



CVD Return to Work COVID-19 – Risk Assessment

Date: June 2020



CHARTERHOUSE

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The Gate House, 5 Chapel Place, Rivington Street, London EC2A 3SB, United Kingdom

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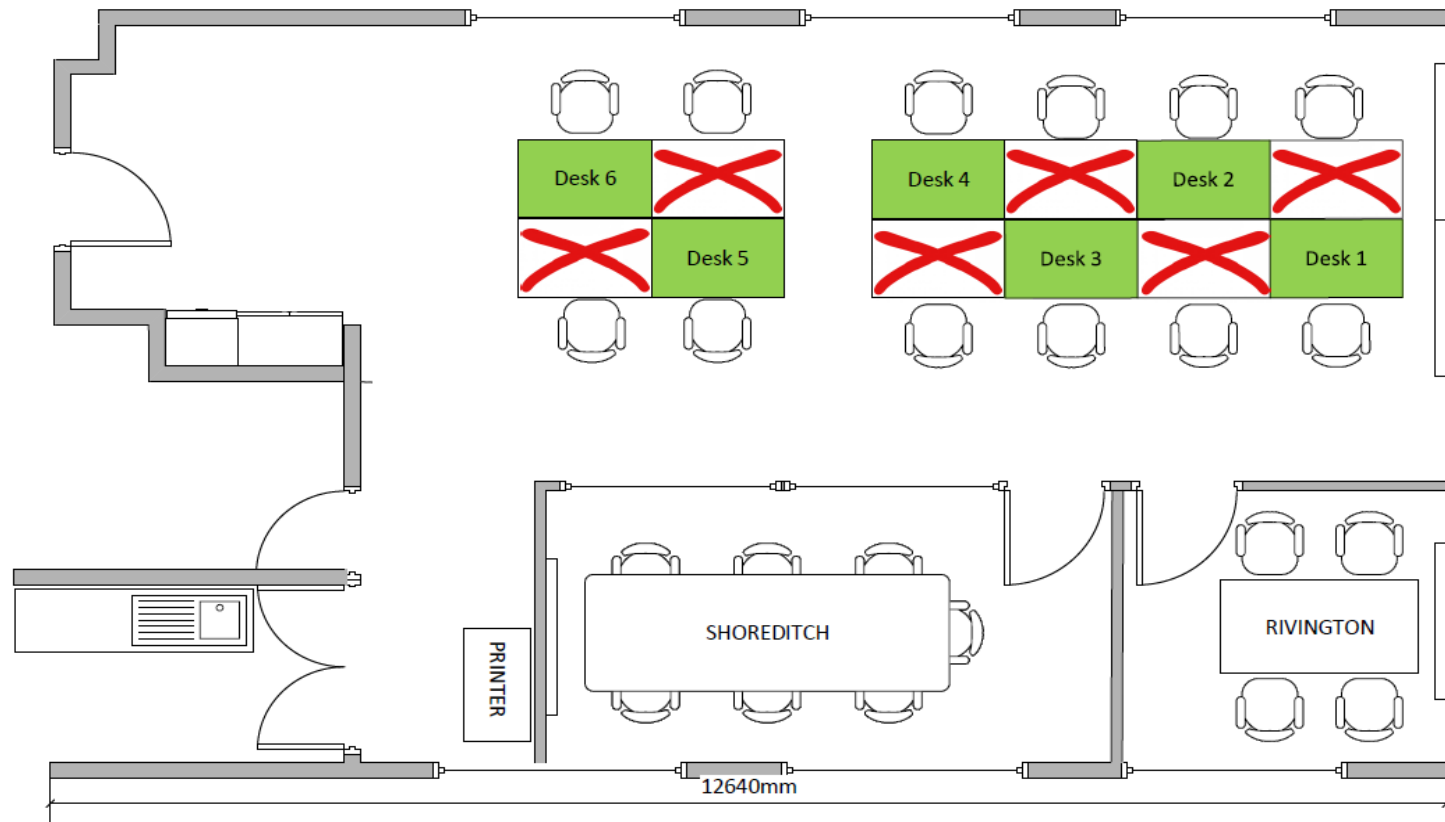
CVD Office

