Covid 19 Risk assessment template

Company name: Information Commissioner's Office (Kings Court)

Initial 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: September 2021   **Date assessment was carried out: 30 July 2020**

Date reviewed: 18 July 2021

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. Office attendance limited to social distancing capacity (c50 across two wings). Homeworking is available to t staff. ICO continues to support people to work at home.	a) Monitor government guidance and public transport authority rules.	a) Volta Project board	b) On-going	

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		Allowing staggered start and finish times so that people can try to avoid peak travelling times. Facilities available for parking bikes. Return to the office protocols include instruction to follow government guidance for using public transport. and encouragement to wear face covering on public transport. Staff able to join the car parking scheme Homeworking permitted whilst social distancing in place,				

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		with reviews to take place beyond that.				
2. **Entrance to, and exit from, the Office**	People entering and leaving the office.	Hand sanitiser available in building entrance and entrances to ICO wings. Instruction signage provided by the landlord in reception area. Protocols for working in the office are in place and training provided to all staff who may work in the office. KC is a shared building. ICO staff not currently using the				

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		building, but are instructed to socially distance when building opens to ICO staff.				
3. Reception area – meet, greet and sign in.	Staff or visitors calling to the office.	Minimise people needing to call to the office, i) Staff capacity limited to c.50 people. ii) No external visitors except for essential contractors. Wycliffe House - Barrier in place across reception to provide 2m distance between people calling to reception and person behind reception desk. No reception for KC. Two doors in the reception area allow				

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		people to pass with a wide berth.				
4. **Risk of infection from one staff member to an other in the office**	Staff and visitors to the office	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. Signage reminding people to wash their hands regularly and thoroughly is displayed in the office. Social distancing rules in place as described in other areas of this risk assessment.				

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		Regular cleaning of the office and high frequency cleaning of common touch points. Protocols include guidance for reporting suspected Covi-19 infection whilst in the office or shortly after attendance.				
5. **Use of the Lift**	Staff and visitors who use the lift	Lifts under landlord control, and require social distancing in the lifts. Recommendation in protocols to use stairs if possible.				
6. **Stair ways**	Staff and visitors	High frequency cleaning of handrails				

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		Stairways are in landlord's domain. Regular cleaning in place. ICO to provide hand sanitiser in offices to minimise risk from touching banister rails. Face coverings to be worn whilst moving around the office.				
7. **Walkways around the office**	Staff and visitors	Walkways are kept clear of obstructions. Regular cleaning of walkways (vacuuming and mopping). Face coverings to be worn whilst moving around the office.				

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		Social distancing requirement written into office protocols and training. One way systems not practical in all areas of the office, so social distancing measures are in place.				
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. Establishment of maximum number of people permitted in meeting rooms which allows social distancing.				

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		No meetings in small meeting rooms (allow single person occupancy). Maximum of 2 people allowed in the kitchen area with social distancing. Regular cleaning of meeting rooms. Extra chairs taken out of meeting rooms to discourage too many people being in the room at once. Signage in place describing maximum room occupancy.				

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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. Office protocols written and training which set out instruction for using business hubs. Signage in place in all hubs. Sanitiser available.				
10. Kitchen areas in office spaces	Staff using kitchen/ browsery areas	Only permit one person at a time to be in the kitchen food prep area.				

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		Staff not permitted to make drinks for others to prevent cross contamination from cups. Office protocols and training set out maximum occupancy in kitchen areas. Signage placed in kitchens to remind staff of protocols.				
11. Fridges, microwaves and food	Staff	Only permit storage of food which is wrapped thoroughly. Do not allow bringing in of shared food eg shared biscuits, home baked cakes.				

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		Fridges cleared of <u>all</u> produce every Friday. Microwaves cleaned daily Office protocols describe what can or can't be stored in fridges and how microwaves must be used. Maximum occupancy established for kitchens. Soap/sanitiser available for hand washing.				
12. Showers	Staff who use showers. Cleaners	Showers are cleaned on a daily basis. Water is run through showers each day for Legionella purposes.				

