

**MANCHESTER OFFICE RISK ASSESSMENT: CORONAVIRUS
(COVID19)**

AS OF 14/05/2021

**WARNING: This risk assessment contains scenarios and information which is potentially distressing. Please read with caution and do seek support from the SCUK network if you need to. We care about your concerns and will do everything we can do to help you.
The situation in relation to COVID-19 is continually evolving and this risk assessment will be regularly reviewed and updated as necessary.**

CONTEXT:	This RA is intended to assess the risks of re-opening the Manchester office during the Coronavirus pandemic to reduce the risk to 'as low as reasonably possible' in line with UK government and national public health guidance. Facilities Manager visited Manchester on 12 April 2021 to verify preparations for opening. Updated to reflect minimal changes prompted by Government advice effective from 17 May 2021. Note Internal Audit is a standard third line of defence for SCUK activities - it does not mean they will be conducting audits of these controls.	FINAL RISK LOG APPROVED BY:	Name: F Clark	Position: ED Transformation	Date:	14 April 2021
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Key to template fields: all risk assessments must complete fields with pink shaded headings as minimum; columns shaded in green are optional and may be hidden if unused. Unused rows may also be hidden. Rows can be inserted from row 2 and below; formulas should automatically replicate into the new row but if prompted select "format same as below".

THE RISKS							EXISTING RISK MANAGEMENT STRATEGIES/CONTROLS							RISK MANAGEMENT				
Line No.	PROJECT OR CATEGORY NAME	RISK DESCRIPTION	PRIMARY RISK AREA Select <u>ONE</u> <u>only per risk</u> - <u>how does this</u>	Gross Impact (no mitigation)	Gross Likelihood (no mitigation)	Gross Risk Score (no mitigation)	Line 1: Existing Management Control Strategies (All staff & internal resources)	Line 2: Independent checks & balances (Internal)	Line 3: Independent assurance (e.g. Internal, External or Donor)	Net Impact (with mitigation)	Net Likelihood (with mitigation)	Net Risk Score (with mitigation)	IS THE CURRENT LEVEL OF RISK ACCEPTABLE?	RISK TREATME NT (select from drop down list)	RISK OWNER	ADDITIONAL ACTIONS REQUIRED TO ADDRESS GAPS	ACTION ASSIGNED TO	DATE COMPLETED
1	General COVID-19 Health risk for staff in the UK	SCUK staff & Volunteers become infected in UK through contact with others (i.e. travelling on public transport, social engagements, shopping etc) the staff member could be seriously ill and worse case result in death	Health, safety, security staff, trustees and 'others' UK	4	4	H	Staff who are able to work comfortably from home have been asked to continue doing so to reduce the risk of community transmission. Working at home remains the predominant way of working in SCUK to end 2020. We will confirm the percentage of staff we are allowing back in the office (10% seems to be the current standard) and also the circumstances under which we support office working at present (eg staff face challenges wfh, or need to be in the office to complete their roles - government guidance is still wfh where you can) Staff must not come into the office if they are showing symptoms of Covid-19 or positive Coronavirus swab test (PCR or Lateral Flow), or if Household or bubble member has symptoms of COVID-19 or positive Coronavirus swab test (PCR or Lateral Flow). If they have symtoms they need to stay at home, contact NHS 111 or their GP. They need to inform their Line Manager and Staff health Adviser - staffhealth@savethechildren.org.uk. They can then relay advice to SCUK's Staff Health Advisor and the national public health agency to risk assess and conduct contact tracing with SCUK supporting this as/when requested. If staff are at home with symptoms they need to access the following website to get a test https://www.gov.uk/get-coronavirus-test Follow the national public health agency guidance for the staff member/s involved; this includes up to sending the staff member home. Staff will need to make their own arrangements to get home without using taxi or public transport.	Facilities Manager, H&S Manager, Health Adviser, Head of Country	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021	SHA	12/04/2021
2	Health & Safety regulations	If offices are opened without adequate planning and decision making, SCUK might become non-compliant with health and safety regulation and be subject to fines, damage to reputation and forcibly shut down by HSE.	Legal, regulatory, governance, compliance	4	4	H	Full top line assessment of the office spaces been completed and reviewed against the most recent Government Guidance & to meet this criteria to enable reopening. Additional assessments and checklists have been created to support specific assessments within all areas that need to be considered - H&S, Property Maintainance, Legionella assessment, Water treatment, HVAC assessment and filter changes, Team Health, How to operate safely. These assessments & checks have been comprised in a schedule over the course of 3 weeks before reopening and will be updated as per government guidance.	Facilities Manager, H&S Manager, Health Adviser, Head of Country	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
3	Travelling to/from the office	SCUK Staff & Volunteers could become infected whilst traveling to/from the office	Health, safety, security staff, trustees and 'others' UK	4	4	H	We advise staff wherever possible to avoid use of public transport but Manchester office has no bike storage and only 2 car park spaces available. This means that staff will need to use public transport to access the office. Where it is essential they will be encouraged to travel outside of peak hours and must follow Government guidance on its use. This will be discussed with Line Managers to understand how the use of public transport can be minimised or if there are options stagger arrival and departure times. Volunteers will be advised to not come in to the office.	Facilities Manager, H&S Manager, Health Adviser, Head of Country	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