Rivington Street Floor Plan

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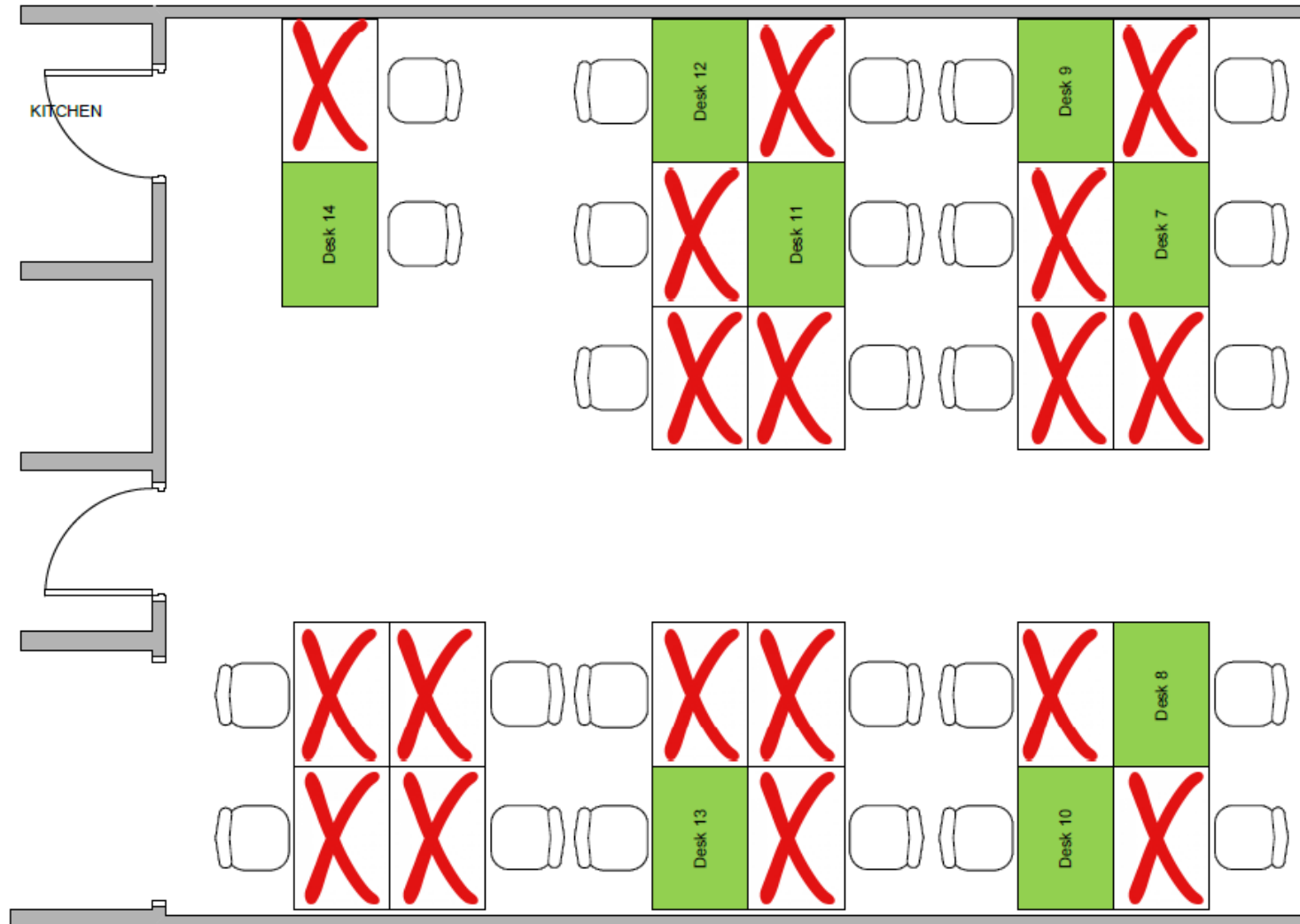
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GROUND FLOOR WEST