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		Office protocols describe the rules for using showers safely.				
13. **Changing rooms**	Staff who use changing rooms	Changing rooms are cleaned on a daily basis. Office protocols describe the rules for using changing rooms safely. Clothes to be stored in individual lockers.				
14. **Frequent touch points: Handles**	Staff and other users of the building	Handles and touch points are frequently cleaned and this frequency has been increased. Touch points cleaned every hour to 90 mins.	a) Monitor cleaning frequency and supplies of soap/sanitiser.	a) Facilities	a) On-going	

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		Hand sanitiser pumps are located next to doors which give access to offices off the main stairwell. Hand sanitiser available in offices for regular hand cleaning. Signage displayed to remind people to wash their hands regularly and thoroughly.				
15. Frequent touch points: printers/copiers	Staff	Discourage printing by encouraging electronic correspondence. Printing only to be done when essential or needed as a reasonable adjustment.				

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		Touch points are frequently cleaned and this frequency has been increased. Hand sanitiser available in offices for regular hand cleaning. Signage displayed to remind people to wash their hands regularly and thoroughly. Cleaning wipes available in business hubs for wipe down of buttons and touch points before use.				
16. Frequent touch points: shared stationery eg	Staff	Hand sanitiser available in offices for regular hand cleaning. Signage displayed to remind people to wash	a) Position electric staplers in business hubs to reduce need to handle a piece of shared equipment.	a) Facilities	a) On-going	

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staplers and hole punches		their hands regularly and thoroughly.				
17. **Toilets** **(inc. accessible toilets)**	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. Turn off hand dryers to reduce risk of making the virus airborne where possible				
18.	Staff and visitors	We do not allow external visitors during				

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Visitors to the office		the period of the pandemic except for deliveries, essential suppliers/contractors. No ICO visitors are permitted to Kings Court. Protocols set out that no visitors are allowed other than essential contractors. All essential contractor visitors (or likely visitors) must be notified to Reception in advance.				
19. Transfer of virus through shared workstations/	Staff	Desks are cleaned regularly and wiped down by cleaners at the end of each day.				

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hot desking		Hand sanitiser available throughout the office. Sterilising wipes available throughout the office. Office protocols instruct staff to wipe down keyboards, mice, desks and telephones at start and end of the day.				
20. **Anxiety about returning to the office**	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).	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	

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		Availability of Employee Assistance Programme for counselling support Regular well-being updates provided to staff. Only staff who cannot work at home will need to work in the office.				
21. **Anxiety about isolation working away from the office**	Staff	Regular messages from Operation Volta updating people about return (or that there is no expectation of a return). Training for managers to support managing remotely, is available.	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.	

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		Availability of Employee Assistance Programme for counselling support Regular well-being updates provided to staff.				
22. Business travel using public transport	Staff	Business travel currently not permitted. This eliminates the hazard.				
23. Transfer of virus during staff training	Staff	There is currently no, face to face training taking place. This eliminates the hazard. On-line or remote training to continue as first preference during acute period of the pandemic.	a) Upon easing of guidance, any face to face training must adhere to social distancing rules. Venues to be assessed accordingly.	a) WDP dept.	a) Upon easing of government guidance.	

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		If face to face training needed in the future it will be risk assessed.				
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. Encourage use of virtual meetings.				
25. People who need to self isolate and shield	Staff	All staff are able to continue to work from home. They are therefore able to isolate or shield and not come into the office.				

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		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.				
26. **Staff with health conditions, or are more vulnerable to effects of Covid 19, and pregnant women.**	Staff with health conditions or vulnerabilities	All staff are able to continue to work from home. They are therefore able to isolate or shield and not come into the office. Staff who are feeling anxious about returning to work can	a) Assurance given to vulnerable staff through Volta messages.	a) Volta Project Board	a) On-going	

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		continue to work from home. Staff from ethnic minority backgrounds, who may be more vulnerable, able to continue to work at home. 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.				

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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. Protocols and signage limit the number of people who can use social spaces and common areas.				
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) 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) on-going a) Prior to office opening.	

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				to have staff in the office		
29. Fire and evacuations	Staff	Staff required to sign into the office. Roll call taken if evacuation takes place. Protocols include social distancing guidance at fire muster points.	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.	
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	ICO deliveries are not permitted direct to Kings Court.				

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moving goods around site.						
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. Post sorted in socially distanced way – either one person in post room at a time. Gloves available for staff handling post and hand sanitiser also available.				
33. **Ventilation – air con units**	Staff breathing in re-circulated air	Monitor HSE guidance on use of air conditioning: The guidance currently				

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		states that the risk is extremely low. Turn A/C off or set to fresh air intake only.				

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

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