4	Staff becomes ill while in office	SCUK staff become infected before their time in the office, then shows symptoms while in the office. They could infect other building users and we would need to inform them and take steps to mitigate the spread.	Health, safety, security staff, trustees and 'others' UK	4	3	H	SCUK's SOP for COVID reporting has information about this process: 1) send them home/stay at home - they should not use taxi or public transport to get home 2) access testing - PCR 3) inform Line manager who informs SHA 4) contacts national public health agency if tests positive and follow their advice regards to work colleagues and office management Anyone entering the building will have to provide contact information so that they can be contacted in the event of a suspected or confirmed case of Covid. We will follow the government's guidance in how this is managed. https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance Preparedness plans are in place. This to include ability to: deep clean the office, contact staff out of hours, intranet information page and FAQ in place to guide staff and manager action. In addition, no one with any symptoms of any illness should visit the office (covid symptoms or other) to avoid causing panic/confusion (e.g. when we're in cold/flu season)	Facilities Manager, H&S Manager, Health Adviser, Head of Country	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021

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MANCHESTER RE-OPENING RISK ASSESSMENT

THE RISKS							EXISTING RISK MANAGEMENT STRATEGIES/CONTROLS							RISK MANAGEMENT				
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5	Staff becomes ill while in office	Staff become ill whilst overseas (deployment/holiday), then shows symptoms whilst in the office. They could infect other building users and we would need to inform them and take steps to mitigate the spread.	Health, safety, security staff, trustees and 'others' UK	4	3	H	SCUK has a restriction on non-essential travel for work until further notice. Staff returning from personal travel abroad are encouraged to return to their homebase. If unable to do so, they have been requested to contact the Safety and Security lead for advice. Post 17th May 2021 Staff must not come in to offices post travel abroad for the Government defined duration of home/hotel quarantine and until the relevant COVID testing post travel has been completed or when awaiting results. This is subject to National Government Guidance for the country visited abroad. Positive COVID test results should be communicated to Line Manager and SHA. SCUK's SOP for COVID reporting has information about this process: 1) send them home/stay at home - - they should not use taxi or public transport to get home 2) access testing - PCR 3) inform Line manager who informs SHA 4) contacts national public health agency if tests positive and follow their advice regards to work colleagues and office management In addition, Noone with any symptoms of any illness should visit the	facilities Manager, H&S Manager, Health adviser, Departmental Managers, Safety and Security lead	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes May 2021		14/05/2021
6	Ability to track building occupants	A building user has Covid and we (or the relevant government agency) are unable to identify people who may have been in contact with that individual and exposed to the virus. This could be seen as a breach under government regulations (test and trace).	Legal, regulatory, governance, compliance	4	3	H	Anyone entering the building will have to provide contact information so that they can be contacted. We will manage the contacting of building users who may have been in contact in accordance with the government's guidance https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works We have plans for each floor that number each desk so that individuals are given a desk number to work at and their details taken every day they are working/accessing the offices. SHA will download deskbooking information to excel spreadsheet weekly when offices are reopened. It will be saved in secure location: Coronavirus Confidential on Sharepoint Coronavirus Hub (accessed by HR, H&S and Staff Health) – and stored for 21 days – (unless there is a reason we need to keep it longer for outbreak management) Finalised process to be discussed with Legal and HR. Visitors and contractors will be discouraged, but where unavoidable will follow the processes set out in this RA.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
7	Physical spread of virus within office forces temporary office closure	If 2 or more SCUK staff members, and/or our subtenants and/or people inside our office on a given day are confirmed as being infected with COVID-19 it is likely the entire office would need to close for a given period, currently 72 hours, to protect other people. Any person in the building on this day / at this time (on SCUK or tenant floors) would be required to self isolate at home for 10 days. This could be deemed HSE reportable incident.	Health, safety, security staff, trustees and 'others' UK	4	4	H	If there is more than one confirmed case of COVID-19 in the building, SCUK will contact the local health protection team to report the suspected outbreak. The health protection team will: •undertake a risk assessment •provide public health advice •where necessary, establish a multi-agency incident management team to manage the outbreak All offices have been assessed & reviewed with the impact of up to date social distancing guidelines. Maximum numbers are managed, and floors opened on a need to use basis. All Offices will have Signage & Messaging throughout. Entry numbers will be regulated and desks will be booked, then not used for 72 hours following use. Hand sanitiser stations at the entrance and throughout the building. Note the windows in Manchester office cannot be opened to increase airflow due to being on main street. SHA spoke to PHE for advice: we will contact local PH protection team when one positive case is reported & NHS test and trace refer to PHE if a workplace is mentioned when they are contact tracing. It is unlikely we will have to close the office. Workplace contacts classed as follows: F2F >1metre for more than 1 min 1-2metre for 15 mins Sharing car for any length of time So with our current mitigations - there will be low risk of close contacts in the office - unless individuals do not maintain the 2m distancing. Net likelihood scored on this basis.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
