

COVID-19 WORKPLACE RISK ASSESSMENT

For WPF Therapy office at 23 Magdalen Street, London

REVIEWED BY: Executive Team

REVIEW FREQUENCY: Weekly at Friday Executive Team meeting

VERSION: 1.2

VERSION DATE: 09 September 2020

This assessment has been developed mindful of HM Government guidance: Working safely during COVID-19 in offices and contact centres. It should be read in conjunction with [WPF Therapy's Return to WPF Building - Staff Guidelines](#).

1. Minimising staff attending at WPF Therapy Office						
Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, visitors and contractors	<ul style="list-style-type: none"> Staff are assessed as to whether they are able to return to the building. Numbers are restricted and staff attendance is agreed on a rota basis. We have provided equipment to enable colleagues to work from home. The ability to remove essential equipment from WPF Therapy's office. People who are within a recommended isolation or quarantine period, have tested positive or are showing any Covid-19 symptoms should not enter the building. 	Weekly review of Risk Assessment controls and mitigations	Executive Team	

2. Social distancing at work

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Arrival and Departure	Source of congestion and potential point of introduction of contamination	Individuals entering and leaving (and all occupiers)	<ul style="list-style-type: none"> The reception lobby will be used as an entry point only with the staff (back) door as exit only. Alcohol gels are available at all entrance and exit points. Staff passes required for entry Segregation of stairs (one for going upstairs by reception and two for going downstairs at the east and west of the building). Allocation of visitors and colleagues' arrival time to stagger and reduce congestion. 	Communication to staff will reinforce the requirement to use their entry pass	Director of Resources	
Circulation	Ability to maintain 2m distancing in circulation routes	All building users	<ul style="list-style-type: none"> One-way stairwells with signage. Single occupancy of lift, reserved for those with mobility issues Individuals are required to minimise their movement around the building and to stay within their allocated day bubble. Total numbers on-site to managed to support social distancing. Where 2m distancing cannot be followed in relation to a particular task, managers / organisation must consider if the task needs to happen. Consider safe use of communal areas (photocopiers and postal room). If the room is in use the individual must return later The fresh air system will be in use in the building – no concerns have been identified with the use of the system The air conditioners were serviced in August 2020 and remedial works carried out 	<ul style="list-style-type: none"> Staff should raise concerns with the Director of Resources who with the Executive team will agree any further mitigations. Specific areas will be restricted to 1 person with signs on the doors 		
Toilets	Ability to maintain 2m distancing and	All building users	<ul style="list-style-type: none"> Toilet capacity has been reduced to support social distancing. If first set of toilets tried are at capacity, another toilet should be tried, including 			

	avoid spread of virus		<p>disabled access toilet and those on the other floor.</p> <ul style="list-style-type: none"> • If there is a need to queue, social distancing should be maintained. 			
Meeting Rooms	Multiple users in an area spreading virus	All staff in meeting	<ul style="list-style-type: none"> • Meeting rooms must be booked via reception, including all attendee information. • If it is necessary to hold a face-to-face meeting, rooms must have a notice on the door stating how many the room can safely hold with 2m social distancing maintained. • Due to the increased risks of face-to-face meetings these should be carefully considered with only essential participants should attend the meeting. • Meetings should be kept as short as possible. • Social distancing should be maintained throughout • Objects and stationery such as pens should not be shared • Meetings should be held in a well-ventilated room whenever possible. • Each meeting room can only be used once before being cleaned. 			
Communal Areas	Multiple users in area spreading virus	Staff	<ul style="list-style-type: none"> • The lower basement is shut until further notice. • The kitchen area will be open for drinks and reheating food with a maximum of 4 people able to access it at any one time. • Due to limited kitchen capacity, staff are asked to agree their break times with bubble colleagues so that social distancing can be maintained. • Staff are encouraged to plan their use of the kitchen or to eat at their desks. • Deliveries will not be accepted to the building and staff are asked to minimise trips out of the building during the working day to help manage the risks. 	Staff numbers in the common areas will be limited to 4		
Kitchen Dishes	Contamination	Staff	<ul style="list-style-type: none"> • Dirty dishes/cutlery should put in the dishwashers after use. 	Cleaners will run the dishwasher at the		

