

## Covid 19 Risk assessment template

Company name: Information Commissioner’s Office (London Office)

Assessment carried out by: Mike Collins, (Head of HR and Facilities); Paul Wilson (Facilities Manager), Kemal Ulgen (PA to the Commissioner); 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: 17.8.20

Date of review:

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’.	a) Monitor government guidance. Permit continued homeworking even if there is an easing of homeworking requirement.	a) Volta Project board decision	b) Upon changes to lockdown rules, but assurance can be given in advance.	

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		<p>Allowing staggered start and finish times so that people can try to avoid peak travelling times.</p> <p>Return to the office protocols include instruction to follow government guidance for using public transport.</p>				
<b>2. Entrance to, and exit from, the Office</b>	People entering and leaving the office.	<p>Hand sanitiser available in reception and in the office.</p> <p>Instruction signage provided by the landlord in reception area.</p>	a) 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) Prior to office opening	

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<b>3. Entrance to the office – meet, greet and sign in.</b>	Staff or visitors calling to the office.	Minimise people needing to call to the office, including i) Staff to homework unless essential to be in office. ii) No external visitors except for essential contractors.				
<b>4. Risk of infection from one staff member to another in the office</b>	Staff and visitors to the office	Handwashing facilities are available in kitchen areas and toilets.  Hand sanitiser located throughout the office.  Signage reminding people to wash their hands regularly and thoroughly is displayed in the office.	See actions listed in specific hazard areas.  a) Ensure protocols include guidance for the reporting of suspected or confirmed covid-19 cases.  b) Ensure protocols include guidance for employees who become sick whilst at work, including prompt notification and isolation.	a) Volta2 workstream group/ Head of HR&F  b) Volta2 workstream group/ Head of HR&F	a) Prior to office opening  b) Prior to office opening	

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		<p>Social distancing rules in place as described in other areas of this risk assessment.</p> <p>Regular cleaning of the office and high frequency cleaning of common touch points.</p> <p>Daily hoovering and emptying of bins in the office.</p>	<p>c) Ensure protocols include post-infection return to work policies.</p>	<p>c) Volta2 workstream group/ Head of HR&amp;F</p>	<p>c) Prior to office opening</p>	
<p><b>5. Use of the Lift</b></p>	<p>Staff and visitors who use the lift</p>	<p>Lifts under landlord control, and require social distancing in the lifts.</p> <p>Signage is available in the lifts.</p> <p>Encourage use of the stairs where possible, especially when going down to minimise risk</p>				

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		from people over occupying the lift.				
<b>6. Stair ways</b>	Staff and visitors	<p>Stairways are in landlord's domain. Cleaned daily.</p> <p>Signage on stairs to remind people of social distancing requirements.</p> <p>ICO to provide hand sanitiser and wipes in offices to minimise risk from touching banister rails.</p>				
<b>7. Walkways around the office</b>	Staff and visitors	<p>Walkways are kept clear of obstructions.</p> <p>No external visitors permitted to the office.</p>	a) Office protocols to inform staff of the requirement to maintain social distancing (eg by going through doorways one at a time)	a) Volta 2 workstream group/ Head of HR&F	a) Prior to office opening	

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<b>8. Meeting rooms and private offices</b>	Staff and visitors to the office	<p>Minimised the number of face to face meetings required. 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. ie. two for the Director's office and four for the meeting room.</p> <p>No meetings in small rooms in the rest of the Regus facility,</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Provide wipes/sanitiser for each room.</p>	<p>a) Volta2 workstream group/ Head of HR&amp;F</p> <p>b) Facilities / local office organiser</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	

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<b>9. Printer areas</b>	Staff using the printer facility.	<p>Only permit one person at a time to be in the printer area. Signage for social distancing displayed.</p> <p>Provision of wipes for buttons on printer, and hand sanitiser to wash hands after using printers.</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Place hand sanitiser and wipes in each business hub</p>	<p>a) Volta2 workstream group/ Head of HR&amp;F</p> <p>b) Facilities / local office organiser</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	
<b>10. Kitchen areas in office spaces</b>	Staff using kitchen/ browsery areas	<p>Kitchen area is in the landlords domain.</p> <p>Signage reminding of the need for social distancing.</p> <p>Staff not permitted to make drinks for others to prevent cross contamination from cups.</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Ask landlord to add signage to kitchen areas to remind staff of social distancing if necessary</p>	<p>a) Volta2 workstream group/ Head of HR&amp;F</p> <p>b) Facilities</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	

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		Wipes available for staff to wipe surfaces before and after use of equipment in the shared kitchen.				
<b>11. Fridges, microwaves and food</b>	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>Landlords require users to dispose of food items on Friday.</p>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Sanitiser/soap available 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&amp;F</p> <p>b) Landlord/ local office organiser</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	
<b>12. Showers</b>	ICO staff do not have access to the showers available in the building.					



