

Covid 19 Risk assessment template

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

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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 Welsh 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>Facilities available for parking bikes, some car parking available.</p> <p>Return to the office protocols include instruction to follow Welsh Government guidance for using public transport.</p>				
<p>2. Entrance to, and exit from, the Office</p>	<p>People entering and leaving the office.</p>	<p>Hand sanitiser available in office and in shared areas of the building.</p> <p>Instruction signage provided by the</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</p>	<p>a) Volta2 workstream group/ Head of HR&F</p>	<p>a) Prior to office opening</p>	

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		<p>landlord in reception area.</p> <p>Staff are able to visit the office for essential tasks/collections if agreed with Regional Manager and own line manager if needed. Procedures for doing so made available to all staff</p>	<p>further instruction before attending the office.</p>			
<p>3. Entrance to the office – meet and greet.</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"> i) Staff to homework unless essential to be in office. ii) No external visitors except for essential contractors. 				

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<p>4. Risk of infection from one staff member to another in the office</p>	<p>Staff and visitors to the office</p>	<p>Handwashing facilities exist through out the office. A sink with soap and hot water is available.</p> <p>Hand sanitiser located 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 frequency cleaning of common touch points.</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>d) Confirm desk arrangements in accordance with distancing rules</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>d) Regional Manager/Head of HR&F</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p> <p>c) Prior to office opening</p> <p>d) Prior to office opening</p>	

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		Maximum number of people on site at any one time is 4 to enable social distancing to take place.				
5. Use of the Lift	Staff and visitors who use the lift	Lifts under landlord control, and require social distancing in the lifts. Signage is in place to stating that only one person at a time can use the lift.				
6. Stair ways	Staff and visitors	Stairways are in landlord's domain. Signage is in place to remind people about social distancing.				

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		ICO to provide hand sanitiser and wipes in offices to minimise risk from touching banister rails.				
7. Walkways around the office	Staff and visitors	Walkways are kept clear of obstructions. Regular cleaning of walkways (vacuuming and mopping).	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	
8. Meeting and side rooms and private offices	Staff and visitors to the office	Minimised the number of face to face meetings required. Where possible meetings are held via Microsoft Teams/Skype. Establishment of maximum number of	a) Write protocols for staff and provide instruction for staff working in the office. b) Provide wipes/sanitiser for each room.	a) Volta2 workstream group/ Head of HR&F b) Facilities / Regional Manager	a) Prior to office opening b) Prior to office opening	

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		<p>people permitted in meeting rooms (2 people for the larger rooms, 1 person for the smaller rooms) which allows social distancing.</p> <p>No meetings in small rooms</p>	<p>c) Add signage confirming maximum occupancy of meeting room and rest room.</p>	<p>c) Facilities/ Regional Managers</p>	<p>c) Prior to office opening</p>	
<p>9. Printer areas</p>	<p>Staff using printers. Contractors repairing printers</p>	<p>Only permit one person at a time to be in the printer area.</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) Erect signage saying only one person at a time is allowed in the business hub/printer area.</p> <p>c) Place hand sanitiser and wipes in each business hub</p>	<p>a) Volta2 workstream group/ Head of HR&F</p> <p>b) Facilities / Regional Manager</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p> <p>c) Prior to office opening</p>	

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				c) Facilities / Regional Manager		
10. Kitchen area in office spaces	Staff using kitchen/ browsery 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>	<p>a) Write protocols for staff and provide instruction for staff working in the office.</p> <p>b) Add signage to kitchen areas to remind staff of measures implemented</p> <p>c) Add signage asking staff to wipe down equipment (cupboard handles, microwave etc) after each use</p>	<p>a) Volta2 workstream group/ Head of HR&F</p> <p>b) Facilities</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	
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</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</p>	a) Volta2 workstream group/ Head of HR&F	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p>	

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		<p>shared biscuits, home baked cakes.</p> <p>Fridges cleared of <u>all</u> produce every Friday.</p> <p>Microwaves cleaned daily</p>	<p>allowed in the kitchen area.</p> <p>c) Place hand sanitiser/soap in kitchen for washing hands after handling multi-touch items (eg handles, boiler taps, milk cartons)</p>	<p>b) Facilities / Regional Manager</p> <p>c) Facilities</p>	<p>c) Prior to office opening</p>	
12. Showers	Staff who use showers.	<p>Showers in landlord area.</p> <p>ICO protocols recommend not using showers shared with other tenants.</p>				
13. Changing rooms	There are no changing rooms on site, other than the shower.					
14. Frequent touch points: Handles	Staff and other users of the building	Wipes available for clean down to enable	a) Monitor cleaning frequency and supplies of soap/sanitiser.	a) Facilities / Regional Offices	a) On-going	

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		<p>staff to clean frequent touch points.</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) Signage to remind staff to use sanitiser/wipe down handles before and after touching them</p> <p>c) Leave internal doors open unless necessary</p>			
15. Frequent touch points: printers/copiers	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>a) Make cleaning wipes available in business hubs for wipe down of buttons and touch points before use.</p>	<p>a) Facilities / Regional Manager</p>	<p>a) On-going</p>	

