

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

AS OF 12.05.2021

**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 opening the Farringdon 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 Farringdon on 8 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 ONE only per risk - 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	Net Impact (with mitigation)	Net Likelihood (with mitigation)	Net Risk Score (with mitigation)	IS THE CURRENT LEVEL OF RISK ACCEPTABLE?	RISK TREATMENT (select from drop down list)	RISK OWNER	ADDITIONAL ACTIONS REQUIRED TO ADDRESS GAPS	ACTION ASSIGNED TO	DATE COMPLETED	
1	Legionella outbreak	While the building is not in full use, there is a risk that legionella builds up while the plumbing is not in regular use. This exposes staff to the risk of illness and may spread outside our building, impacting other nearby sites including Smithfields, which is critical national infrastructure (seen as part of the vital food supply chain for the UK). (Staff health instance would be RIDDOR reportable to HSE)	Health, safety, security staff, trustees and 'others' UK	5	4	C	Run taps and flush toilets for a total 36 hours a week, employing water specialists to do this People who are shielding / have impaired immune systems, and / or smokers will be asked not to work from an office Keeping essential staff on one floor using one set of toilets/kitchen, though this is hard / impossible to enforce when managers are not on site to control access to different floors (when the office was open in October pre-lockdown 2.0 for use by choice people entered restricted areas)	Testing for legionella regularly done by water specialists and closing the office if need be	Bring in a legionella expert to do a third party assessment	3	2	L	Yes	Manage (Treat)	Facilities Manager	Third party specialist has completed checks and remedial action taken	Facilities Manager	08/04/2021	
2	Legionella liability	While the building is not in full use, there is a risk that legionella builds up while the plumbing is not in regular use. This exposes us to legal liabilities if we may have exposed staff to legionella (even as a hypothetical risk, and no one is harmed), which may go to court and lead to a fine (based on our turnover) and / or prison sentence.	Legal, regulatory, governance, compliance	5	4	C	Run taps and flush toilets for a total 36 hours a week, employing water specialists to do this People who are shielding / have impaired immune systems, and / or smokers will be asked not to work from an office Keeping essential staff on one floor using one set of toilets, though this is hard / impossible to enforce when managers are not on site to control access to different floors (when the office was open in October pre-lockdown 2.0 for use by choice people entered restricted areas)	Testing for legionella regularly done by water specialists and closing the office if need be	Bring in a legionella expert to do a third party assessment	3	2	L	Yes	Manage (Treat)	Facilities Manager	Third party specialist has completed checks and remedial action taken	Facilities Manager	08/04/2021	
4	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 at least end June 2021. 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 symptoms or a positive test result they need to stay at home, contact NHS 111 or national Test and Trace programme. 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 public transport.	Facilities Manager, H&S Manager, Health Adviser	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
5	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 Maintenance, 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, Staff Health Adviser	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
6	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	Staff should wherever possible avoid the use of public transport and 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, Departmental Managers, , Volunteering manager, HR	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	

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7	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 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, Departmental Managers	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Review updated guidance & apply changes April 2021		12/04/2021	
8	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 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, Departmental Managers, Safety and Security lead	Internal Audit	4	1	L	Yes	Manage (Treat)	Staff Health Adviser	Review updated guidance & apply changes 12 May 2021		12/05/2021	
9	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-workplace-guidance 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 This template has been discussed with the sub-tenants and how they are managing the aspects of test and trace for their staff, visitors and contractors. They will manage their own Test and Trace requirements, but will share details with SCUK and this is incorporated into the SCUK process. 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 This needs to be integrated as the HVAC system shares air between the floors, causing a contamination risk throughout the building. This will be stored in the Folder Coronavirus Confidential (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	Reviewed and updated as needed April 2021		12/04/2021	

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10	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	<p>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.</p> <p>The health protection team will:</p> <ul style="list-style-type: none">•undertake a risk assessment•provide public health advice•where necessary, establish a multi-agency incident management team to manage the outbreak <p>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.</p> <p>The reception counter has Screens installed. Hand sanitiser stations at the entrance and through the building.</p> <p>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:</p> <p>F2F >1metre for more than 1 min 1-2metre for 15 mins Sharing car for any length of time</p> <p>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.</p>	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021			
11	Aircon spread of the virus in Farringdon 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	<p>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.</p> <p>The health protection team will:</p> <ul style="list-style-type: none">•undertake a risk assessment•provide public health advice•where necessary, establish a multi-agency incident management team to manage the outbreak <p>SHA has spoken with PHE Health Protection Practitioner and they deem the risk of aircon spreading COVID-19 to be very low. Net risk score likelihood of 1 on this basis.</p>	Facilities Manager	Internal Audit	4	1	L	Yes		Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021			
12	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. 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.	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 extremely 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			
13	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	Reviewed and updated as needed April 2021		12/04/2021			
14	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 Reception staff controlling access on a 1 at a time basis. There are 3 hand sanitiser points in the reception area. Building users will queue outside if there are others entering the building ahead of them at 2m spaces. The smoking area outside will be managed, see risk 28.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021			
15	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 the one system through the bike shed, following social distancing and mask wearing. During normal exit times, Reception staff will be in the bike shed to control access and ensure security. At other times reception will need to be contacted to allow exit. They will sign staff out	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021			

