

Covid-19 Risk assessment 26th floor

25 Canada Square E14 5LQ

HS09, 5 October 2020



Risk assessment (HS09)

Title:		General Pharmaceutical Council	Description of Works:	Office Activities	
Author:		Andy Herron	RA Reference & Revision:	WSS/GPhC/CAN26th/COVID19/RA	02
Location:		26 th Floor	Date:	05/10/2020	

People Affected by Works			
Staff	X	Managers	X
Public		Young Persons	
Visitors	X	Others	

Likelihood (L)	Risk (L x S)			Severity (S)
Frequent	5	X	5	Fatality
Probable	4	X	4	Major Injury
Occasional	3	X	3	7 Day/LTI Injury
Possible	2	X	2	Minor Injury
Improbable	1	X	1	No Injury

Risks above 6 are not acceptable; control measures must be implemented to reduce risks to below 6.

	Hazard	Consequence	Without Controls			Control Measures to Reduce the Risks	With Controls		
			L	S	LS		L	S	RS
1	Exposure to COVID-19, whilst within the business premises	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Inform your line manager if you or family member within your household is “Clinically Extremely Vulnerable” or “Clinically Vulnerable”, so that a decision can be made with regard to your working arrangements • Work at home, where it is possible and practicable to do so and when directed to do so by your line manager • Please only come to the office, only if you are requested to do so by your line manager. This so numbers present can be managed so as to permit social distancing • Must comply with any company policy for COVID-19 and Government guidance/advice without exception • Deep clean has to be carried out due to an outbreak. The cleaning supplier has make sure that all contaminated/worn PPE must be double bagged, dated, and placed in the bio waste bins/bags in readiness for correct disposal 	1	5	5

2	Exposure to COVID-19, whilst travelling to business premises	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Travel alone in own vehicle (if possible) • If public transport is to be used, research/review options and travel at times that may be less busy • If possible, walk from main train line connections, to avoid the use of the tube (as necessary) • Use social distancing at all times, where possible/practicable • Wear “medical” type face mask on public transport as directed • Wear disposable gloves on public transport (if preferred), and/or • Carry/use hand sanitiser after coming into skin contact with any surfaces, handles, hand rails, operating buttons, etc 	1	5	5
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3	Exposure to COVID-19, whilst accessing and egressing business premises	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Only enter premises if social distancing can be maintained on entry • If safe entry cannot be made, ensure that a position of safety is taken, to maintain social distancing • Floor markings and signage are to be used to assist/remind of need to maintain social distance • Revolving door is automatic which does not require any contact. There is an “accessible” entrance with push button post, as contact is required. • After entering through secure door, use hand sanitiser if hand/skin comes into contact with any surface or door operation • Sanitiser provided within the reception area • At reception maintain safe distance to left, right, front and rear • Face masks/face coverings to be worn in reception. • Temperature checks to be taken by reception/security staff on arrival • Staff/visitors advised to scan the NHS QR codes which are displayed in receptions on their phones • Signage to be used, reminding of the need to maintain social distancing • Use floor indicators to assist in identifying social distance • Signage to be used to indicate seating in reception area not to be used 	1	5	5
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4	Exposure to COVID-19, whilst using lifts/stairs/fireman's lift	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Floor/wall signage promoting social distancing in lift lobby • Lift car floor to be signed to indicate number of persons and standing positions • Only enter lift if social distancing can be maintained • Use hand sanitiser after any contact is made with lift/controls <p>Use stairs of stairs during emergencies:</p> <ul style="list-style-type: none"> • Use landings for hold points/passing places • At hold points/passing places where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues • Wear face mask/coverings, if required or if you want to do so • Wear disposable gloves if required or if you want to do so • Use hand sanitiser after coming into skin contact with handrails and/or door handles/plates • Hand sanitiser "stations" are to be provided at stair entry/exit points • Signage to be used, reminding of the need to maintain social distancing 	1	5	5
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5	Exposure to COVID-19, whilst at workstations (seated or standing)	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Keep workstations clear and ensure frequent cleaning (using alcohol cleaning wipes), including telephone, keyboard and mouse • Alcohol wipes are to be made available at workstations • All calls must be transferred to the respective telephone. Telephones must not be shared • Ensure that social distance can be maintained to left, right, front and rear of workstation(s) • Limiting of workstation use to permit social distancing • Implementation of “one way” systems in walkways (where possible) and where access/egress is “behind” the workstation • At “pinch points” where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues • No stationery items (pens, etc.) are to be shared with others • Minimise paper/work transfer by hand • Signage to be used, reminding of the need to maintain social distancing • Signage/floor markings to be used, reminding of the need to maintain social distancing 	1	5	5
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6	Exposure to COVID-19, within single use and/or separate offices	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Only enter premises if social distancing can be maintained on entry • Keep workstations clear and ensure frequent cleaning (using alcohol cleaning wipes), including telephone, keyboard and mouse • Alcohol wipes are to be made available at workstations • All calls must be transferred to the respective telephone. Telephones must not be shared • Ensure that social distance can be maintained to left, right, front and rear of workstation(s) • Limiting of workstation use to permit social distancing • At “pinch points” where social distancing cannot be maintained, pass others by facing away, thus avoiding any potential face to face issues • No stationery items (pens, etc.) are to be shared with others • Minimise paper/work transfer by hand • Signage to be used, reminding of the need to maintain social distancing • Signage/floor markings to be used, reminding of the need to maintain social distancing 	1	5	5
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7	Exposure to COVID-19, whilst moving around office	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Number of persons present within the office, will be managed by limiting staff attendance (where possible) • Hand sanitiser is to be used after opening doors/using door handles • Hand sanitiser “stations” are to be provided in close proximity to door sets • Implementation of “one way” systems in walkways (where possible) • Where this is not possible, persons will either pass back to back or face in the same direction so as to avoid face to face contact • When using printer/scanner, Use screen/pad wipes, prior to use, or • Use hand sanitiser after use • Alcohol wipes are to be made available at printers • Hand sanitiser “stations” are to be provided within printer area’s or in close proximity to stand alone printers • Signage/floor markings to be used, reminding of the need to maintain social distancing 	1	5	5
8	Exposure to COVID-19, whilst using repro/printer(s)/stationary equipment	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • When using printer/scanner, Use screen/pad wipes, prior to use, or • Use hand sanitiser after use • Maintain social distance, should printer/scanner be in use by others • Alcohol wipes are to be made available at printers • Hand sanitiser “stations” are to be provided within printer area’s or in close proximity to stand alone printers • Signage/floor markings to be used, reminding of the need to maintain social distancing 	1	5	5