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<b>13. Changing rooms</b>	There are no changing facilities available in the building.					
<b>14. Frequent touch points: Handles</b>	Staff and other users of the building	Wipes available for clean down to enable staff to clean frequent touch points.  Hand sanitiser available in offices for regular hand cleaning.  Signage displayed to remind people to wash their hands regularly and thoroughly.	a) Monitor cleaning frequency and supplies of soap/sanitiser.	a) Facilities / Regional Offices	a) On-going	
<b>15. Frequent touch points: printers/copiers</b>	Staff	Discourage printing by encouraging electronic correspondence. Printing only to be done when essential or needed as a	a) Make cleaning wipes available in printer area for wipe down of buttons and touch points before use.	a) Facilities / local office organiser	a) On-going	

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		<p>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>				
<p><b>16.</b> <b>Frequent touch points: shared stationery eg staplers and hole punches</b></p>	<p>Staff</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>				

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<p><b>17. Toilets (inc. accessible toilets)</b></p>	<p>Staff and visitors to the office</p>	<p>Toilets are in the landlord's domain.</p> <p>Use of the toilets are limited to the people based on the 3<sup>rd</sup> floor which limits numbers.</p> <p>Only one person allowed to use the toilets at a time (but the external door to the toilets is not lockable).</p> <p>Toilets are cleaned throughout the day. Social distancing signage located in the toilet areas.</p> <p>Sanitising wipes available in toilets for staff to allow wipe down of touch points, seats etc.</p>	<p>a) Liaise with landlord to implement social distancing provisions within the toilet areas.</p>	<p>a) Local office organiser</p>	<p>a) Prior to office opening</p>	

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<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 London office.	a) Write office protocols confirming that visitors will not be allowed to our offices.	a) Volta working group/Head of HR&F	a) Prior to office opening	
<b>19. Transfer of virus through shared workstations/ hot desking</b>	Staff	Wipes available for desks to be cleaned regularly and wiped down.  Hand sanitiser available throughout the office.  Physical distancing of at least 2m between staff working in 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) Prior to office opening  b) Prior to office opening	

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		Maximum number of people in the office at any one time would allow up to 6 people in the office at any one time.	c) If a specific workstation must be used by a variety of people, install signage instructing thorough clean down by users.	c) Facilities / local office organiser	c) Prior to office opening	
<b>20. Anxiety about returning to the office</b>	Staff	<p>Staff are able to work at home using MMDs.</p> <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>	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	

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		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.	

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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>	

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<p><b>24.</b> Interviews, stakeholder meetings</p>	<p>Staff and interviewees</p>	<p>No face to face interviews to be held during acute period of the pandemic. This eliminates the hazard.</p>				
<p><b>25.</b> People who need to self isolate and shield</p>	<p>Staff</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>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.				
<p><b>26. Staff with health conditions, or are more vulnerable to effects of Covid 19, and pregnant women.</b></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>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>	

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		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>	ICO Office does not have social space areas.					
<b>28. First aiders and dealing with accidents</b>	First aiders	<p>Risk is reduced by having fewer people on site at any time.</p> <p>First aid kits include gloves, masks also available.</p>	a) Issue guidance for first aiders NOT to provide rescue breaths to a patient whilst conducting CPR, see <a href="#">St John Ambulance Guidance</a>	<p>a) First Aid Co-ordinator/Head of HR&amp;F</p> <p>b) Head of HR&amp;F and department</p>	<p>a) Prior to office re-opening.</p> <p>b) Prior to office opening.</p>	

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			b) Ensure sufficient numbers of trained first aiders are present at all times.	managers wishing to have staff in the office		
<b>29. Fire and evacuations</b>	Staff	Roll call taken if evacuation takes place. Office is small enough for check of ICO staff who were on site to be possible	<p>a) 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>	
<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</b>	Security/Reception staff and delivery persons	Deliveries to be left at reception.				

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moving goods around site.		Heavy goods may need to be brought to the office eg water bottles. Wipes available for clean down after deliveries.				
<b>32. Post collection and distribution</b>	Staff – those handling post	ICO has asked that as much correspondence as possible is handled electronically to minimise the need to handle post and packages.  Gloves available for staff handling post and hand sanitiser also available.				
<b>33. Ventilation – air con units</b>	Staff breathing in re-circulated air	Air conditioning is maintained by competent engineers				

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		appointed by the landlord.  Guidance currently states that risk from maintained systems is 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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