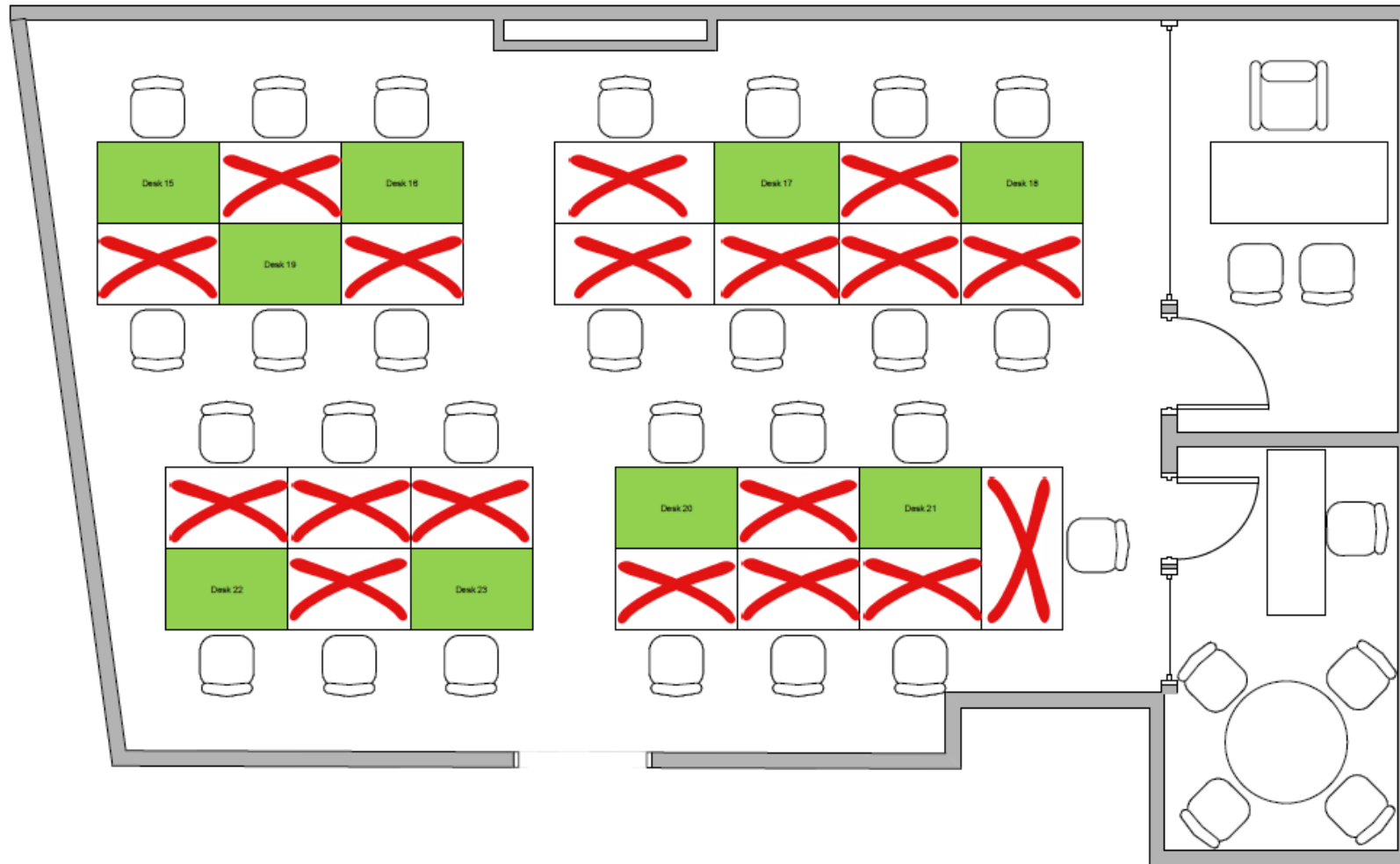


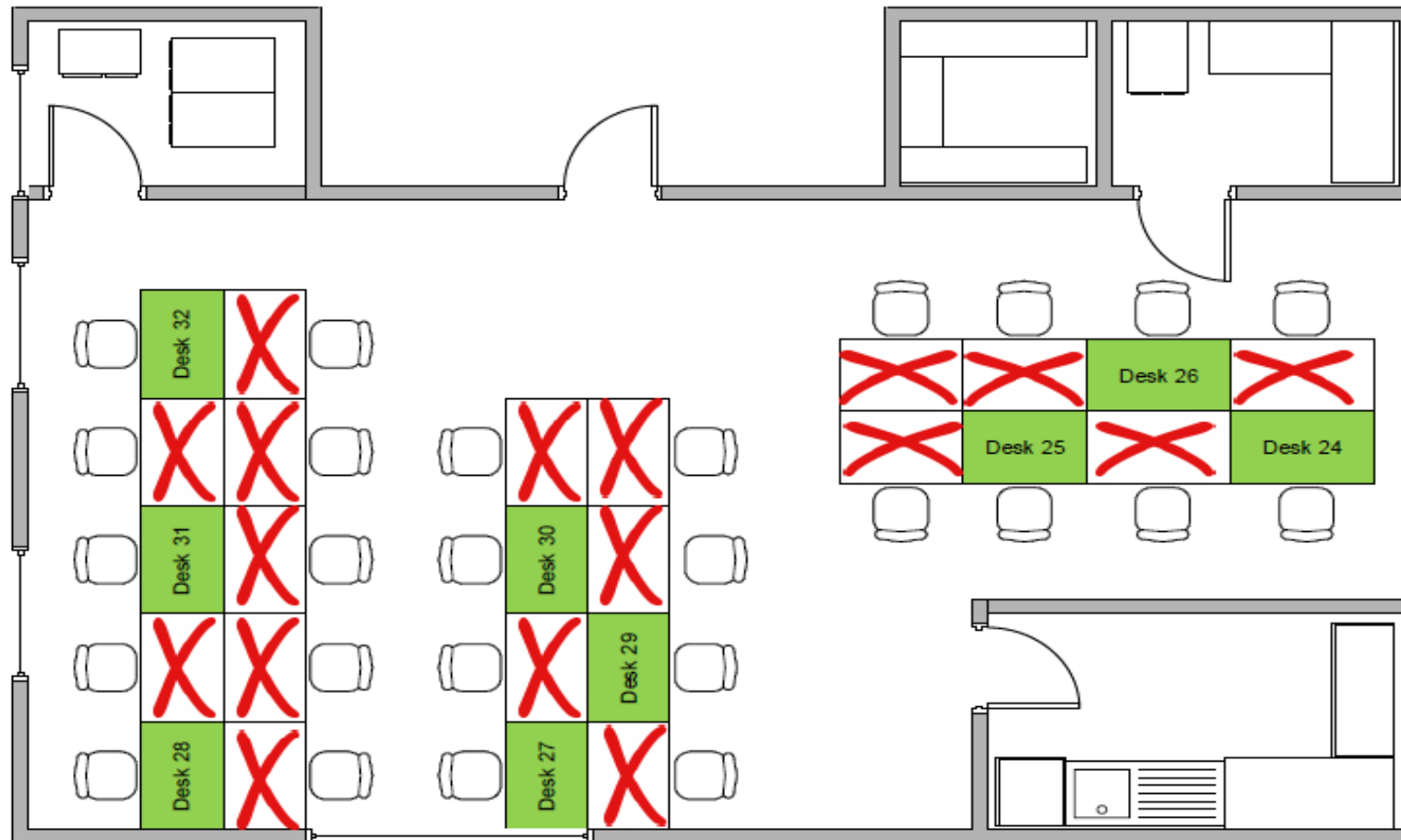