9	Exposure to COVID-19, whilst handling post/document trolley	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Hand sanitiser to be used before and after handling post • Hand sanitiser “stations” are to be provided within close proximity/adjacent to post storage areas 	1	5	5
10	Exposure to COVID-19, whilst accessing/egressing file storage/records management	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Occupied/Unoccupied signage to be used where social distancing cannot be maintained • Maintain social distance • Signage/floor markings to be used, reminding of the need to maintain social distancing • Hand sanitiser to be used before and after handling files • Hand sanitiser “stations” are to be provided within close proximity/adjacent to file storage areas 	1	5	5
11	Exposure to COVID-19, whilst using office toilet facilities	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Signage to be used, reminding of the need to maintain social distancing before entering. • Additional urinals in male toilets to be closed off to maintain social distance • Social distancing to be maintained when accessing/egressing toilet cubicles • Wait until access/egress is clear and it is safe to enter/leave • Prior to leaving toilet, wash hands thoroughly for at least 20 seconds, drying hands with the paper towels • Waste bins are to be emptied at suitable frequencies to prevent overflowing 	1	5	5



						<ul style="list-style-type: none"> • Hand sanitiser is to be used after opening doors/using door handles • Hand sanitiser “stations” are to be provided at toilet entry/exit points • Posters/notices encouraging effective hand washing to be displayed • Signage to be used, reminding of the need to maintain social distancing 			
12	Exposure to COVID-19, whilst within/using Kitchen facilities	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Ensure all appliances are cleaned frequency • Hand soap and/or sanitiser (as provided) must be used after use of any appliance and/or vending machine • Hand sanitiser “stations” are to be provided at kitchen/rest areas • Keep surfaces clear and ensure frequent cleaning (using alcohol cleaning wipes) • Alcohol wipes are to be made available at workstations and by the fridge • Persons are to make drinks for themselves only and subsequently wash/clean items used • No hot drinks such as coffee or tea provided. • Encourage staggered breaks/lunches; Use of own or disposable utensils is encouraged • Environmentally disposable utensils to be supplied • Shared food prohibited • Posters/notices encouraging effective hand washing to be displayed 	1	5	5