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		<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>				
16. Frequent touch points: shared stationery eg staplers and hole punches	Staff	<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>				
17. Toilets (inc. accessible toilets)	Staff and visitors to the office	<p>Toilets are in the landlord's domain.</p> <p>Landlord has placed signage on the door for one person at a time to use them at a time. 'Vacant/</p>	a) Regional Manager to liaise with landlord to enable social distancing in toilets.	a) Regional Manager	a) Prior to office opening	

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		<p>engaged' sign on the external door to the toilet.</p> <p>Toilets are cleaned throughout the day.</p> <p>Social distancing signage to be 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>Turn off hand dryers to reduce risk of making the virus airborne.</p>				
18. Visitors to the office	Staff and visitors	We do not allow external visitors during the period of the pandemic except for	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	

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		<p>deliveries, essential suppliers/contractors.</p> <p>No external visitors are permitted to Cardiff office.</p>				
<p>19. Transfer of virus through shared workstations/ hot desking</p>	<p>Staff</p>	<p>Desks are cleaned regularly and wiped down by cleaners.</p> <p>Hand sanitiser available throughout the office.</p> <p>Sterilising wipes available throughout the office.</p> <p>Physical distancing of at least 2m between staff working in the office.</p>	<p>a) Write office protocols to instruct staff to wipe down keyboards, mice, desks and telephones at start and end of the day.</p> <p>b) Where possible, allocate individuals who are permanently in the office to specific desks – build into protocols</p> <p>c) If a specific workstation must be used by a variety of people, install signage instructing thorough clean down by users.</p>	<p>a) Volta working group/Head of HR&F</p> <p>b) Departmental managers</p> <p>c) Facilities</p>	<p>a) Prior to office opening</p> <p>b) Prior to office opening</p> <p>c) Prior to office opening</p>	

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<p>20. Anxiety about returning to the office</p>	<p>Staff</p>	<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> <p>Only staff who cannot work at home will need to work in the office.</p>	<p>a) Messages to confirm to staff that they will not have to return to the office during acute pandemic period.</p>	<p>a) Volta project board</p>	<p>a) On-going until the pandemic subsides or guidance changes</p>	
<p>21.</p>	<p>Staff</p>	<p>Regular messages from Operation Volta</p>	<p>a) Continually monitor government guidance for</p>	<p>a) Operation Volta Project Board</p>	<p>a) On-going. Decision within</p>	

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<p>Anxiety about isolation working away from the office</p>		<p>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>	<p>indication of when non-essential workers will be able to attend the office.</p>		<p>a week of guidance changing.</p>	
<p>22. Business travel using public transport</p>	<p>Staff</p>	<p>Business travel currently not permitted. This eliminates the hazard.</p>				

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<p>23. Transfer of virus during staff training</p>	<p>Staff</p>	<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&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>24. 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>				

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<p>25. People who need to self isolate and shield</p>	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 reason to believe they have been exposed to the virus.</p>				
<p>26. Staff with health conditions, or are</p>	Staff with health conditions or vulnerabilities	All staff are able to continue to work from home. They are therefore able to	a) Assurance given to vulnerable staff through Volta messages.	a) Volta Project Board	a) By end of June.	

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<p>more vulnerable to effects of Covid 19, and pregnant women.</p>		<p>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 absence related to Covid 19 is not counted for sickness absence management action – so removes pressure to attend work if someone is</p>	<p>b) Write office protocols giving staff assurance that they can continue to work from home.</p>	<p>b) Volta 2 workstream group/Head of HR&F</p>	<p>b) End of July (or prior to office opening)</p>	

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		experiencing symptoms or has reason to believe they 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 the 'rest area' – confirm in office protocols document and display signage.	a) Facilities / Regional Manger	a) Prior to office opening	
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	a) Prior to office re-opening. b) Prior to office opening.	

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				to have staff in the office		
29. Fire and evacuations	Staff	Roll call taken if evacuation takes place. Office is small enough to ensure that all staff on site can be accounted for easily.	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. b) Ensure protocols include social distancing guidance at fire muster points.	a) Head of HR&F; WDP; dept managers. b) Volta 2 workstream group/Head of HR&F/Regional Managers	a) In advance of staff being based on site. b) In advance of staff being based on site.	
30. Unexpected visitors and cold callers	Staff	Unexpected visitors will not be permitted into the office, so eliminating the risk.	a) Ask reception to inform visitors that we are not able to accept visits	a) Regional Manager	a) Prior to office reopening	

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<p>31. Accepting deliveries and moving goods around site.</p>	<p>Security/Reception staff and delivery persons</p>	<p>Minimise the deliveries needed to the office.</p> <p>Persons delivering items can use intercom and leave outside door.</p>	<p>Wipes/sanitiser to be used when collecting package.</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 handle post and packages.</p> <p>Gloves available for staff handling post and hand sanitiser also available.</p> <p>Reception manage incoming post.</p>				

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33. Ventilation – air con units	Staff breathing in re-circulated air	Guidance from landlords about use of air conditioning has been issued to all tenants.				
34. Networking infrastructure equipment	Staff/IT staff/MoJ staff located on third floor	Minimise need for access to Networking Equipment. Wipes and sanitiser available for use when accessing other parts of the office.				
35. Legionella	Staff		a) Flush through of water and legionella test to take place.	a) Regional manager and facilities.	a) Prior to office opening	

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

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