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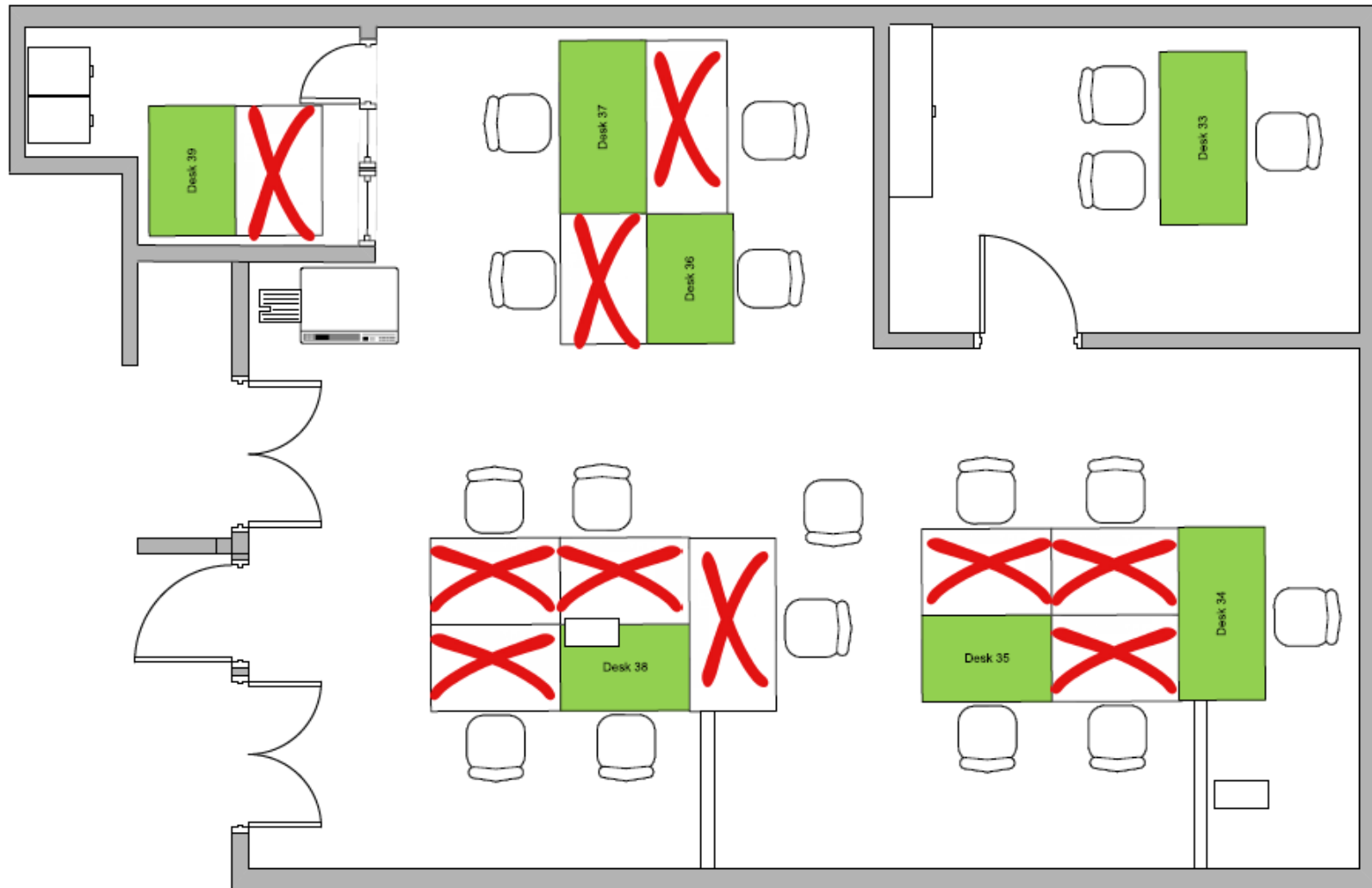
FIRST FLOOR WEST