8	Clinically vulnerable staff	Members of SCUK staff who are clinically vulnerable and Clinically Extremely Vulnerable or are living with household members who are Clinically Extremely Vulnerable may attempt to return to the office. This could put them at increased risk of contracting COVID-19 leading to prolonged illness or worst case death - or pass to vulnerable members of the household. <i>Note: shielding programme due to end March 31st 2021, but if the national public health agency and Government guidance reintroduce shielding then this risk could change.</i>	Health, safety, security staff, trustees and 'others' UK	4	3	H	All staff will be updated on the national public health agency & Government Guidance relating to what this means to for them. This will be updated in line with Government Guidance. SCUK protocols will be communicated to all staff. Clinically vulnerable staff may return to the office if it is Covid Secure and if they cannot continue to work from home. Comms to staff will link to appropriate guidance to help staff make a decision. If any member of staff is classified as clinically vulnerable, or if they reside with someone who is clinically extremely vulnerable, then they should speak with their Line Manager to discuss their support needs and agree if they should return to the workplace. If line manager is unsure, they should seek guidance from Staff Health Advisor. If they want to we will undertake a risk assessment and obtain acknowledgement from the employee of the risks. For those that do fall into this category we will support them in finding the safest role and environment for them. Volunteers- Volunteers should not return to the office.	Facilities Manager, ES<, Comms, Health Adviser, Health and Safety Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Staff Health Adviser	Check comms reflects additional messaging	Int Comms/Staff Health Adviser	12/04/2021

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9	COVID-19 specific induction for offices	If SCUK Staff do not receive Covid specific training before returning to work in the office, the risk of infection/transmission can increase.	Legal, regulatory, governance, compliance	4	3	H	Prior to staff coming to the office we will share with them a Q&A / awareness doc (similar to what we use for deployments) which sets out what they can expect, what they must do, how to behave etc and they will be required to sign a risk acknowledgement form to confirm they understand and give informed consent. Both of these need drafting/preparing and resource is needed for this (including HR and Int Comms and Legal). A webinar is being arranged for SHA and FM for all staff who are thinking about attending an office. An additional briefing document will be placed on each desk.	Facilities Manager, H&S Manager, Health adviser, HR, Internal Comms Departmental Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
10	Entrance to the office	Risk of COVID-19 infection at entrance to the office due to high footfall	Health, safety, security staff, trustees and 'others' UK	4	3	H	Entry is via the front door, which is locked with staff controlling access on a 1 at a time basis. There are hand sanitiser points in the office. As this is a managed building, we cannot control the common prts. Staff will be advised to use social distancing in smoking areas and outside the building. This office is only used by SCUK. The other floors have approximately 50 people.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
11	Exiting the building	Risk of COVID-19 transmission due to unsafe exit protocols for the building	Health, safety, security staff, trustees and 'others' UK	4	3	H	Building exit is via a shared stair well. Social distancing floor stickers are in place at the doors to our demise. Staff will be advised to wait until stairs re clear before using them. Landlord has signage displayed to this effect.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
12	Movement around the office	There will be movement around the office to reach desks, toilets, kitchens etc. There is a risk of COVID-19 transmission through touch points (doorways, door handles, stair rails, etc).	Health, safety, security staff, trustees and 'others' UK	4	3	H	There are floor stickers in place and a one way system marked up. There is signage indicating safe distancing on floors and walls. All internal doors are open and there is no need to touch them. There are sanitisation stations in the office. Masks are to be worn in all common areas.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
13	Working at desks	Risk of COVID-19 infection due to working at desks	Health, safety, security staff, trustees and 'others' UK	4	2	M	Desks and general access for SCUK employees have been restricted. We have plans that number each desk so that individuals are given a desk number to work at and their details taken every day they are working/accessing the offices. Desks have been clearly marked as 'use' and 'do not use',and all other chairs removed. Once desks have been used, they will be 'quarantined' for 72 hours before they can be used again. Desk allocation process to be managed by Office Co-ordinator as part of the booking process. All desks to be wiped down by occupant after each use. Recommended that all staff, contractors and visitors wear facemask/coverings when moving around the building but not required whilst sat at desks, unless exempt and to remove for communication or eating and drinking as per Government guidance for Offices.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed May 2021		14/05/2021
