



COVID-19 SECURE RISK ASSESSMENT

Walker Books

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Version 1.1

Relevant Guidance

Relevant Guidance	Reference
Government Guidance - Working Safely during COVID-19 in offices and contact centres	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres
Government Guidance - Face coverings	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own
Health and Safety Executive - First Aid	<ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm
Health and Safety Executive - Talking to your workers	<ul style="list-style-type: none"> • https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm
Government Guidance – Coronavirus restrictions	<ul style="list-style-type: none"> • https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do
Government Guidance – Stay at Home Guidance	<ul style="list-style-type: none"> • https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection
Government Site – Ordering Lateral Flow Tests	<ul style="list-style-type: none"> • https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests
Government Testing Campaign	<ul style="list-style-type: none"> • https://www.gov.uk/government/news/new-campaign-urges-public-to-get-tested-twice-a-week

Definition of Residual Risk

Residual Risk	Definition
Low	<ul style="list-style-type: none"> • Infection risk similar to normal low-contact activity, such as receiving shopping at home.
Medium	<ul style="list-style-type: none"> • Infection risk similar to normal day-to-day outdoors activity, such as shopping, dining or visiting friends.
High	<ul style="list-style-type: none"> • Infection risk elevated, indicating that the activity should be avoided unless that is not possible and if not, kept as short as possible.

Point	Identified Risk	Risk Mitigation Measure	Residual Risk
1	Social Finance staff bringing virus into our office	<ul style="list-style-type: none"> Any staff member feeling unwell in any way should not attend the office under any circumstances, even if they have tested negative to for COVID-19. Any staff member experiencing COVID-19 symptoms should immediately follow Government recommendations and seek a PCR test. This includes being tested for COVID-19 as soon as possible. See here for full guidance on COVID-19 symptoms. All staff must advise HR and their line manager as soon as possible following a positive test result. If using the office at any time, a lateral flow test should be taken twice a week. If a positive test for COVID-19 (lateral flow or PCR) is received out of hours (evenings or weekends), staff should inform both HR and the COO by text. The other risk mitigation measures to help prevent staff bringing the virus into the Social Finance office are detailed throughout this risk assessment. 	Medium
2	Increased risk of transmission whilst travelling on public transport to reach the office	<ul style="list-style-type: none"> If using public transport: <ul style="list-style-type: none"> Please follow the current government guidelines surrounding this. Practise dynamic risk assessment: if you believe your safety is compromised, leave the area or location. Use hand sanitiser until there is access to a sink to wash hands. Wash hands with soap and water in line with current guidance on arrival at the office. 	High
3	Close contact in lifts	<ul style="list-style-type: none"> Avoid lifts if possible and use stairs. Use stairs to exit the building. When using the lift hand sanitiser should be used before and after. Face coverings must be worn when using the lift. 	Medium
4	Touching door handles, lift buttons, door touch plates etc	<ul style="list-style-type: none"> If possible, avoid touching handles, doorplates and other high-use touchpoints directly with hands. A contactless door opening tool are available for staff on request. Our office will be cleaned on a daily basis, every morning between 06:00 and 08:00. The whole of Walker Books is also cleaned on a daily basis. Wash hands after contact with touchpoints and on arrival at the Social Finance office area. Do not touch any part of your face before doing this. 	Low
5	Challenge to social distancing during an emergency evacuation	<ul style="list-style-type: none"> It is recommended that you wear a face covering during any evacuation as long as doing so would not delay or impede your exit from the building. If you are supporting someone with additional needs during an evacuation you should pay close attention to hygiene procedures afterwards. 	High

Point	Identified Risk	Risk Mitigation Measure	Residual Risk
6	Use of communal areas outside of the Social Finance office	<ul style="list-style-type: none"> A face covering must be worn in all communal areas of the building and whilst travelling around the building. Please follow the Walker Books COVID-19 risk assessment when using the communal areas or when travelling around the building. This can be found here. 	Medium
7	Risk of transmission through desks and communal surfaces	<ul style="list-style-type: none"> Desks and surfaces will be professionally cleaned every working day. Suitable cleaning products with paper towels are widely available for staff to wipe down surfaces during the day. Office Administrator will assure daily completion of the office cleaning. Desks must be cleared of all personal belongings at the end of each working day. All staff should avoid sitting directly opposite another colleague when sat at a desk. 	Low
8	Passing on virus through sharing of personal items	<ul style="list-style-type: none"> All staff have been issued their own individual laptop which they should use in the office. 	Low
9	Risk of transmission through delivery of First Aid	<ul style="list-style-type: none"> If a Social Finance first aider is unavailable at any time, a Walker Books first aider will be on site at all times. Anyone delivering first aid is recommended to wear a face shield, gloves and an apron. Try to assist from a safe distance and minimise time you are sharing a breathing zone. If they are capable, direct patient to do things for you. If required, only deliver CPR via chest compressions or defibrillator (no rescue breaths). After providing first aid, particular attention should be given to hygiene measures. 	Medium
10	Challenge to effective hygiene management in the kitchen	<ul style="list-style-type: none"> Hand sanitiser is to be used prior to touching items in the kitchen and is readily available. Sharing of any cutlery and crockery is allowed but recommended that this is done with caution and avoided when possible. All crockery and utensils must be washed through the dishwasher. 	Medium
11	Increased risk of virus transmission in meeting rooms due to smaller space and close proximity to other staff	<ul style="list-style-type: none"> Staff are encouraged to consider whether they could meet outdoors instead if weather permits. The windows must be open at all times to enable sufficient ventilation. Clear signage in the room explaining how to minimise risk when using the room. All staff are responsible for the cleaning of the meeting room after use. On vacating a meeting room leave doors open to allow for ventilation between meetings 	Medium

