Covid 19 Risk assessment template

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

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Date of next review: by Sept 2021   **Date assessment was carried out: 3.8.20**

Date of review: 14.7.21

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. Restricted to maximum of 9 people in at any time. Homeworking is available to staff. Allowing staggered start and finish times so that people can try	a) Monitor government guidance. Permit continued homeworking.	a) Volta Project board decision	b) Upon changes to lockdown rules, but assurance can be given in advance.	

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		to avoid peak travelling times. Return to the office protocols include instruction to follow government guidance for using public transport and travelling safely.				
2. **Entrance to, and exit from, the Office**	People entering and leaving the office.	Hand sanitiser available in reception and in the office. Instruction signage provided by the landlord in reception area. All staff are provided with a copy of the office protocols on ICON.				

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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) Reducing office capacity to 9 people. ii) No external visitors except for essential contractors or where not feasible to conduct an essential meeting virtually.				
4. **Risk of infection from one staff member to an other in the office**	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.				

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		Social distancing rules in place as described in other areas of this risk assessment. Regular cleaning of the office and high frequency cleaning of common touch points. Daily hoovering and emptying of bins in the office. Protocols include guidance for the reporting of suspected or confirmed covid-19 cases. Protocols include guidance for employees who become sick whilst at work, including prompt				

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		notification and isolation.				
5. **Use of the Lift**	Staff and visitors who use the lift	Lifts under landlord control, and require social distancing in the lifts.				
6. **Stair ways**	Staff and visitors	Stairways are in landlord's domain. Cleaned daily. Signage on stairs to remind people of social distancing requirements. ICO to provide hand sanitiser and wipes in offices to minimise risk from touching banister rails.				

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7. Walkways around the office	Staff and visitors	Walkways are kept clear of obstructions. No external visitors permitted to the office. Office protocols inform staff of the requirement to maintain social distancing (eg by going through doorways one at a time)		a)		
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.				

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		Establishment of maximum number of people permitted in meeting rooms which allows social distancing. ie. two for the Director's office and two for the meeting room. No meetings in small rooms in the rest of the Regus facility, Protocols for staff and provide instruction for staff working in the office.				
9. **Printer areas**	Staff using the printer facility.	Only permit one person at a time to be in the printer area. Signage for social distancing displayed.				

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		Provision of wipes for buttons on printer, and hand sanitiser to wash hands after using printers. Protocols for staff and provide instruction for staff working in the office.				
10. **Kitchen areas in office spaces**	Staff using kitchen/ browsery areas	Kitchen area is in the landlords domain. Signage reminding of the need for social distancing. Staff not permitted to make drinks for others to prevent cross contamination from cups.				

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		protocols for staff and provide instruction for staff working in the office Signage in kitchen areas to remind staff of social distancing.				
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. Protocols for staff and provide instruction for staff working in the office.				

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12. Showers	ICO staff do not have access to the showers available in the building.					
13. Changing rooms	There are no changing facilities available in the building.					
14. Frequent touch points: Handles	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) London office staff	a) On-going	
15.	Staff	Discourage printing by encouraging electronic	a)	a)	a)	

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Frequent touch points: printers/copiers		correspondence. Printing only to be done when essential or needed as a reasonable adjustment. 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.				
16. Frequent touch points: shared stationery eg	Staff	Hand sanitiser available in offices for regular hand cleaning.				

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staplers and hole punches		Signage displayed to remind people to wash 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 located in the toilet areas. Sanitising wipes available in toilets for staff to allow wipe down of touch points, seats etc. Social distancing provisions in toilets.				
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 or for essential business. ICO visitors to the London office only where unavoidable and must have completed Safe Ways of Working training.				
19. Transfer of virus through shared workstations/ hot desking	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				

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		staff working in the office. Office protocols to 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). Availability of Employee Assistance Programme for counselling support	a) Messages to confirm to staff that they will not have to return to the office whilst we have social distancing in our buildings.	a) Volta project board	a) On-going	

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		Regular well-being updates provided to staff.				
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. Availability of Employee Assistance Programme for counselling support Regular well-being updates provided to staff.	a)	a)	a)	

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22. **Business travel using public transport**	Staff	Business travel currently not generally permitted and must be risk assessed where unavoidable. This helps to reduce the hazard. Essential trips require individual risk assessment.				
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. protocols to require staff to self assess their health before	a) Upon changes to our approach, any face to face training must adhere to social distancing rules. Venues to be assessed accordingly. b) Upon easing of guidance provide sanitiser, wipes and relevant PPE if required.	a) WDP dept. b) WDP and Facilities	a) Upon easing of government guidance. b) Upon easing of government guidance.	

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		considering attending the office				
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.				
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. Policy in place whereby sickness absence related to Covid 19 is not counted for sickness absence management action – so removes				

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		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 continue to work from home. Staff from ethnic minority backgrounds, who may be more vulnerable, able to	a) Assurance given to vulnerable staff through Volta messages.	a) Volta Project Board	a) On-going	

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		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. Office protocols giving staff assurance that they can continue to work from home.				
27. **Social space and common areas**	ICO Office does not have social space areas.					

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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. Guidance for first aiders NOT to provide rescue breaths to a patient whilst conducting CPR, see <u>St John Ambulance Guidance</u>				
29. **Fire and evacuations**	Staff	Roll call taken if evacuation takes place. Office is small enough for check of ICO staff who were on site to be possible	b) Departments to be required to nominate staff – online training for those not currently trained <u>eg High Speed Training Fire Warden Course.</u>	a) Head of HR&F; WDP; dept managers.	a) In advance of staff being based on site.	

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		a) protocols include social distancing guidance at fire muster points.				
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 reception.				
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.				

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		Gloves available for staff handling post and hand sanitiser also available.				
33. Ventilation – air con units	Staff breathing in re-circulated air	Air conditioning is maintained by competent engineers 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/

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