

Covid 19 Risk assessment template

Company name: Information Commissioner’s Office (Belfast 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. Access coordinated through the Regional Manager Homeworking is available to all 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> <p>Two car parking spaces are available for people to use as an alternative to using public transport.</p>				
2.	People entering and leaving the office.	Hand sanitiser available in office.	a) Write protocols for staff and provide signage and instruction for staff working in the office.	a) Volta2 workstream group/ Head of HR&F	a) Prior to office opening	

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Entrance to, and exit from, the Office		Instruction signage provided by the landlord. These are located in the vestibule and at the lift areas.	b) Ensure that all staff are provided with a copy of the office protocols or further instruction before attending the office.			
3. Entrance to the office – meet, greet and sign in.	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.		Regional Manager		
4. Risk of infection from one staff	Staff and visitors to the office	Minimise number of people on site at any time. 3 people maximum in the office at any one time	See actions listed in specific hazard areas. a) Ensure protocols include guidance for the	a) Volta2 workstream	a) Prior to office opening	

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<p>member to an other in the office</p>		<p>(including cleaner). Establish rota for attendance.</p> <p>Handwashing facilities exist in the office. A sink with soap and hot water is available in the kitchen and sinks in toilets.</p> <p>Hand sanitiser located throughout the office. Hand sanitiser is also located beside the lift on the ground floor and at each floor of the building.</p> <p>Signage reminding people to wash their hands regularly and thoroughly is displayed in the office.</p>	<p>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>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>b) Prior to office opening</p> <p>c) Prior to office opening</p>	

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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>5. Use of the Lift</p>	<p>Staff and visitors who use the lift</p>	<p>Lifts under landlord control, and require social distancing in the lifts.</p> <p>Landlord has produced guidance for lift restricting it to 1 person at a time.</p> <p>More frequent cleaning of lift call points in operation by landlord.</p>				

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		Sanitising stations at each call point installed by landlord				
6. Stair ways	Staff and visitors	<p>Stairways are in landlord's domain. Regular cleaning in place of stairwells and bannisters</p> <p>Landlord has reminded tenants to remain to the left hand side when using the stairs</p> <p>ICO to provide hand sanitiser and wipes in offices to minimise risk from touching banister rails.</p>				

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7. Walkways around the office	Staff and visitors	Walkways are kept clear of obstructions. Regular cleaning of walkways (vacuuming and mopping). Can increase cleaning frequency if office occupancy requires it.	a) Office protocols to inform staff of the requirement to maintain social distancing (eg by going through doorways one at a time)	a) all staff	a) Prior to office opening	
8. Meeting 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. Two people maximum allowed in the meeting room to allow social distancing.	a) Write protocols for staff and provide instruction for staff working in the office. Including wiping down meeting rooms after use. b) Provide wipes/sanitiser for each room. c) Add signage confirming maximum occupancy of meeting room and rest room.	a) Volta2 workstream group/ Head of HR&F b) Facilities / Regional Manager	a) Prior to office opening b) Prior to office opening c) Prior to office opening	

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		No meetings in small rest room (allow single person occupancy).		c) Facilities/ Regional Managers		
9. Business Hubs/ printer areas	Contractors repairing printers	Only permit one person at a time to be in the printer area. 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 printer area. c) Place hand sanitiser and wipes in each business hub	a) Volta2 workstream group/ Head of HR&F b) Facilities / Regional Manager c) Facilities / Regional Manager	a) Prior to office opening b) Prior to office opening c) Prior to office opening	
10. Kitchen areas in office spaces	Staff using kitchen/ browsery areas	Only permit one person at a time to be in the kitchen.	a) Write protocols for staff and provide instruction for staff working in the office.	a) Volta2 workstream group/ Head of HR&F/Regional Manager	a) Prior to office opening	