14	Kitchens - preparation of drinks and food	Risk of COVID-19 infection due to sharing kitchens for prep of hot and cold drinks and hot/cold food	Health, safety, security staff, trustees and 'others' UK	4	2	M	2 metre zones have been marked out on the floors and appropriate signage has been put up in kitchens. Microwaves have been marked out of use to prevent cross contamination. Cutlery, crockery and glasswear has been removed, with the instruction to staff to bring their own. Kitchens will have increased cleaning frequency.	Facilities Manager. Head of country.	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
15	Kitchens - storage of food	Risk of COVID-19 due to storage of food brought from home in shared fridges and cupboards	Health, safety, security staff, trustees and 'others' UK	4	2	M	Only food to be consumed on the day can be stored in fridges, staff must wash boxes before putting in the fridge. Fridges will be cleaned and disinfected regularly by cleaning staff, and handles wiped down after use by staff. No food to be stored in cupboards.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
16	Meeting rooms and focus rooms	Risk of COVID-19 infection while sitting in meetings	Health, safety, security staff, trustees and 'others' UK	4	2	M	ELT has decided on 8 Sept 2020 that SCUK is to hold online meetings until end June 2021. Therefore, no meetings rooms will be open. All meeting rooms and focus rooms and pods / booths are off limits and have been taped off. For crisis management meetings, the main meeting room could be used for a limited number of 4 people by arrangement with Head of Country explaining why the meeting cannot be carried out remotely using proven technology available. The meeting room will be quarantined for 72 hours after.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
17	Meeting booths	Risk of COVID-19 infection while using the break out meeting booths	Health, safety, security staff, trustees and 'others' UK	4	2	M	Meeting booths are taped off and out of use.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
18	Collaboration areas	Risk of COVID-19 infection while using collaboration areas	Health, safety, security staff, trustees and 'others' UK	4	2	M	All collaboration areas are closed. Going forward, collaboration zones will be created when restrictions start to be lifted, but these will be configured to accomodate social distancing and safe working.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
19	Toilets	Risk of COVID-19 infection in toilets	Health, safety, security staff, trustees and 'others' UK	4	2	M	2 people max allowed in the toilet areas at any time. Toilets are in common parts controlled by the Landlord. Appropriate signage is in place from the Landlord. Toilets are in individual cubicals. We have hand sanitiser in the office and will have extra hand soap in case toilets run out. The team in Manchester have sole use of the toilets.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
20	IT server room and comms cupboards	Risk of COVID-19 infection IT server room (and other comms cupboards)	Health, safety, security staff, trustees and 'others' UK	4	2	M	IT server area room will only be open for one person at a time. This is mostly managed by remote access from Farringdon. The Manchester based IT team manage the server in Manchester if needed, but mostly this is remotely managed from Farringdon. If anyone from Farringdon does need to visit this will be subject to separate risk assessment.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	IT need to have system in place to check on lone worker e.g.in case they are taken ill	Technology Team/Head of CO	12/04/2021
21	Smoking area	Risk of COVID-19 transmission if staff congregate in the smoking area outside the office.	Health, safety, security staff, trustees and 'others' UK	2	2	L	It will be covered in the return to work induction that smokers must socially distance This is outside the office on the street and therefore staff will need to social distance from any pedestrians.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021

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22	First Aid Provision	First aid provision is a requirement for the office to re-open. There is a risk of COVID-19 infection/transmission if a first aider treats an individual without following relevant COVID-19 guidance.	Health, safety, security staff, trustees and 'others' UK	4	2	H	The first aiders have confirmed whether they are willing to remain as first aiders. First aid guidance has been updated to include wearing a mask, apron and gloves at all times, and not to give mouth tou mouth. First aid boxes have been updated to include mask, apron and gloves, plus hand sanitisers. First aiders will sign a risk acknowledgement form. See risk 42 for FA and FM availability.	Facilities Manager, Health and Safety Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	See risk 42	H&S Manager	12/04/2021
23	Emergency evacuation from the office	Risk of Covid-19 transmission during emergency evacuation from the office	Health, safety, security staff, trustees and 'others' UK	4	2	H	As we have reduced numbers, we can exit in the same way as before. It should be just as quick to maintain a 2m distance doing this. It is more important to get safely out of the building. 2m social distancing must be maintained at the meeting point and on re-entry to the building. We will have a lack of fire marshals. See risk 42 for FA and FM availability.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	See risk 42	H&S Manager	12/04/2021
24	Disabled staff and those with mobile impairments	Risk of COVID-19 infection to any disabled or other staff with mobile impairments who need special plans.	Health, safety, security staff, trustees and 'others' UK	4	2	M	There is no lift in use. There is a scissor platform lift for wheel chairs, which is open on all sides, but this is decommissioned at the moment. The disabled toilets will remain for sole use of disabled people. As use of public transport for staff is discouraged, and the office only has 2 car park spaces available, it is expected that minimal people with mobile impairment issues will attend the office. Prior to return to the office staff should discuss with line managers to ensure that specific risks or concerns can be considered, and mitigated where possible	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