				required temperature and empty it.		
Kitchen equipment and supplies – tea/coffee canisters, fridge door, dishwasher, etc	High touch points in confined space	Staff	<ul style="list-style-type: none"> • Wipes will be provided to wipe down taps and canisters before and after use of any item. 	Signage to remind staff of cleaning items before and after.		
High Touch Points	Door handles, stairwell push doors, lift buttons, light switches etc	Staff	<ul style="list-style-type: none"> • Will be cleaned overnight by cleaners. 			
Workplace and workstations	Ability to maintain 2m between colleagues	All desks users	<ul style="list-style-type: none"> • Desks will be assigned to an individual for the day. • Sharing desks within a day will not be allowed. • Staff need to minimise face-to-face working, including desk positions. • Staff not allocated a desk with drawer will be provided with a locker. 		Allocation of alternative desk as required by Facilities	
Workplace and Workstation	Desk hygiene and cleaning	All desk users	<ul style="list-style-type: none"> • Staff will be asked to wipe down their desktop, keyboard, mouse, phone, before leaving the building. • Staff will be provided with wipes for use in the above. • Clear desk policy. Items cannot be kept on desks that make it harder to provide thorough overnight cleaning. 			
IT Equipment	Safe handling	Staff	<ul style="list-style-type: none"> • IT requests will continue to be remotely handled. • Where the handling of equipment is required, there will be a designated area for the drop-off and collection of equipment with appropriate distancing and hygiene measures in place. 			
Printers and Photocopiers	Safe handling	Staff	<ul style="list-style-type: none"> • Before and after using shared equipment, staff will be provided with wipes and required to clean high touch areas. 			

			<ul style="list-style-type: none"> Disposal of sanitiser wipes in closed bin next to equipment. 			
Accidents and Emergencies	Protection of WPF Therapy Fire Wardens and First Aiders	WPF Therapy Fire Wardens and First Aiders	<ul style="list-style-type: none"> In event of a fire evacuation, staff will evacuate and observe social distancing. 			
Fire Control	Fire control and evacuation procedures during office hours	All staff	<ul style="list-style-type: none"> Director of Resources will ensure there is a Fire Marshall in the building each day. This will be managed by staff being practised in fire evacuation as part of building induction. The building will only be opened from 10.30am – 3.30pm initially. 			
First Aid	First Aider provision during office hours	All staff	<ul style="list-style-type: none"> The number of first aiders required will depend on the number of staff on site. Director of Resources will ensure there is a first aider on site each day. 			

3. Workforce management – to change the way work is organised

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Unnecessary Contact Between Staff	Potential transmission of virus	Staff	<ul style="list-style-type: none"> WPF are operating a bubble principle so not all team members are present on the same day. If contact is unavoidable ensure the contact is between the same people i.e. by keeping shift membership the same. Reduce areas where people pass items directly to others i.e. Post will need to be collected rather than being handed to recipients. 			
Work Related Travel	Staff member catching virus	Staff	<ul style="list-style-type: none"> Initially there should be no travel on behalf of the organisation, except to and from WPF Therapy. Single use masks or reusable face coverings are a legal requirement on all public transport. Single use masks should be used according to directions and disposed of in a double bag at your destination 			

Communications and Training	Staff unaware of the rules or risk assessment and becoming a danger to themselves and others	Staff	<ul style="list-style-type: none"> • WPF Therapy will continue to provide regular clear and consistent information. • This Risk Assessment will be shared with all staff prior to their return to building based working and placed on the shared access area in the staff Kitchen on Teams. • New staff will be made aware of risks and mitigations within their induction through sharing this document and supporting information. • WPF Therapy's Health & Safety Committee will lead the review of and recommendations to changes in these working arrangements. • WPF Therapy has a raising and reporting of incidents process. This is through the Reception Team. • Staff are required to follow the measures as set out in this document and supporting guidance issued. • This Risk Assessment will be shared with the cleaning company who are required to follow the practices outlined. 			
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4. Hygiene in office spaces

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Cleaning of Workplace	Stop spread of the virus	Staff	<ul style="list-style-type: none"> • Areas not frequently used during the lockdown will be checked and cleaned prior to the return of staff. This will include visible desk areas, phone handles, chair arms, carpets, non-carpet flooring, windows and toilets. • Filters were last changed 11/5/2020 as per the Planned Preventative Maintenance schedule. 			
Keeping WPF Therapy Offices clean	Stop spread of the virus	Staff	<ul style="list-style-type: none"> • Cleaners will be on-site overnight to clean all areas including high touch points on doors, copiers etc. • Waste management will remain as before the outbreak. 	To confirm what is required by staff and what will be done by cleaners		

			<ul style="list-style-type: none"> • Staff will be provided with wipes to clean their own workstation after use. To replenish supplies, staff can access more wipes from the stationery cupboard. • Staff are encouraged to use the hand sanitizer units and frequently wash their hands following the NHS guidance. 			
Handwashing, Sanitation Facilities and Toilets	Reduce the spread of the virus	Staff	<ul style="list-style-type: none"> • WPF Therapy will continue to use signage to build awareness of the benefits of good hygiene. • Hand sanitizer is provided in every stairwell on each floor. • Soap is provided in every toilet. • The toilets will be deep cleaned prior to staff returning and regular cleaning overnight. 			
Handling of Goods etc	Avoid transmission through contact	Staff	<ul style="list-style-type: none"> • Any necessary deliveries to the building will be managed by Finance. • Staff are encouraged to wash their hands after handling post. • Staff will be provided with PPE where contact is required. • Personal deliveries (Amazon etc) will not be accepted into WPF Therapy's office. 			