						<ul style="list-style-type: none"> • Waste bins are to be emptied frequently to avoid build up • Use hand sanitiser after use • For hand drying paper towels are to be used • Social distance to be maintained, whilst using kitchen/rest areas • Signage/floor markings to be used, reminding of the need to maintain social distancing • Hand sanitiser is to be used after opening doors/using door handles 			
13	Exposure to COVID-19, whilst eating and drinking within office and breakout areas	Contracting Coronavirus	4	5	10	<ul style="list-style-type: none"> • Prepare own food at home and package/protect accordingly • Persons are to make drinks for themselves only and subsequently wash/clean items used • Prior to eating/drinking, wash hands thoroughly for at least 20 seconds, drying hands, preferably with paper towels, or • Use hand sanitiser prior to handling food • Ensure social distancing can be maintained 	1	5	
14	Exposure to COVID-19, whilst using Offices/meeting rooms	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Office/Meeting numbers to be limited, so as to maintain social distancing • Office/Meeting room table and chair touch points are to be cleaned before and after using anti-bacterial wipes • Alcohol wipes are to be made available at workstations • Any IT/TV equipment (including remotes) that may be in room, is to be cleaned before any after use • Use hand sanitiser after equipment/remote use 	1	5	5

						<ul style="list-style-type: none"> • Hand sanitiser “stations” are to be provided at within meeting rooms • Take own refreshments and stationery into meeting • Room to be cleared and cleaned after use • Signage/floor markings to be used, reminding of the need to maintain social distancing 			
15	Exposure to COVID-19, whilst using hot desks	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Use of hot desks is to be discouraged • Where hot desks “need” to be used, there must be a regime in place for cleaning immediately before and after use 	1	5	
16	Exposing GPhC visitors to COVID-19	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> • Prevent the need for visitors by using other means, i.e. telephone or holding a virtual meeting • Where visitors “need” to attend, a briefing must be given to the visitor on arrival with regard to the COVID-19 arrangements in place • All visitors may need to complete a health screening survey and must be willing to provide GPhC with relevant track and trace information if they discover they have been exposed to/or infected with COVID-19 	1	5	5

17	Exposure to COVID-19, whilst giving first aid	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> Trained first aid personnel are to review first aid kit, to ensure that the necessary items are available and in date Where possible and practicable, avoid skin to skin contact. Always wear goggles, face masks and gloves provided when giving first aid treatment. First aiders are also to be aware of possible escape of body fluids and should this be the case, the area is to be isolated and suitably cleaned on removal of patient 	1	5	5
18	Exposure to COVID-19, due to others becoming unwell	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> If a person presents Coronavirus symptoms, they must be sent home immediately If they are subsequently tested positive, then others who they may have been in contact, must self-isolate Relevant areas must also then be cleaned accordingly Inform others, to whom employee may have been in direct contact with 	1	5	5
19	Individual health and wellbeing	Employees suffering health issues	3	5	15	<ul style="list-style-type: none"> Should any employee display/notice any specific COVID-19 symptoms, they are to self-isolate, inform their line manager and arrange for a test to be carried out Persons should not leave the home, except for the test Inform their line manager of the results of the test If condition allows, employee can continue to work at home should they choose to do so Whilst homeworking, encourage use of video calls whenever possible. If videoconferencing is a step too far, for some use other 	1	5	5

						<p>social apps such as WhatsApp video for basic video calls to check in on employees</p> <ul style="list-style-type: none"> Where possible, keep work channels clear for work topics – but create a space where employees can discuss non work-related items or share pictures without talk of the virus 			
20	Dormant/unused premises i.e. ventilation/water systems	Contamination	3	5	15	<ul style="list-style-type: none"> Carry out relevant maintenance, inspection, cleaning and disinfection of relevant systems (if not been in use) 	1	5	5
21	Exposure to COVID-19 due to contamination	Contracting Coronavirus	4	5	20	<ul style="list-style-type: none"> A full office deep clean is to take place prior to formally reopening the 26th floor Cleaning hours will be extended to ensure high touch areas are disinfected throughout the day and waste is emptied regularly meaning a member of the cleaning team will be required to be present onsite while the office is operational, then the evening cleaners will do nightly deep cleans Hand sanitiser to be provided for each member of staff and placed on their desks for use in and around the office Hand sanitiser will be provided throughout the GPhC demise as previously noted Alcohol sanitiser wipes will be provided throughout the GPhC demise as previously noted 	1	5	5

