

Covid-19 Risk Assessment

Last Updated: 23 December 2022

The purpose of document is to show a risk assessment has been completed in line with:

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres#offices-2-1>

It will show remedial actions that have and will take place by Blackthorn. In all instances the Director, Ian Hardman, will be responsible for making sure they are implemented.

The intention is not to reduce risk to zero (as this is impossible) but reduce to an acceptable limit to the staff and extended personnel and members of the public. If an Employee or Visitor is sick, they **SHOULD NOT COME TO THE OFFICE**. Employees are required come to the office as and when they manager requires them. If they wish to come to the office on other days, it is their decision to do so. The risk should be no more than that if they were not at work e.g., a supermarket, a park, or a socialising. People of higher risk should take extra precautions.

Risk is calculated based on the likelihood of someone contracting covid from Blackthorn staff either at work or travelling to work. ONE CROYDON contains 24 floors, each could contain 100 people with 10% occupancy: so, 240 people. <https://data.london.gov.uk/> reported 46 in 100,000 people per week contracted corona virus in London (11 December 2022 - 17 December 2022). Assuming the virus maintains undetected for 2 weeks, and you are in the office for everyday for one week, the likelihood you could be in contact with the virus is about 1 in 5 ($46 * 240 * 2 / 100,000$). As a result, we recommend all visitors and staff to be fully vaccinated, but it is your choice.

Risk ratings have been calculated using the following:

- 1 – Not likely – if staff were in the office everyday it would be 5 years before some caught it
- 2 – Possible - if staff were in the office everyday it would be 2 years before some caught it
- 3 – Low - if staff were in the office everyday it would be 1 year before some caught it – as if working for home
- 4 – Heightened - if staff were in the office everyday it would be 6 months before some caught it
- 5 – Highly Likely – At least one member of Staff would catch the virus in a week.

In the last year with the 5 Blackthorn staff there has been 3 instances of covid, so the residual risk is 2 – Possible to 3 – Low

NB: It should be noted that Blackthorn management has chosen for staff to come to work TWO days a week at present. Working from home is possible but not all tasks are as efficient as working from the office.

What are the hazards?	Who might be harmed	Controls Supplied	Standard Risk	Blackthorn Controls	New Risk	Action Date
2.1 Protecting people who are at higher risk	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> Guidance by Government 	4	<ul style="list-style-type: none"> Guidance Notes Issued to take extra precautions 	3	Complete
2.2 People who need to self-isolate	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> Guidance by Government 	4	<ul style="list-style-type: none"> Guidance Notes Issued to work from home if they feel ill 	3	Complete
2.3 Equality in the workspace	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> Guidance Notes by building 	3	<ul style="list-style-type: none"> Guidance Notes Issued by Blackthorn 	3	Complete
3.1 Coming to work and leaving work	<ul style="list-style-type: none"> Staff Visitors Building staff Other tenants Transport providers Members of the public 	<ul style="list-style-type: none"> Guidance by Government -stay 2m apart and do not use public transport if at all possible. Use of masks. 	4	<ul style="list-style-type: none"> Guidance Notes Issued by Blackthorn to wear masks at all times if car sharing and in ONE CROYDON except in 6-03. Supply of wipe and hand sanitisers. 	2	Complete
3.2 Moving around ONE CROYDON	<ul style="list-style-type: none"> Staff Visitors Building staff Other tenants 	<ul style="list-style-type: none"> Guidance now relaxed by SinC. 	4	<ul style="list-style-type: none"> Guidance Notes Issued by Blackthorn to avoid visit other floors. 	2	Complete
3.3 Workplaces and workstations	<ul style="list-style-type: none"> Staff Visitors 	<ul style="list-style-type: none"> Government guidance for employers 	3	<ul style="list-style-type: none"> Guidance issued Desks already 2m apart Supply of hand sanitiser Supply of wipes Procedures to clean 	2	Complete

3.4 Meetings	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Meeting room now open 	4	<ul style="list-style-type: none"> • Guidance issued • Physical meetings should be used sparingly 	2	Complete
3.5 Common Areas	<ul style="list-style-type: none"> • Staff • Visitors • Sinc Members 	<ul style="list-style-type: none"> • SinC guidance on toilets and kitchen use 	3	<ul style="list-style-type: none"> • Guidance issued • Recommendation to use own utensil and crockery 	2	Complete
3.6 Accidents, security and other incidents	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants 	<ul style="list-style-type: none"> • Government guidance 	1	<ul style="list-style-type: none"> • Guidance issued 	1	Complete
4.1 Manage Visits	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants 	<ul style="list-style-type: none"> • Sinc and government guidance • We very rarely have visits 	2	<ul style="list-style-type: none"> • Guidance issued 	1	Complete
4.2 Providing and explaining guidance	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants 	<ul style="list-style-type: none"> • Sinc and government guidance 	-	<ul style="list-style-type: none"> • Guidance issued 	-	Complete
5.1 Before reopening	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants 	<ul style="list-style-type: none"> • Sinc have performed deep clean on 6th and 11th floor 	3	<ul style="list-style-type: none"> • Guidance issued • Staff to clean their own desk and workstation 	3	Complete
5.2 Keeping the workplace clean	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants 	<ul style="list-style-type: none"> • Government Guidance 	4	<ul style="list-style-type: none"> • Guidance issued • Whiteboard usage • Wipes provided • Door handles 	3	Complete

5.3 Hygiene: handwashing sanitisation facilities and toilets	<ul style="list-style-type: none"> • Staff • Visitors • Sinc tenants 	<ul style="list-style-type: none"> • Government Guidance • Building advice • Sinc Guidance 	3	<ul style="list-style-type: none"> • Guidance issued 	2	Complete
5.4 Showers	<ul style="list-style-type: none"> • Staff • Visitors • Sinc tenants 	<ul style="list-style-type: none"> • Closed 	1	<ul style="list-style-type: none"> • Guidance issued 	1	Complete
5.5 Handling goods, merchandise and other materials, and onsite vehicles	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Government guidance 	3	<ul style="list-style-type: none"> • Guidance issued • Personal items • Ordering of goods limited • Disposing of wrapping 	3	Complete
6 PPE and face coverings	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants • Transport providers • Members of the public 	<ul style="list-style-type: none"> • Government guidance • How to wear 	3	<ul style="list-style-type: none"> • Guidance issued • Small amount acquired • Guidance and how to make your own • Discussion over use in car 	2	Complete
7.1 Shift patterns	<ul style="list-style-type: none"> • Staff • Visitors • Building staff • Other tenants • Transport providers • Members of the public 	<ul style="list-style-type: none"> • Government guidance 	4	<ul style="list-style-type: none"> • Guidance issued • Door exit and entry rules • Printing rules 	2	Complete
7.2 Work related Travel & formal documents	<ul style="list-style-type: none"> • Staff 	<ul style="list-style-type: none"> • Government guidance • We perform very few visits 	1	<ul style="list-style-type: none"> • Guidance issued 	1	Complete

7.3 Communication and training	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Government guidance 	-	<ul style="list-style-type: none"> • Guidance issued 	-	Complete
8 Inbound and outbound	<ul style="list-style-type: none"> • Staff • Visitors 	<ul style="list-style-type: none"> • Government guidance 	4	<ul style="list-style-type: none"> • Guidance issued • Include mobile phones • Clear desk • Doors • Praise our essential workers 	2	Complete

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