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FARRINGDON RE-OPENING RISK ASSESSMENT**

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16	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 is a one way system in use. Entry to building through the reception. Stairs on the reception (east) side can only be used to ascend floors. Stairs on the Cowcross Square (west) side can only be used to descend. Exit of the building is via the bike sheds. There is signage indicating direction and safe distancing on floors and walls. All pull doors have door guards so they remain open and there is no need to touch them. If the fire alarm goes off the doors are programmed to close automatically. There are sanitisation stations on all corridors. Masks are to be worn in all common areas. As the building becomes more occupied, the doors immediately into the floors will need to be closed for security, and will be wiped at increased frequency.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
17	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 to the upper ground and partial lower ground floors. 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. Desks have been clearly marked as 'use' and 'do not use'. 2 desks per bank of 8 or 10 are in use, and all other chairs removed. Once desks have been used, they will be 'quarantined' for 72 hours before they can be used again. Supporter Care headphones left in situ will also be labelled and quarantined for 72 hours before they can be used again. Desk allocation process to be initially managed by Reception staff as part of the sign in process. The cleaning contractor will clean all desks and chair handles on a daily basis. 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 - lip reading and eating and drinking in line with Govt Guidance from 17th May 2021 - Step 3 in Lockdown easing.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed 12 May 2021		12/05/2021	
18	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	Run taps and flush toilets for a total 36 hours a week, employing water specialists to do this People who are shielding / have impaired immune systems, and / or smokers recommended not to work from an office Keeping essential staff on one floor using on	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
19	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 each evening by cleaning staff, and handles wiped down periodically by the day janitors No food to be stored in cupboards.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
20	Lifts	Risk of COVID-19 infection due to sharing a lift	Health, safety, security staff, trustees and 'others' UK	4	2	M	The lift is out of bounds for all except people with a physical need or transporting of goods between floors. Only one person allowed in the lift at a time. Lifts will only be kept in commission one at a time. Once one has been used, it will be cleaned, then taken out of commission and another lift bought in to use. Sanitiser stands on each floor by the lifts for use before pressing buttons.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
21	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, Merlin could be used by arrangement with Facilities explaining why the meeting cannot be carried out remotely using proven technology available. Large meeting rooms will have reduced capacity and if used will be quarantined for 72 hours after.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
22	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	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
23	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 accommodate social distancing and safe working.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
24	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. Main door into toilet areas are left open on doorguards to reduce touch points and improve air circulation and toilets will be cleaned on a half hourly rotation. Urinals are covered and closed. Only cubicles will be in use. Only the sinks on each end of the row and paper towels can be used. Air circulation in the toilets is COVID-19 compliant as it is well over the recommended 11 litres per person. Disabled toilets in use with restricted access.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
25	Bike shed and bike storage in courtyard	Risk of COVID-19 infection in bike sheds	Health, safety, security staff, trustees and 'others' UK	4	2	M	One way system in place and face masks must be worn when in the store. During normal entry and exiting hours Reception staff will man the bike store as this will be the exit for the building. Anyone that puts their bike in the store will need to log it and then go back to the main building entrance to enter the building.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
26	Showers and changing areas	Risk of COVID-19 infection in showers and changing areas	Health, safety, security staff, trustees and 'others' UK	4	2	M	Showers are not in use. Changing areas are for 2 people maximum. No clothes/towels to be hung in the shower rooms. 2 rooms available in basement for clothes storage (India and UK), but all items to be removed at end of each day.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Confirm location of storage for clothes in absence of lockers in shower areas . This will be UK and India rooms.	Facilities manager	12/04/2021	