FIRST FLOOR EAST



2nd FLOOR EAST

SECOND FLOOR WEST



Rivington Street Office COVID-19 Risk Assessment

Risk Assessment reference:	CVD Covid-19 Rivington Street Office usage	Location/Situation: <ul style="list-style-type: none"> - Charterhouse Voice and Data, The Gate House, 5 Chapel Place, Rivington Street, London, EC2A 3SB - Risk of staff/visitors/contractors contracting COVID-19 disease. 								
Version:	1									
Risk Assessment date:	10 th June 2020									
Risk Assessment owned by:	HR									
Planned review date:	10 th August 2020									
Hazard (something with the potential to cause harm)	Who might be harmed and how? (risk)	Latent			Current safety control measures (all of the current safety control measures that have been implemented)	Further action required?	Revised			Person Responsible for action
		Severity	Likelihood	Risk Rating			Severity	Likelihood	Risk Rating	
Increased risk of contracting COVID-19 through office attendance	By not working from home, staff are at increased risk of the transmission of the virus during their commute and working time in the office	3	3	9	All staff working from home at present, and following government guidance on lockdown.	Working from home to remain first option for all staff, and office attendance by exception as lockdown eases. Protocols on why office attendance maybe required and rules for when onsite be drafted and shared with staff.	3	2	6	All staff/ HR Team

Staff in higher risk profile categories	Those falling into the categories of Clinically extremely vulnerable or extremely vulnerable have a higher likelihood of contracting and / or being more severely affected by COVID-19 virus	4	3	12	Staff in those categories should be following all government guidance in terms of shielding and isolating while currently working from home.	Any staff affected should liaise with HR to agree a Personal Work Plan (PWP) for their working arrangements during the crisis.	4	2	8	People team to agree ongoing PWP's
Staff needing to self-isolate	Members of staff maybe required to Self-isolate for a period due to exposure of themselves or family to COVID-19	2	3	6	Existing procedures from HR for those needing to self-isolate.	Staff continue to liaise with HR if this occurs and to follow government guidance, and HR policies about self-isolation.	2	2	4	All staff / HR team
Non - discrimination in the workplace	Ensure that new working practices and policies do not discriminate against staff and comply with equality policies and laws	2	2	4	Currently all staff working from home and therefore not affected by anything in the workplace.	A GAP analysis to be conducted of all new policies and provisions to ensure that they are compliant in regards to equality legislation.	2	1	6	HR team