25	Visitors to the office	Risk of COVID-19 infection to and from Visitors	Health, safety, security staff, trustees and 'others' UK	4	2	M	Visitors will be strongly discouraged, unless it is absolutely necessary for maintenance or compliance reasons. If a third party must visit the building they will need to provide contact information, follow guidelines in the office, practice good hygiene and social distancing and use the one way system and wear a face mask. Visitors will be required to sign in and give their phone number to ensure we can track and trace if there is an outbreak.	Facilities Manager, Head of Country	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
26	Handling incoming post and deliveries	Risk of infection/transmission to SCUUK Staff when receiving post	Health, safety, security staff, trustees and 'others' UK	4	3	H	All post bags and office deliveries will be placed straight into an unused meeting room and isolated for 24 hours prior to opening (reflecting the amount of time that Covid can survive on paper). Gloves should be worn when receiving post, or if not possible hands should be washed immediately after.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
27	Returned items to offices	Risk of infection/transmission to SCUUK Staff when items are returned to our SCUUK Offices (e.g. staff who are leaving SCUUK return their laptop, other IT kit and ID pass)	Health, safety, security staff, trustees and 'others' UK	4	2	M	Technology items to be sent directly to Farringdon. Currently Technology staff wipe down all returns with sani wipes, have sanitiser to hand and wash hands frequently. Larger items that are hard to sanitise, such as chairs that are returned, will be isolated for 72 hours. Technology confirm that if appropriate all returns could be isolated for 72 hours before handling.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
28	Receiving, processing and banking incoming donations via the post	Risk of Infection/transmission when receiving and banking any donations received	Health, safety, security staff, trustees and 'others' UK	4	3	H	Manchester has no sift room. Donations sent to Farringdon. Se risk 26 for post.	facilities Manager, H&S Manager, Health adviser, Departmental Managers, SIFT Managers	Internal Audit	3	1	L	Yes	Manage (Treat)	Head of Supporter Care	Review updated guidance & apply changes April 2021		12/04/2021
29	Deliveries to the loading bay	Risk of COVID-19 infection from Deliveries to the office, by courier or suppliers	Health, safety, security staff, trustees and 'others' UK	4	2	M	All deliveries are logged in and out. Deliveries to be stored in an unused meeting room and left for 72 hours.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
30	Local lockdowns mean offices need to close	Virus R rate may increase in regional hubs and lockdowns throughout the UK, effecting SCUUK offices	Business interruption/productivity	2	3	L	Office use will follow any national public health agency & Government Guidance relating to regional virus increases & lockdowns. Offices will support and adapt operational & closure guidance accordingly. Staff will revert to working at home in line with COVID-19 BCP. Staff should monitor their own local news to ascertain whether office closure likely. We would expect to have notice of lockdowns and to be able to communicate them during working hours via email, but for any sudden office closures we can be communicated to staff via SCUUK's cascade system.	facilities Manager, H&S Manager, Health adviser, Departmental Managers, SIFT Managers	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
31	Civil disturbance and associated property damage	If pandemic lasts longer than expected, with significant and prolonged social and business restrictions in place, this might cause civil disturbance in UK which may impact SCUUK office buildings (property damage, break-ins).	Loss of assets UK	3	3	M	There are security protocols in place for the offices. Pre assessment covers any signs of break-in or damage within the three week reopening schedule.	Facilities Manager, H&S Manager, S&S Lead	Internal Audit	2	2	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
32	Standard H&S office procedures following period of building closure	SCUUK offices have been closed or reduced use for a long period of time during lock down and reopening phasing/planning- Standard H&S checks would not have been completed during this period in regional offices which could pose a health risk to staff, contractors and volunteers	Health, safety, security staff, trustees and 'others' UK	4	4	H	Sites that have been closed, pre-assessment & safety check will be completed prior to opening. Manchester is a hosted building and Landord has completed maintenance.This covers Fire Alarm, Emergency lighting checks, water, hygiene systems etc. Normal H&S practices will continue from Office reopening with new formatted H&S checklist wall chart,to support the ability of actioning with ease amongst our staff. All Staff have received H&S training.	Facilities Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
33	Legionella	SCUUK offices have been closed or reduced use for a long period of time during lock down and reopening phasing/planning- Water Hygiene Legionella risk would have increased.	Legal, regulatory, governance, compliance	4	4	H	Water Hygiene and legionella checks/assessment part of the pre assessment have been carried out by Landlord . We have the landlords reports and schedules for the hosted sites.	Facilities Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
34	Contractors - Health of Reception/Security contractors	Risk of COVID-19 infection for Reception staff	Health, safety, security staff, trustees and 'others' UK	4	3	L	There is no reception and security for this site that is managed by SCUUK. The building has a receptionist and they are managed by the Landlord.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021