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		Staff not permitted to make drinks for others to prevent cross contamination from cups.	b) Add signage to kitchen areas to remind staff of measures implemented	b) Facilities/Regional Manager	b) Prior to office opening	
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 area</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/Regional Manager</p> <p>c) 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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12. Showers	There are no showers available on site.					
13. Changing rooms	There are no changing rooms on site.					
14. Frequent touch points: Handles	Staff and other users of the building	<p>Wipes available for clean down to enable staff to clean frequent touch points.</p> <p>Hand sanitiser available in offices for regular hand cleaning.</p> <p>More frequent cleaning of lifts, toilets and doors will be in operation by landlord for return of tenants.</p> <p>Sanitising stations installed at each floor</p>	a) Monitor cleaning frequency and supplies of soap/sanitiser.	a) Facilities / Regional Offices	a) On-going	

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		<p>level of building beside the call point installed by landlord</p> <p>Signage displayed to remind people to wash their hands regularly and thoroughly.</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>	a) Make cleaning wipes available in business hubs for wipe down of buttons and touch points before use.	a) Facilities / Regional Manager	a) On-going	

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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>	a) Position electric staplers in business hubs to reduce need to handle a piece of shared equipment.	a) Facilities / Regional Manager	a) On-going	
17. Toilets (inc. accessible toilets)	Staff and visitors to the office	<p>Toilets are in the landlord's domain.</p> <p>Toilets are cleaned every day. Social distancing signage to be located in the toilet areas.</p>	a) Landlord has proposed fitting a lock on the external door to the toilets to only allow one person at a time to use them. Regional Manager will follow up. Signage required as a minimum	a) Landlord (followed up by Regional Manager)	a) Prior to office opening	

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		<p>Sanitising wipes available for staff to allow wipe down of touch points, seats etc.</p> <p>Toilets will be restricted to 1 person at a time. Landlord considering installing locks on the main toilet door.</p> <p>Turn off hand dryers to reduce risk of making the virus airborne.</p>				
<p>18. Visitors to the office</p>	<p>Staff and visitors</p>	<p>We do not allow external visitors during the period of the pandemic except for deliveries, essential suppliers/contractors.</p>	<p>a) Write office protocols confirming that visitors will not be allowed to our offices.</p>	<p>a) Volta working group/Head of HR&F</p>	<p>a) Prior to office opening</p>	

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		No external visitors are permitted to Belfast office.				
19. Transfer of virus through shared workstations/ hot desking	Staff	Desks are cleaned regularly and wiped down by cleaners. Hand sanitiser available throughout the office. Sterilising wipes 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 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/Regional Manager	a) Prior to office opening a) Prior to office opening b) Prior to office opening	
20.	Staff	Staff are able to work at home using MMDs.	a) Messages to confirm to staff that they will not have to return to the	a) Volta project board	a) On-going until the pandemic subsides or	

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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>	office during acute pandemic period.		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-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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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>				
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	a) WDP dept.	a) Upon easing of government guidance.	

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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>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>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>	
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.				

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<p>25. 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 reason to believe they have been exposed to the virus.</p>				
<p>26. Staff with health conditions, or are</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</p>	<p>a) Assurance given to vulnerable staff through Volta messages.</p>	<p>a) Volta Project Board</p>	<p>a) By end of June.</p>	

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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 room' – 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 to have staff in the office	a) Prior to office re-opening. b) Prior to office opening.	

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29. Fire and evacuations	Staff	Roll call taken if evacuation takes place, office is small enough for all staff to be seen at once.	<ul style="list-style-type: none"> a) If numbers on site increases, return to fire warden clearance approach. b) Ensure protocols include social distancing guidance at fire muster points. 	<ul style="list-style-type: none"> a) Head of HR&F; WDP; dept managers. b) Volta 2 workstream group/Head of HR&F 	<ul style="list-style-type: none"> 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.				
31. Accepting deliveries and moving goods around site.	Security/Reception staff and delivery persons	Deliveries to be left at front door. The office can be 'buzzed' and items left outside door for collection once member of staff present at door and delivery person has distanced themselves from the package.				

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32. Post collection and distribution	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.				
33. Ventilation – air con units	Staff breathing in re-circulated air	No air conditioning in place.				
34. Legionella	Staff		a) Flush through of water and legionella test to take place.	Regional manager and facilities.	Prior to office opening	

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