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27	First aid and wellbeing rooms	Risk of COVID-19 infection contracted through use of first aid and wellbeing room .	Health, safety, security staff, trustees and 'others' UK	4	2	M	First aid room and well being rooms have been moved to UG. Wellbeing room will temporarily be out of use and used as a back up first aid room in case first aid room has had to be used and then quarantined. Anyone entering the first aid room must wear one of the medical grade masks, along with the person feeling ill. The first aider must wear one of the aprons and gloves also provided in the first aid boxes. Social distancing and handwashing procedures must be maintained. The rooms will be cleaned at a minimum twice per day, and after each use. If someone with suspected Covid uses the first aid room a deep clean will be undertaken.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Facilities to check first aid box contents on regular basis and notify Risk Team Coordinator if additional supplies need to be ordered.	Facilities Team	12/04/2021	
28	Prayer room and prayer mat	Risk of COVID-19 infection prayer room and prayer mat	Health, safety, security staff, trustees and 'others' UK	4	2	M	Users of the prayer room will be invited to plan how the space can be used in a Covid safe way. People may be asked to bring their own prayer mats. Prayer room is currently out of use but a designated open area will be set up in the basement for prayers. LG toilets have ablution facilities.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Continue discussion with users of prayer room to establish alternate proposals.	Facilities Manager	12/04/2021	
29	SIFT room	Risk of COVID-19 infection in SIFT room	Health, safety, security staff, trustees and 'others' UK	4	2	M	The SIFT room has been measured and set out with designated zones to enable a safe distance. Perspex dividing screens are set up in place on the desks and sorting areas. A separate entrance has been made for the second person. A new secure SIFT post room has been created that will only have one person in it, and this will be the same person all week. All mail will be quarantined for 24 hours in the quarantine room.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
30	IT server room, workshop and comms cupboards	Risk of COVID-19 infection IT server room, workshop (and other comms cupboards)	Health, safety, security staff, trustees and 'others' UK	4	2	M	IT work room will only be open for one person at a time, and the server room for 2 people at a time, abiding by social distancing rules.	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 Confirm if gas suppression system in the workshop. Not in the workshop. Process confirmed with IT	Technology Team Facilities Manager	12/04/2021	
31	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. Reception will monitor the smoking area and remind staff to socially distance if needed. Poster to be placed on the window reminding staff to socially distance.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Smoking area to be monitored and posters on windows	Facilities Manager	12/04/2021	
32	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	M	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 to mouth. First aid boxes have been updated to include mask, apron and gloves, plus hand sanitisers. First aiders will sign a risk acknowledgement form.	Facilities Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
33	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	M	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.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
34	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	The lift is for mobility impaired people only. The disabled toilets will remain for sole use of disabled people. As use of public transport for staff is discouraged, 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	Reviewed and updated as needed April 2021		12/04/2021	
35	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	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
36	Handling incoming post and deliveries to reception	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 a keypad protected room and isolated for 24 hours prior to opening (reflecting the amount of time that Covid can survive on paper). Reception will not accept any personal deliveries for building users. SIFT will wear a mask, gloves and apron when dealing with this.	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
37	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	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	Reviewed and updated as needed April 2021		12/04/2021	
38	Receiving, processing and banking incoming donations via the post	Risk of Infection/transmission when receiving and banking any donations received via SIFT.	Health, safety, security staff, trustees and 'others' UK	4	3	H	The SIFT rooms have been reconfigured to enable social distancing. Details set out in risk 26 SIFT has a protocol set up to manage the risk of actually handling post and donations, including regular handwashing.	facilities Manager, H&S Manager, Health adviser, Departmental Managers, SIFT Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Head of Supporter Care	Reviewed and updated as needed April 2021		12/04/2021	
39	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 the loading bay are stored in the cage and left for 72 hours.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	