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MANCHESTER RE-OPENING RISK ASSESSMENT**

THE RISKS							EXISTING RISK MANAGEMENT STRATEGIES/CONTROLS							RISK MANAGEMENT					
Line No.	PROJECT OR CATEGORY NAME	RISK DESCRIPTION	PRIMARY RISK AREA Select <u>ONE</u> <u>only per risk</u> - how does this	Gross Impact (no mitigation)	Gross Likelihood (no mitigation)	Gross Risk Score (no mitigation)	Line 1: Existing Management Control Strategies (All staff & internal resources)	Line 2: Independent checks & balances (Internal)	Line 3: Independent assurance (e.g. Internal, External or Donor)	Net Impact (with mitigation)	Net Likelihood (with mitigation)	Net Risk Score (with mitigation)	IS THE CURRENT LEVEL OF RISK ACCEPTABLE?	RISK TREATME NT (select from drop down list)	RISK OWNER	ADDITIONAL ACTIONS REQUIRED TO ADDRESS GAPS	ACTION ASSIGNED TO	DATE COMPLETED	
35	Contractors - Office cleaning	Risk of infection/transmission to SCUK Staff and volunteers if staff and cleaning company do not have clear cleaning guidance which is robustly applied.	Health, safety, security staff, trustees and 'others' UK	4	4	H	The cleaning company to provide full details of their processes prior to coming back. Deep clean to be organised.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Deep clean to be organised		12/04/2021	
36	SCUK failure to report COVID-19 symptoms/positive test result- reputation	If SCUK's part in the public health agency test and trace programme is undermined (e.g. because someone who has been in the office develops symptoms and fails to declare it, or our process fails (e.g. we are unable to provide relevant information when asked) there could be a risk that SCUK receives poor media coverage/reputational damage.	Damage to brand or reputation	3	3	M	SCUK COVID Sickness reporting SOP outlines reporting COVID related sickness through the usual sickness reporting channels. Line Managers will notify staffhealth@savethechildren.org.uk of suspected and confirmed cases of COVID, encourage individuals to get tested and contact with the national test and contact tracing programme. SCUK Staff health adviser to follow up on suspected and confirmed cases reported to Staff health and individuals recommended to connect with test and trace programme - providing details of work place so the Health protection staff can contact the workplace for further details. The Staff health adviser will contact the national Public Health body once there is notification of a positive case or the Public Health body will notify SCUK of a positive case - so both ends of the process are covered. This will be delegated to HR or LM when SHA is absent/on leave	Facilities Manager, Staff Health Adviser	Internal Audit	3	2	L	Yes	Manage (Treat)	Staff Health Adviser	COVID SOP offices to be shared with regional offices heads, Executive Director of Transformation Internal comms to reinforce sickness reporting COVID SOP updated in light of April 2021 government guidance	SHA		13/04/2021
37	Staff failure to report COVID-19 symptoms/positive test result poses health risk to others	Failure of individuals to report COVID symptoms or COVID positive test presents a health risk to others.	Health, safety, security staff, trustees and 'others' UK	4	3	H	Posters will be displayed in the office reminding people if they have one of the 3 key symptoms they are to return home immediately and notify their LM. If an individual is scheduled to come to the office and does not come in - if an individual is scheduled to come to the office and does not come in -see risk 46. If they do not notify SCUK that they have a positive test result - but do notify national Test and Trace programme that they were in work - the national public health agency will contact SCUK to follow-up, but this cannot be guaranteed. The process will be clearly set out in the pre-briefing document issued to staff and the on-site induction, and all staff will be required to sign the risk acknowledgement form (informed consent of this risk).	Staff Health Adviser/ HR	Internal Audit	4	1	L	Yes	Manage (Treat)	Staff Health Adviser	Information to staff updated inline with April 2021 government guidance Guidance and comms shared with Elrha, GCCU, GMU, Start Programmes staff.		13/04/2021	
38	SCUK failure to report COVID-19 symptoms/positive test result to public health agency - regulatory	If SCUK fails to report a case/symptoms or take part in the public health agency test and trace programme there could be a risk that SCUK is found to have committed a legal breach	Legal, regulatory, governance, compliance	4	3	H	If SHA not able to report/liaise with National PH agency then a designated person in HR will support in this area. All sickness information is recorded on the COVID staff tracker - suspected and confirmed cases and any contact with national PH agency will be documented on COVID staff tracker in Coronavirus Confidential Folder (accessible to SHA and limited HR personnel).	Staff Health Adviser/ HR	Internal Audit	4	1	L	Yes	Manage (Treat)	Staff Health Adviser or HR	COVID reporting and OOH reporting updated and when SHA is on leave - HR to cover staff health inbox		13/04/2021	
39	Business Continuity	Critical staff required for safe opening of the offices are off sick or self-isolating due to COVID.	Business interruption/production	3	3	M	Pre-assessment & safety check has been completed prior to opening.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
40	Business Continuity	Cleaning staff necessary for safe opening of the offices are off sick or need to isolate.	Business interruption/production	3	3	M	Cleaning contractors are aware of our risk assessments and the circumstances under which our regular contractors would not be able to attend the office. Our service contracts require them to provide labour as is necessary for the delivery of the services, and they both have a bank of workers that can be deployed at short notice	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