Social distancing within CVD workplace	Staff must keep 2m apart if at all possible, as per government guidance to reduce the spread of COVID-19 and to protect staff from risk of transmitting the virus.	3	3	9	<p>Office has been fully audited and measures implemented.</p> <ul style="list-style-type: none"> - Removal the usage of desks from circulation that aren't 2m gap - Introduction of priority measures on staircases - Restrictions on capacity in confined spaces such as stairways, walkways and kitchens - Signage and wayfinding throughout offices to demark new regimes and rules - Revised and 2m compliant capacities in communal spaces such as meeting rooms, kitchens etc. 	<p>Continuous monitoring and review of effectiveness and to evaluate if further measures are required.</p> <p>Onboarding and induction of staff prior to returning to work in the office.</p>	3	2	6	HR Team
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Social distancing within CVD workplace	Risk of transmission where staff are unable to stay 2m separated	3	3	9	<p>Audit and analysis of the office confirms that high risk area is reception desk.</p> <p>Measures in place;</p> <ul style="list-style-type: none"> - No staff based on reception desk unless by prior arrangement. - Installation of cough guard screens to protect staff from visitors. - Demarcation of required standing spots for visitors to maintain 2m from the desk. 	Continuous monitoring and review of effectiveness and to evaluate if further measures are required.	3	2	6	HR Team
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Sanitisation of CVD workplace	Staff at risk of transmission of virus from contamination of hard surfaces and the workplace should someone else carrying virus enter the office	3	3	9	<p>Deep clean of office agreed and to be scheduled for prior to the office reopening.</p> <p>Review conducted with cleaning partners and agreement of increased schedules and sanitisation of desks, workspaces, hard surfaces and high usage contact points such as door handles.</p> <p>Installation of sanitisation points in the offices, with hand sanitiser bottles and / or dispensers available at key locations.</p> <p>NHS posters on hand washing technique and best practice displayed in all toilets.</p> <p>Increased quantities of antibacterial surface cleaners to encourage a more regular wipe-down of surfaces.</p>	<p>Any areas of concern addressed with cleaners.</p> <p>Reminding and publicising to staff the reporting mechanism for cleaning issues to HR so that they are empowered to flag any cleaning or sanitisation issues.</p> <p>Desks and workspaces to be cleared and de-cluttered in order to ensure that workstations can be sanitised overnight by cleaning team.</p>	3	2	6	<p>Cleaning Team</p> <p>HR Team</p> <p>All staff</p>
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Hygiene and public health within CVD office	Regular handwashing and good hygiene is key to reducing the person to person transmission within the office. Risk of staff contracting if this isn't adhered to by everyone.	3	3	9	<p>Posters in all kitchens on 'best practice' for hygiene and fighting the virus spread.</p> <p>NHS posters on hand washing technique and best practice displayed in all toilets.</p> <p>All soap in toilets replaced with anti bac variety to complement hand washing best practice.</p>	<p>Build reference into onboarding and induction of staff returning to the office.</p> <p>Drop subtle messaging into wider messaging and comms being shared with the business.</p> <p>Ban on food in fridges and kept in office apart from 'sameday' till further notice</p> <p>Gloves and facemasks to be available at the staff entrance for use by staff working in the office.</p> <p>Staff will be encouraged to wear these if they feel more comfortable doing so.</p>	3	2	6	HR Team
Hygiene and Public health within CVD office	Regular and continuous recirculation of fresh air through air conditioning could possibly lead to the wider transmission of the virus if it was prevalent.	3	3	9	AC units regularly maintained in line with compliance regulations and with industry best practice (fsg 20).	<p>The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low as long as there is an adequate supply of fresh air and ventilation.</p> <p>Building to be 'aired' every morning by opening all windows and leaving open for min 1hr period.</p>				All staff

						All AC units to be run extensively and cleaned prior to building reopening to staff.	3	2	6	Thermalair Engineering Services
Management of access to CVD office	Need to control access to the office so that we have a record of who is using them and for what reasons. Also potential need to 'track and trace' in the event of a case being reported of someone who's been in the CVD office.	2	3	6	<p>Introduction of desk booking system and need for pre-approval of desk request prior to attending office.</p> <p>All desking and meeting room spaces within the office to be 'allocated' to ensure that no cross contamination through hotdesking on ad-hoc basis.</p> <p>Plans drafted that demonstrate the usable allocatable desking and the unusable and therefore decommissioned desks.</p>	<p>Confirmation and publishing of the process for desk booking.</p> <p>Reconfiguring of desks to be standardised Business Ready Desks (BRD) with no personal belongings and uniform IT configuration.</p> <p>Desks to be numbered in order to allow for allocation.</p> <p>Setting up weekly reporting and collation of office users for potential future contact if needed.</p> <p>Set up of a COVID-19 isolation room for a confirmed or suspected COVID-19 case being identified on site.</p>	2	1	2	<p>HR team</p> <p>HR team</p> <p>HR team</p> <p>HR team</p> <p>HR Team</p>

<u>Severity of injury/illness</u>	Fatality (5)	Major (4)	Moderate (3)	Minor	(2)
	Insignificant (1)				

<u>Likelihood of injury/illness (with the current control measure)</u>					
Almost Certain (5)	Very Likely (4)	Possible (3)	Unlikely (2)		Rare (1)

Severity x Likelihood = Risk Rating



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