

Health and Safety risk assessment form (Returning to work post COVID-19)

This risk assessment will be reviewed monthly, or in the event of changes to current [national guidance](#).



Location <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> The Pensions Ombudsman, 1st Floor, 10SC, Canary Wharf </div>	Prepared by: Head of Corporate Services: Maintained & updated by Bronze Team led by Deputy Director, Casework
Activity or Issue <div style="border: 1px solid black; padding: 5px; min-height: 40px;"> Risk assessment: Return to work post COVID19. </div>	

No	What is the risk/hazard	Who might be harmed & how?	Details of Control measures in place	Further action required to reduce risk	Responsible for Action	Completed
	Keeping staff safe during gradual return to work following government initial easing of lockdown during Covid-19 pandemic	First Wave – those in critical roles identified as: Dealing with post/scanning Office Manager Gold Command Team Second Wave Third Wave	All staff will complete health questionnaire before return to work and be asked to check their temperature before leaving home Staff should continue to work from home with a rota set up for volunteers carrying out critical roles. Resources on intranet advising staff on self-isolation Staff suffering from viruses that are not Covid-19 related are not permitted to enter workplace and should work continue to work from home No staff with underlying health conditions, caring for people with underlying health	Building Hub risk assessment now available and circulated to staff. Walk through visual instructions on use of the building provided by Building Hub Building Hub implementing an interactive booking tool for tenants to keep building occupation at appropriate level Keep under review in line with Govn. Guidance	Bronze Team	

			<p>conditions, or who fall within a vulnerable category according to government guidance will be permitted to come into the office</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/</p> <p>Staff encouraged to use modes of transport other than public transport. Ample cycle racks are available at 10SC. Car parking charges have been reduced Those who live within 5k of the building should consider walking.</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Face coverings on public transport is mandatory as at 15.6.2020.</p> <p>No more than 10 people in office at any one time during first wave</p> <p>Staggered work hours to be implemented</p> <p>Staff opening and sorting mail are instructed to maintain social distancing of at least 2 metres. They may not sit opposite each other and must confirm that they have read instructions given. Two members of staff at a time are permitted to use project table.</p> <p>Staff to confirm that they have read and understood what they need to do if contacted by the NHS Test and Trace Service.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing-for-coronavirus/</p>	<p>Inform staff as this is updated and advise once app goes live</p>		
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	Prevent spread of Covid-19 in the workplace	<p>Possible transmission of virus from person to person</p> <p>Staff (especially those with underlying health conditions, or those caring for with people with underlying health conditions, suppliers, contractors and visitors.</p>	<p>Actively encourage staff to increase frequency of handwashing for at least 20 seconds and dry hands with paper towels provided by 10SC.</p> <p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Social distancing to be observed at all times by keeping 2 metres apart from others</p> <p>Appropriate signage and floor markings in place with one-way system for moving around office & social distancing signage in place</p> <p>Areas that are not to be used by staff will be closed off and clear signage provided</p> <p>Mail pigeonholes moved into separate area from photocopiers. Staff to observe social distancing when in this area</p> <p>Only person permitted to be in photocopying area at any one time to ensure social distancing measures</p> <p>Hot desking is no longer in place. Desks that can be used are clearly marked to observe social distancing</p> <p>Cleaning products are available, and staff instructed to wipe down touch points including, but not exclusive of photocopiers, desks, DSE, keyboards</p> <p>In the early stages, a keyboard & mouse will be allocated to individual staff</p>	<p>10SC providing signage for common areas and visual instructions for people to observe</p> <p>Meeting rooms & conference suites closed</p> <p>Consideration being given to Perspex screens.</p>	Bronze Team	

			<p>members. Staff to keep these in lockers. To be kept under review</p> <p>Antibacterial handwash available for staff to use in kitchen (this is in addition to sanitizers provided by 10SC in common areas)</p> <p>Post will be held for 24 hours before delivery to reduce risk of contamination</p> <p>Disposable gloves provided for staff handling post. These can be used by all staff if they feel comfortable doing so</p> <p>Cleaning products provided in office. Staff instructed to use these for wiping down surfaces and photocopiers after use, as well as display screen equipment and laptops.</p> <p>No food preparation in kitchen permitted & one person only permitted to use kitchen at any one time. Staff should bring in their own food & drinks to avoid unnecessary touchpoints. Staff permitted to use hot and cold-water taps for drinks and sink taps. Catering facilities available in 10SC</p>	<p>Increased cleaning put in place by 10SC</p> <p>Restaurant open for drinks & food</p>		
	Equality in the workplace	Discrimination against protected groups including, but not exhaustive, those from BAME communities/those with disabilities	<p>Involving and communicating appropriately with workers whose protected characteristics might expose them to a heightened degree of risk</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers</p>	To be kept under review in line with government guidance	Bronze Team/HR/Head of Corporate Services	

			Ensuring the steps taken do not have an unjustifiable negative impact on some groups for example, those with caring responsibilities or those with religious commitments			
	External Visitors	Increased risk of spread of Covid-19 to staff & others in the workplace	No external visitors permitted until further notice, not including facilities/maintenance staff working within 10SC	To be kept under review in line with govn. guidance	Bronze Team	
	Working from Home	Staff working primarily from home in terms of wellbeing/isolation/multisketol conditions/caring responsibilities	<p>Remote working in place for all staff</p> <p>Ongoing monitoring of staff wellbeing in place by managers and wider business to help them stay connected to team and wider workforce</p> <p>Regular comms circulated giving wellbeing and DSE advice</p> <p>Flexible working arrangements in place taking account of individual circumstances</p> <p>WFH questionnaire sent to staff. Up to £100 reimbursed to staff for equipment to enable safe home working,</p> <p>All staff to complete an online e-learning DSE assessment – link to follow</p>		HR	