5. Working from home where possible

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Wellbeing Impacts	Remote working impacting welfare, mental and physical health	All remote workers	<ul style="list-style-type: none"> • There is a programme of communications, including promotion of wellbeing activities. • Signposting of relevant support including useful resources and the Employee Assistance Programme. • Line management guidance to support remote working on-going 1:1 and performance review has been provided. 		Line Manager regular 121's. Resources signposted by HR	
Higher Vulnerability to COVID-19	Individuals suffering potentially	Clinically extremely vulnerable individuals will	<ul style="list-style-type: none"> • Extremely vulnerable individuals (or colleagues with vulnerable members of their household should not attend their workplace without prior review and agreement. 	Separate Risk Assessment to be	HR and staff members Line	

	worse outcomes from infection	<p>have received a letter telling them they are in this group, or will have been told by their GP</p> <p>Clinically vulnerable individuals include those aged 70 or over and those with some underlying health conditions</p> <p>Those in households or with carer responsibilities for such individuals</p>	<ul style="list-style-type: none"> • Clinically vulnerable, or contacts of clinically vulnerable, are not required to attend their workplace. Permission for voluntary attendance will only be given by prior review and agreement. • There will be no detriment applied to these individuals. • If staff from these groups have to attend the building, they are to be situated away from all other colleagues and assessed if seeing other staff involves an acceptable level of risk. • Consideration will be given to show equality in the workplace, regardless of adjustments. WPF Therapy will allow staff to return based on the importance of the task required, not who can undertake the task. There will be no discrimination against groups such as carers or parents. 	made on these staff, if required.	Manager prior to them being on site	
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6. Customer, visitors and contractors

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Exposure to COVID-19 virus	Staff infection and passing on to others	Staff, visitors, contractors	<ul style="list-style-type: none"> • Visitors will not be allowed on site without prior agreement. • Staff will continue to be expected to use technology rather than face-to-face. • Signage has been placed at the entrance informing visitors of the expectations WPF Therapy has of them. • Contractors will be allowed on site only by prior agreement and where necessary to perform repairs or planned maintenance on equipment. • Cleaners will provide for review and adhere to their own risk assessments and any PPE. 	Plastic screen to be added to reception desk once external visitors are due to come back to the building	Director of Resources	

7. PPE

Hazard / risk	Issue	Who at risk	Controls/ mitigations	Additional actions	Who is responsible for additional actions and when	Done
Lack of PPE	Possible infection of staff	Staff	<ul style="list-style-type: none"> • Wearing of a face mask in the workplace is optional and not required by law. WPF Therapy will monitor this and act accordingly if medical advice changes. • If staff do wear a single use face mask (rather than a reusable face covering) they are encouraged to: <ul style="list-style-type: none"> ○ Wash hands with soap for 20 seconds before putting it on and after removing it. ○ Avoid touching their face or the covering as they could contaminate it. ○ Change it if it becomes damp. ○ Still practice 2m social distancing. ○ Staff are responsible for the safe disposal of their masks. A clinical waste bin is provided in reception. • Any face coverings should be stored on site in a plastic bag while not in use. 	Closed bins will be provided in the building for safe disposal. The cleaning company will ensure these are emptied overnight		
Handling of deliveries	Transmission via packages	Staff handling	<ul style="list-style-type: none"> • Personal deliveries (Amazon etc) will not be accepted into WPF Therapy offices. 			

Version Control

All released versions of this risk assessment require approval by at least two members of the WPF Therapy Executive Team.

Version number	Updated by & date	Comments	Approval and release date
1.0	A Ruby 28/08/20	Initial draft developed based on Government guidance in relation to offices and contact centres, for review by CEO and HR.	N/a
1.1	Y Aroloye 07/09/20	Edited based on WPF Therapy guidelines to be reviewed by CEO, Interim HRD, Director or Resources and PA to CEO.	N/a
1.2	CEO, Interim HRD, Dir Res, PA to CEO		9 Sept 2020, Director of Resources