Point	Identified Risk	Risk Mitigation Measure	Residual Risk
12	Risk of transmission of virus through use of Zoom booths	<ul style="list-style-type: none"> Zoom booths should only be used for short periods of time (optimally less than 1 hour at a time) with the doors left open when not in use. All staff should avoid using a Zoom booth immediately after someone else has used it. 	Medium
13	Risk of transmission of virus through poor air circulation and inadequate ventilation	<ul style="list-style-type: none"> A range of windows must be kept open to aid circulation of fresh external air. On vacating a meeting room leave doors open to allow for ventilation between meetings. Face coverings must be worn when moving away from desks/seated areas. 	Low
14	Increased use of same touch points when printing and photocopying	<ul style="list-style-type: none"> Hand sanitiser to be used before touching printer. Antibacterial spray will be provided and should be used to wipe down touch points after using printer. 	Low
15	Risk of transmission through deliveries handled by various people	<ul style="list-style-type: none"> No personal deliveries should be sent to Walker Books. Any post/deliveries will be collected once a day and made available for collection from a socially distanced area. 	Low
16	Increased risk of exposure to infection through use of showers	<ul style="list-style-type: none"> Practise dynamic risk assessment: where safety is compromised, leave the area or location. 	High
17	External visitors entering the Social Finance office	<ul style="list-style-type: none"> External visitors are able to enter the Social Finance office however they are restricted to the use of the meeting rooms only. All external visitors need to be pre-advised to the Office Administrator, including contact details. This may be revisited in future phases or as Government advice is updated. 	Medium
18	Increased risk for vulnerable workers	<ul style="list-style-type: none"> No member of staff will be required to attend the office at this time. Social Finance will continue to engage with all staff to understand any concerns. 	Low

Point	Identified Risk	Risk Mitigation Measure	Residual Risk
19	Deterioration in general health & wellbeing linked to working in the current operating environment	<ul style="list-style-type: none"> All staff have line managers to discuss any health and wellbeing concerns, supported by HR/COO. All staff have access to Health & Wellbeing Plan, and Manual of Me tools to support their wellbeing. All staff have access to internal Mental Health First Aiders. All staff have access to Mindful Employer Adviceline, providing confidential professional help and support. A wellbeing guide is available on the intranet. 	Medium
20	Risk of transmission between colleagues attending the office	<ul style="list-style-type: none"> Face coverings must be worn when moving around the office. When using collaboration spaces, distancing between colleagues should be considered. An attendance register will be kept for each day for Test and Trace purposes. If using the office at any time, you should use lateral flow tests twice a week. Rapid lateral flow tests can be picked up at a pharmacy or ordered online at https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests. Social Finance will not be carrying out on-site testing. If anyone in the office experiences symptoms of COVID-19 they should follow the following procedure: <ul style="list-style-type: none"> Follow the current government guidance to self-isolate immediately and seek a PCR test. Advise their line manager and HR as soon as possible. If a positive result is received, they should follow Test and Trace procedures. If anyone tests positive for COVID-19 (lateral flow or PCR) out of hours (evenings or weekends), they should inform both HR and the COO by text. 	Medium
21	Risk Assessment becomes out of date	<ul style="list-style-type: none"> Risk assessment will be reviewed weekly with changes documented and new version released where needed. 	Low

General Notes	Comments
Risk Assessments	This risk assessment is used in conjunction with that issued by Walker Books. For the avoidance of doubt, where there are differences in advice between the two, this document takes precedence except where specifically mentioned above.
General Hygiene Measures	<p>Staff should adhere to the following general hygiene measures while on-site:</p> <ul style="list-style-type: none"> • Wash hands on arrival to the site, and at regular intervals throughout the day, for at least 20 seconds each time with soap and water. If this is not practical, hand sanitiser has been placed on each desk and also issued to all office-based staff. • Catch coughs and sneezes in a tissue and dispose of tissue in a bin immediately. • If there is no tissue to hand, cough or sneeze into the elbow instead. • Wash or sanitise hands each time this happens. • Practise dynamic risk assessment: where safety is compromised, leave the area or location. • Disinfectant spray and tissue paper has been provided at each desk for regular sanitising throughout the day.
COVID-19 positive test result response	<ul style="list-style-type: none"> • In the event of a positive COVID-19 case where someone has recently been in the office of testing positive: <ul style="list-style-type: none"> • The office will close for up to 3 days to allow for cleaning and airing. • All close contacts will be identified and will be asked to self isolate if not double vaccinated. • All staff who have recently been in the office will be asked to immediately do a lateral flow test and then to do a PCR test if positive. If positive, government guidance must be followed, and HR need to be informed. • For those who test negative, another lateral flow test should be taken 2 days later. • Everyone should take a lateral flow test on the day they next intend to visit the office.