41	Intruder on SCUK floors, loss of assets	In multi-occupancy building, if the building is almost empty, this could enable an intruder (e.g. non SCUK person - tenant?) to access our floors unchallenged putting SCUK assets at risk of theft.	Loss of assets UK	2	3	L	We have a multiple lock system on the doors..	Facilities Manager	Internal Audit	2	2	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
42	Lack of trained first aider/fire marshalls as per H&S requirement prevents office opening	We are legally required to have a prescribed ratio of trained first aiders and fire marshalls to people onsite in order for the office to open. If we don't have this, the office must be closed.	Health, safety, security staff, trustees and 'others' UK	4	3	H	In the non-London offices, due to lower numbers, we can have a nominated person in line with HSE guidance. This person will receive a first aid briefing from our H&S Manager. This will cover us. Facilities Manager to organise new first aid boxes with COVID equipment for use in all other offices. Farringdon has been completed. There are clear fire exit signs throughout the building that will cover us for lower numbers. There will also be an induction sheet with this information given.	Facilities Manager, Health and Safety Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Health & Safety Manager	Approach agreed for appointed person training	H&S Manager	12/04/2021	
43	Increased likelihood of lone working due to reduced staff attendance in office	Staff will frequently lone work from the office while SCUK is a predominantly home working organisation	Health, safety, security staff, trustees and 'others' UK	4	3	H	Staff to follow lone working protocol for the office. The lone working protocols should be aligned throughout all offices. Note Edinburgh office most likely to have lone working.	Facilities Manager, Health and Safety Manager	Internal Audit	3	2	L	Yes	Manage (Treat)	H&S Manager	Lone working approach to be developed for each office . A simple text on and text off protocol to be installed in all offices where needed. A buddy system will be introduced where possible for those that wish to work from offices.	Office Coordinator/ Head of CO	12/04/2021	
44	Staff from other offices want access	If staff not usually based in this office have relocated from other areas of the UK during the pandemic, they may expect to work in this office without having knowledge of the office or its layout etc	Health, safety, security staff, trustees and 'others' UK	4	3	H	Staff are advised that they can only work from the office they would usually work from.	Facilities Manager, Head of Country	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
45	Staggered hours results in lone working	If staff are encouraged to work staggered hours in the office e.g. in order to avoid rush hour etc, there is an increased risk of lone working which could place staff at risk of physical harm or bullying and harassment.	Health, safety, security staff, trustees and 'others' UK	4	3	H	Staff to follow lone working protocol for the office. The lone working protocols should be aligned throughout all offices. Fixed office hours will be in place for staff to attend the office.	Facilities Manager, H&S Manager	Internal Audit	3	2	L	Yes	Manage (Treat)	H&S Manager	Lone working approach to be developed for each office . A simple text on and text off protocol to be installed in all offices where needed. A buddy system will be introduced where possible for those that wish to work from offices.	Office Coordinator/ Head of CO	12/04/2021	

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46	No shows in office	If staff have booked a desk for a given day and fail to show up, this could be for a number of reasons and SCUK should establish if they are ok. If the employee has just changed their mind, it could also mean that a desk is not available to another employee who requires it.	Health, safety, security staff, trustees and 'others' UK	4	3	H	Employees will be required to tell their LM if they plan to work from the office on a given day. Process required to establish reason for no show e.g. are they sick? If no show line manager to be told. There is a morning check in with staff via teams that will highlight this.	Facilities Manager, HR, Staff Health Advisor	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	SCUK has duty of care for employees and a process is needed to confirm welfare of the no-show employee.	Facilities Manager/H R	12/04/2021
47	Positive case in office, reported out of hours	If a positive case is confirmed to have been in the office then SCUK needs to take appropriate steps to report this to relevant health body and protect our people (see risks 36,37,38 above). If SCUK is not told within normal working hours (M-F 9-5) there may not be available Staff Health cover to receive the notification and report the incident / initiate response, including (if necessary) closing the office on the next working day.	Health, safety, security staff, trustees and 'others' UK	4	3	H	A new process is being written whereby there will be a reporting group out of hours on best endeavours basis. This is initially owned by our SHA, with support from the Facilities Manger and IMT Lead. As we progress the group will be enlarged to offer a more robust solution	Facilities Manager, HR, Staff Health Advisor	Internal Audit	2	3	L	Yes	Manage (Treat)	Staff Health Adviser	Weekend cover document drafted by SHA and updated April 2021 COVID reporting phone line set up by IT	SHA	12/04/2021
48	Harm to staff and their families	If the office opening takes place before risk mitigation measures in place, staff and their families may be affected by COVID19 transmission	Harm to children in UK	4	4	H	Detailed risk assessment and mitigation plan in place for COVID 19.	Facilities Manager, H&S Manager, Health Adviser, Head of Country	Internal Audit	2	1	VL	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