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Line No.	PROJECT OR CATEGORY NAME	RISK DESCRIPTION	PRIMARY RISK AREA Select <u>ONE</u> only per risk - 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	Net Impact (with mitigation)	Net Likelihood (with mitigation)	Net Risk Score (with mitigation)	IS THE CURRENT LEVEL OF RISK ACCEPTABLE?	RISK TREATMENT (select from drop down list)	RISK OWNER	ADDITIONAL ACTIONS REQUIRED TO ADDRESS GAPS	ACTION ASSIGNED TO	DATE COMPLETED	
40	Local lockdowns mean offices need to close	Virus R rate may increase in regional hubs and lockdowns throughout the UK, effecting SCUK 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 SCUK's cascade system.	facilities Manager, H&S Manager, Health adviser, Departmental Managers, SIFT Managers	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
41	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 SCUK office buildings (property damage, break-ins).	Loss of assets UK	3	3	M	There are security protocols in place for the offices. Farringdon has 24 hours security. 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	Reviewed and updated as needed April 2021		12/04/2021	
42	Standard H&S office procedures following period of building closure	SCUK 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	Farringdon has remained open with building plant operational and periodic statutory testing and maintenance maintained. For other sites which have been closed, pre-assessment & safety check will be completed prior to opening. This will cover Fire Alarm, Emergency lighting checks, water, HVAC, 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	Reviewed and updated as needed April 2021		12/04/2021	
43	Legionella	SCUK 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. We have carried out full checks and remedial work in Farringdon, and have the landlords reports and schedules for the hosted sites. Belfast will need a full test prior to reopening.	Facilities Manager	Internal Audit	4	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
44	Contractors - Health of Reception/Security contractors	Risk of COVID-19 infection for Reception staff	Health, safety, security staff, trustees and 'others' UK	4	3	H	A screen has been erected in front of the reception desk. Reception staff have hand sanitiser and medical grade face masks for when they are not behind the desk. Reception staff have been inducted with appropriate people management.	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
45	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, Nviro, has developed a Clear Cleaning guidance to their operatives in conjunction with the Facilities Manager. There are cleaning operatives on duty during the day who, given lower volume of building users and removal of kitchen items, will have more time to focus on cleaning high-touch points. They have a large educational and public sector client base, and have robust processes and training for staff. Key cleaning staff have a good knowledge of the building and how to effectively focus their time in high risk areas	facilities Manager, H&S Manager, Health adviser, Departmental Managers	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
46	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	
47	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 54.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.	SHA	13/04/2021	
48	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 (HR Adviser) 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	COVID reporting and OOH reporting updated and when SHA is on leave - HR to cover staff health inbox	SHA	13/04/2021	
49	Business Continuity	Critical staff required for safe opening of the offices are off sick or self-isolating due to COVID.	Business interruption/productivity	3	3	M	Farringdon has remained open with building plant operational and periodic statutory testing and maintenance maintained. For other sites which have been closed, pre-assessment & safety check will be completed prior to opening. This will cover Fire Alarm,	Facilities Manager	Internal Audit	3	1	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
50	Business Continuity	Security and cleaning staff necessary for safe opening of the offices are off sick or need to isolate.	Business interruption/productivity	3	3	M	Cleaning and security 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	Reviewed and updated as needed April 2021		12/04/2021	
51	Intruder on SCUK floors, loss of assets	In multi-occupancy building, if the doors to SCUK floors/offices are left open to reduce touchpoints, this could enable an intruder (e.g. non SCUK person - tenant?) to access our floors putting SCUK assets at risk of theft.	Loss of assets UK	2	3	L	Once occupancy increases we can look at closing the push door again and increasing the cleaning regime in this touch point.	Facilities Manager	Internal Audit	2	3	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	

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52	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	We will have the correct ratio of first aiders in Farringdon. In the other 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.	Facilities Manager	Internal Audit	3	2	L	Yes	Manage (Treat)	H&S Manager	Reviewed and updated as needed April 2021		12/04/2021	
53	Staggered hours results in lone working	If staff work 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. Security/reception staff will conduct floor walks. Fixed office hours will be in place for staff to attend the office during security day shift hours of operation.	Facilities Manager, H&S Manager	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Lone working approach to be developed for office . Facilities manager requested copies of each offices procedures	Facilities Manager/H&S Manager	12/04/2021	
54	Staff fail to show up in the 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.	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. Confirmed part of Risk Ack April 2021.	Facilities Manager/HR	12/04/2021	
55	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 46, 47,48 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 Manager 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	SHA	14/04/2021	
56	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	Internal Audit	2	1	VL	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
57	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	Reviewed and updated as needed April 2021		12/04/2021	
58	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	
59	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	Reviewed and updated as needed April 2021		12/04/2021	
60	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 building 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	Reviewed and updated as needed April 2021		12/04/2021	
61	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. We have COVID specific SWMS from our onsite contractors.	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	
62	People try to access Farringdon to work outside of hours 7 - 7	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	The hours of 7am - 7pm will be communicated to all staff. Anyone trying to work from the office outside of these hours will be refused entry. Working outside these hours would require additional security staff to be employed, with increased cost.	Facilities Manager, HR, Staff Health Advisor	Internal Audit	2	1	VL	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed April 2021		12/04/2021	
63	Increased risk of COVID-19 transmission 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, and to remove for communication - lip reading and eating and drinking in line with Govt Guidance from 17th May 2021 - Step 3 in Lockdown easing	Facilities Manager, Staff Health Advisor	Internal Audit	3	2	L	Yes	Manage (Treat)	Facilities Manager	Reviewed and updated as needed 12 May 2021		12/05/2021	
64	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	