

# Covid-19 Secure Risk Assessment

Walker Books

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Version .1.5

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Relevant guidance	Reference
Government guidance – working safely during Covid-19 in offices and contact centres	<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a>
Government guidance – face coverings	<a href="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">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</a>
Health and Safety Executive – first aid	<a href="https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm">https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm</a>
Health and Safety Executive – talking to your workers	<a href="https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm">https://www.hse.gov.uk/coronavirus/working-safely/talking-to-your-workers/index.htm</a>
Government guidance – Coronavirus restrictions	<a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a>
Government guidance for close contacts	<a href="https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts">https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</a>
Health and Safety Executive – use of CO2 monitors	<a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/identifying-poorly-ventilated-areas.htm</a>

Residual risk	Definition
Low	Infection risk similar to normal low-contact activity, such as receiving shopping at home
Medium	Infection risk similar to normal day-to-day outdoors activity, such as shopping, dining or visiting friends.
High	Infection risk elevated, indicating that the activity should be avoided unless that is not possible and if not, kept as short as possible.

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Point	Identified risk	Risk mitigation measures	Residual risk
1	Social Finance staff bringing virus into our office	<ul style="list-style-type: none"> <li>Any staff member feeling unwell in any way should not attend the office, even if you have tested negative for Covid-19.</li> <li>Any staff member experiencing Covid-19 symptoms should immediately follow current Government recommendations. See <a href="#">here</a> for full guidance on Covid-19 symptoms.</li> <li>Although testing is no longer mandatory, if a test is taken and a positive Covid-19 result is received within 48 hours of being in our office, HR and the COO need to be informed as soon as possible. You should also inform close contacts.</li> <li>The other risk mitigation measures to help prevent staff bringing the virus into the Social Finance office are detailed throughout this risk assessment.</li> </ul>	Medium
2	Increased risk of transmission whilst travelling on public transport to reach the office	<ul style="list-style-type: none"> <li>If using public transport: <ul style="list-style-type: none"> <li>Please follow the current government guidelines surrounding this.</li> <li>Practise dynamic risk assessment: if you believe your safety is compromised, leave the area or location.</li> </ul> </li> <li>Use hand sanitiser until there is access to a sink to wash hands.</li> <li>Wash hands with soap and water in line with current guidance on arrival at the office.</li> </ul>	Medium
3	Close contact in lifts	<ul style="list-style-type: none"> <li>Avoid lifts if possible and use stairs.</li> <li>Use stairs to exit the building.</li> <li>When using the lift hand sanitiser should be used before and after</li> </ul>	Low
4	Touching door handles, lift buttons, door touch plates etc	<ul style="list-style-type: none"> <li>If possible, use an implement such as a key or other suitable item to select buttons on lifts, and avoid touching handles, doorplates and other high-use touchpoints directly with hands. A contactless door opening tool can be provided if requested for this purpose.</li> <li>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.</li> <li>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.</li> </ul>	Low
5	Increased risk of transmission due to volume of people during an emergency evacuation	<ul style="list-style-type: none"> <li>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.</li> <li>If you are supporting someone with additional needs during an evacuation you should pay close attention to hygiene procedures afterwards.</li> </ul>	High

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Point	Identified risk	Risk mitigation measures	Residual risk
6	Use of communal areas outside of the Social Finance office	<ul style="list-style-type: none"> <li>A face covering is recommended in all communal areas of the building.</li> <li>Please follow the Walker Books Covid-19 risk assessment when using the communal areas or when travelling around the building. This can be found on the intranet homepage.</li> </ul>	Medium
7	Risk of transmission through desks and communal surfaces	<ul style="list-style-type: none"> <li>Desks and surfaces will be professionally cleaned every working day.</li> <li>Suitable cleaning products with paper towels are widely available for staff to wipe down surfaces during the day.</li> <li>Office Administrator will assure daily completion of the office cleaning.</li> <li>Desks must be cleared of all personal belongings at the end of each working day.</li> </ul>	Low
8	Passing on virus through sharing of personal items	<ul style="list-style-type: none"> <li>All staff have been issued their own individual laptop which they should use in the office.</li> </ul>	Low
9	Risk of transmission through delivery of First Aid	<ul style="list-style-type: none"> <li>If a Social Finance first aider is unavailable at any time, a Walker Books first aider will be on site at all times.</li> <li>Anyone delivering first aid is recommended to wear a face shield, gloves and an apron.</li> <li>Try to assist from a safe distance and minimise time you are sharing a breathing zone.</li> <li>If they are capable, direct patient to do things for you.</li> <li>If required, only deliver CPR via chest compressions or defibrillator (no rescue breaths).</li> <li>After providing first aid, particular attention should be given to hygiene measures.</li> </ul>	Medium
10	Challenge to effective hygiene management in the kitchen	<ul style="list-style-type: none"> <li>Hand sanitiser is to be used prior to touching items in the kitchen and is readily available.</li> <li>Sharing of cutlery and crockery is allowed but recommended that this is done with caution &amp; avoided when possible.</li> <li>All crockery and utensils must be washed through the dishwasher.</li> </ul>	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"> <li>Meeting rooms will be ventilated sporadically throughout the day.</li> <li>Clear signage in the room explaining how to minimise risk when using the room.</li> <li>All staff are responsible for the cleaning of the meeting room after use.</li> <li>On vacating a meeting room leave doors open to allow for ventilation between meetings.</li> </ul>	Medium
12	Risk of transmission of virus through use of Zoom booths	<ul style="list-style-type: none"> <li>Zoom booths doors should be left open when not in use.</li> </ul>	Medium