49	Mental health issues due to office closure	If SCUK does not reopen the offices, some staff may experience and suffer from mental stresses due to continued closure of SCUK office. August staff survey suggests in the region of 10% of staff.	Health, safety, security staff, trustees and 'others' UK	2	3	L	SCUK ELT are implementing a considered approach to reopening which is being continually reviewed & updated in line with national public health agency and Government Guidance. Constant communication with Staff & Volunteers and updating on decisions and plans to support understanding of these issues. Facilities, Wellbeing, Health and Safety and the Change Team are in consultation to try to meet the needs of all.	Facilities Manager, Health Team, Wellbeing Team, Security Team, change Team, SLT	Internal Audit	2	1	VL	Yes	Manage (Treat)	ELT	Review updated guidance & apply changes April 2021		12/04/2021
50	Mental health issues due to office reopening and staff returning to the office	Staff being overwhelmed upon return to the office due to the different way of working and health management methods in place, such as the one way system, restricted desks and lack of interaction with workmates.	Health, safety, security staff, trustees and 'others' UK	2	3	L	There will be information available to all staff explaining the reality of working in the office to prepare them in advance. provide an induction worksheet detailing new ways of working. If there are any reasons staff may feel they require support for their wellbeing due to the psychological impact of returning to the office they can either self refer to the wellbeing team or can, with consent, be referred by their line manager for further 121 support Staff will not be pressurised to work in the office.	Facilities Manager	Internal Audit	2	1	VL	Yes	Manage (Treat)	Wellbeing Manager	Can we confirm that information is available to staff in advance of attending as part of induction as not a part of wellbeing. FM confirms. 2nd point reviews and confirmed by Wellbeing.		12/04/2021
51	Wellbeing support for staff if SCUK experience fatalities	If SCUK experience fatalities as a result of COVID-19, staff mental wellbeing could be impaired, outstripping existing support mechanisms that SCUK has in place.	Health, safety, security staff, trustees and 'others' UK	2	3	L	Wellbeing team can support staff members and teams by arranging crisis counselling if required through the EAP. Staff members can be referred to the Wellbeing and Resilience programme (AWARE) if necessary. Family Liaison Officers (FLOs) can be utilised if needed to provide additional support to friends and family (depending on their own availability). Line managers should ensure they are having regular 1:2:1's with wellbeing being a focus and EAP & Wellbeing contact details shared with Staff members.	facilities Manager, H&S Manager, Health adviser, Wellbeing	Internal Audit	2	1	VL	Yes	Manage (Treat)	Wellbeing Manager	Review updated guidance & apply changes April 2021		12/04/2021
52	Dust allergies	Returning staff may suffer dust allergy due to settled dust accumulated over several months while the office was closed/unused.	Health, safety, security staff, trustees and 'others' UK	2	2	L	Scaled back cleaning services operated whilst buiding unused, but day-to-day cleaning will be taking place as normal once offices are re-opened, and the offices will have been deep cleaned before re-opening.	Facilities Manager	Internal Audit	1	1	VL	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
53	Contractors - Building maintenance	Building maintenance activities will be required on a routine and ad-hoc basis; this presents a risk of transmission of COVID-19 to those working in our office as well as to the contractor.	Health, safety, security staff, trustees and 'others' UK	2	2	L	The COVID-19 risks for each occasion/activity are considered as part of our usual contractor oversight programme.Most of the building contractors are engaged by the landlord.	Facilities Manager	Internal Audit	2	1	VL	Yes	Manage (Treat)	Facilities Manager	Facilities to ensure all contractors receive COVID-19 induction/briefing onsite		12/04/2021
54	People try to access office to work outside of agreed hours	In order to avoid rush hour or to work hours convenient to them, some people may try to work from the office early mornings and late evenings.	Health, safety, security staff, trustees and 'others' UK	3	2	L	Staff need to contact office point person to confirm hours access to office is available. This would be the office co-ordinator or in their abscece head of country	Facilities Manager, HR, Staff Health Advisor	Internal Audit	2	1	VL	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021
55	Increased risk of COVID-19 trasnmission from new variants	Staff at increased risk of contracting COVID-19 in the office environment due to the increased transmissibility of the new COVID-19 variants	Health, safety, security staff, trustees and 'others' UK	3	3	M	COVID secure guidelines complied with in all office spaces as per UK Government Guidance as outline above (behaviours covered by 'Hands, Face, Space'. Recommended only one person in SIFT secure rooms at one time Recommended that all staff, contractors and visitors wear facemask/coverings when moving around the building - unless exempt, only to remove for communication - lip reading and eating ang drinking as per Government Guidance for Offices	Facilites Manager, Staff Health Advisor	Internal Audit	3	2	L	Yes	Manage (Treat)		Reviewed and updated as needed 12 May 2021		14/05/2021
56	Impact of Covid on people with disabilities and/or BAME backgrounds	Failure to acknowledge and communicate the disproportionate impact of Covid on people with disabilities and those from BAME backgrounds could impact on our staff in terms of them assuming we aren't acting as a caring employer and meeting our duty of care	Health, safety, security staff, trustees and 'others' UK	3	3	M	Risk acknowledgement form for office reopening amended to ensure that the Covid risk for people with disabilities and from BAME backgrounds is clearly set out.	Director D&I	Internal Audit	3	1	L	Yes	Manage (Treat)	Director D&I	Update the Risk Ack form prior to booking system going live	IT	12/04/2021