeholder meetings</b>	Staff and interviewees	No face to face interviews to be held during acute period of the pandemic. This eliminates the hazard.				
<b>25. People who need to self isolate and shield</b>	Staff	<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>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</p>				

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		reason to believe they have been exposed to the virus.				
<b>26. Staff with health conditions, or are more vulnerable to effects of Covid 19, and pregnant women.</b>	Staff with health conditions or vulnerabilities	<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>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</p>	<p>a) Assurance given to vulnerable staff through Volta messages.</p> <p>b) Write office protocols giving staff assurance that they can continue to work from home.</p>	<p>a) Volta Project Board</p> <p>b) Volta 2 workstream group/Head of HR&amp;F</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
		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.				
<b>27. Social space and common areas</b>	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
<b>28. First aiders and dealing with accidents</b>	First aiders	Risk is reduced by having fewer people on site at any time.	a) Issue guidance for first aiders NOT to provide rescue breaths to a patient whilst conducting	a) First Aid Co-ordinator/Head of HR&F	a) Prior to office re-opening.	Yes

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		First aid kits include gloves, masks also available.	<p>CPR, see <a href="#">St John Ambulance Guidance</a></p> <p>b) Ensure sufficient numbers of trained first aiders are present at all times.</p>	<p>b) Head of HR&amp;F and department managers wishing to have staff in the office</p>	<p>b) Prior to office opening.</p>	Yes
<b>29. Fire and evacuations</b>	Staff	Staff required to sign into the office. Roll call taken if evacuation takes place.	<p>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 <a href="#">eg High Speed Training Fire Warden Course.</a></p> <p>b) Ensure protocols include social distancing guidance at fire muster points.</p>	<p>a) Head of HR&amp;F; WDP; dept managers.</p> <p>b) Volta 2 workstream group/Head of HR&amp;F</p>	<p>a) In advance of staff being based on site.</p> <p>b) In advance of staff being based on site.</p>	<p>N/A yet</p> <p>Yes</p>

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<b>30. Unexpected visitors and cold callers</b>	Staff	Unexpected visitors will not be permitted into the office, so eliminating the risk.				
<b>31. Accepting deliveries and moving goods around site.</b>	Security/Reception staff and delivery persons	ICO deliveries are not permitted direct to Sandfield House.				
<b>32. Post collection and distribution</b>	Staff – those handling post	<p>ICO has asked that as much correspondence as possible is handled electronically to minimise the need to 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</p>				

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		<p>room to allow social distancing.</p> <p>Gloves available for staff handling post and hand sanitiser also available.</p>				
<b>33. Ventilation – air con units</b>	Staff breathing in re-circulated air	Monitor HSE guidance on use of air conditioning: <a href="#">The guidance</a> currently states that the risk is extremely low.				

More information on managing risk: [www.hse.gov.uk/simple-health-safety/risk/](http://www.hse.gov.uk/simple-health-safety/risk/)

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