

COVID Risk assessment June 2020

Company name: Guy's and St Thomas' Charity – Use of Francis House as a workspace for Charity staff only

Assessment carried out by: Rosie Donnelly and Trudi Kent

Date assessment was carried out: 19 June 2020

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
Spread of Coronavirus	<ul style="list-style-type: none"> Staff Cleaners Other Occupants of building 	<u>General</u> <ul style="list-style-type: none"> The Charity has moved to remote working with those that are able all working from home Office is only available to those who have a requirement to use it and a booking system in place to manage this. No visitors or deliveries are allowed in the office One way system in place for communal 	Continue to work in this way and review as government advice changes	Charity Executive Team	Completed and ongoing	Completed and ongoing

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		<p>areas of the building</p> <ul style="list-style-type: none"> Guidance and signage provided giving guidelines on how to use the office space 				
Spread of Coronavirus	<ul style="list-style-type: none"> Staff Cleaners Other Occupants of building 	<p><u>Personal Hygiene</u> Providing signage and guidance to:</p> <ul style="list-style-type: none"> Encourage handwashing and use of provided sanitiser Encouraging the use of and providing gloves for food and drink preparation 	Continue to ensure materials are provided	Office Manager	Completed and ongoing	Completed and ongoing
Spread of Coronavirus	<ul style="list-style-type: none"> Staff Cleaners Other Occupants of building 	<p><u>Cleaning</u></p> <ul style="list-style-type: none"> Office cleaning schedule made more frequent for surfaces that are touched regularly particularly in areas of high use such as doors, using appropriate cleaning products and methods. <p>Wipes provided for cleansing of keyboards and mice at workstations</p>	Continue to review cleaning schedule and ensure materials are provided	Office Manager	Completed and ongoing	Completed and ongoing

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Spread of Coronavirus	<ul style="list-style-type: none"> • Staff • Cleaners • Other Occupants of building 	<p><u>Social Distancing</u></p> <ul style="list-style-type: none"> • Booking system introduced to use the office to ensure social distancing can be maintained • Available workstations reconfigured to be at least 2m apart • Signage provided to remind people of social distancing rules <p>Meeting rooms reconfigured to allow eating area to maintain social distancing</p>	Continue to work in this way and review as government advice changes	Office Manager	Completed	Completed

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

More information on managing the risk of the spread of coronavirus in offices: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>