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Point	Identified risk	Risk mitigation measures	Residual risk
13	Risk of transmission of virus through poor air circulation and inadequate ventilation	<ul style="list-style-type: none"> <li>• CO2 monitors are placed in the four main areas of the office to help identify the poorly ventilated areas assessing the ventilation we have in place and identifying if more ventilation is needed.</li> <li>• The windows in the office will be opened sporadically throughout the day when needed to aid ventilation.</li> <li>• On vacating a meeting room leave doors open to allow for ventilation between meetings.</li> </ul>	Low
14	Increased use of same touch points when printing and photocopying	<ul style="list-style-type: none"> <li>• Hand sanitiser to be used before touching printer.</li> <li>• Antibacterial spray will be provided and should be used to wipe down touch points after using printer.</li> </ul>	Low
15	Risk of transmission through deliveries handled by various people	<ul style="list-style-type: none"> <li>• No personal deliveries should be sent to Walker Books.</li> <li>• Any post/deliveries will be collected once a day.</li> </ul>	Low
16	Increased risk of exposure to infection through use of showers	<ul style="list-style-type: none"> <li>• Practise dynamic risk assessment: where safety is compromised, leave the area or location.</li> </ul>	High
17	External visitors entering the Social Finance office	<ul style="list-style-type: none"> <li>• All external visitors need to be pre-advised to the Office Administrator, including contact details.</li> </ul>	Medium
18	Increased risk for vulnerable workers	<ul style="list-style-type: none"> <li>• Social Finance will continue to engage with all staff to understand any concerns.</li> </ul>	Medium
19	Deterioration in general health & wellbeing linked to working in the current operating environment	<ul style="list-style-type: none"> <li>• All staff have line managers to discuss any health and wellbeing concerns, supported by HR/COO.</li> <li>• All staff have access to Health &amp; Wellbeing Plan, and Manual of Me tools to support their wellbeing.</li> <li>• All staff have access to internal mental health first aiders.</li> <li>• All staff have access to the Health Assured employee assistance programme which provides confidential professional help and support.</li> <li>• A wellbeing guide is available on the intranet.</li> </ul>	Medium

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Point	Identified risk	Risk mitigation measures	Residual risk
20	Risk of transmission between colleagues attending the office	<ul style="list-style-type: none"> <li>Any staff member feeling unwell in any way should not attend the office.</li> <li>If anyone in the office experiences symptoms of Covid-19 or feels unwell they should:                             <ul style="list-style-type: none"> <li>Leave the office.</li> <li>Follow the current government guidance immediately.</li> <li>Advise their line manager and HR as soon as possible.</li> <li>Advise close contacts if symptoms are relevant to Covid-19.</li> </ul> </li> </ul>	Medium
21	Risk assessment becomes out of date	<ul style="list-style-type: none"> <li>Risk assessment will be reviewed weekly with changes documented and a new version released where needed.</li> </ul>	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"> <li>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.</li> <li>Catch coughs and sneezes in a tissue and dispose of tissue in a bin immediately.</li> <li>If there is no tissue to hand, cough or sneeze into the elbow instead.</li> <li>Wash or sanitise hands each time this happens.</li> <li>Practise dynamic risk assessment: where safety is compromised, leave the area or location.</li> <li>Disinfectant spray and tissue paper has been provided at each desk for regular sanitising throughout the day.</li> </ul>
Covid-19 positive test result response	<ul style="list-style-type: none"> <li>Although testing is no longer mandatory, if a test is taken and a positive Covid-19 result is received within 48 hours of being in our office, HR and the COO need to be informed as soon as possible. You should also inform close contacts.</li> </ul>