

# Dragonfly's Covid-19 risk assessment

**Last review:** this risk assessment was put in place on 15 July 2021 to take into account the government's lifting of lockdown restrictions.

**Next review:** this risk assessment will be reviewed again in early September or sooner if there are any major changes in government guidance.

Hazard: spread of Covid-19					
Who might be harmed?	Controls required	Additional controls	Action		Done
			By who?	By when?	
<ul style="list-style-type: none"> <li>→ Staff</li> <li>→ Visitors</li> <li>→ Cleaners</li> <li>→ Contractors</li> <li>→ Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions</li> </ul>	<b>General</b> <ul style="list-style-type: none"> <li>→ Risk assessment in place to manage control measures</li> <li>→ Local office controls in place</li> <li>→ Global Covid-19 policy in place</li> </ul>	<ul style="list-style-type: none"> <li>→ Risk assessment to be reviewed and updated regularly to ensure compliance with government guidance</li> <li>→ Covid-19 policy to be updated if risk assessment changes</li> </ul>	Chief Risk & Compliance Officer (CRCO)	19 July 2021	Yes
	<b>Communication</b> <ul style="list-style-type: none"> <li>→ Global Covid-19 policy in place and available via intranet</li> <li>→ Specific local measures on London office page on intranet</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff briefings educating staff about measures in place</li> <li>→ Changes in measures communicated in staff briefings and on Chatter</li> </ul>	CRCO and all managers	19 July 2021	Yes

	<ul style="list-style-type: none"> <li>→ Signage for social distancing, cleaning, symptoms and social distancing around office</li> <li>→ Regular reminders about measures to take place in team meetings</li> </ul>	<ul style="list-style-type: none"> <li>→ Reminders about measures in place posted on Chatter</li> </ul>			
	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>→ Hand washing facilities with soap and water in place.</li> <li>→ Drying of hands with disposable paper towels</li> <li>→ Gel sanitisers in any area where washing facilities not readily available</li> </ul>	<ul style="list-style-type: none"> <li>→ Additional hand sanitiser units in place where washing facilities not readily available</li> <li>→ Gloves available when using communal equipment such as printers and copiers</li> <li>→ Employees are reminded regularly to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels</li> </ul>	HR team and all managers	19 July 2021	Yes
	<p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>→ Deep clean of offices before return to work after closure</li> <li>→ Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods</li> </ul>	<ul style="list-style-type: none"> <li>→ Cleaner on site to manage high touch points and supplement overnight cleaning</li> <li>→ Cleaning materials available at strategic points throughout the office</li> <li>→ Staff required to wipe down tables and equipment in meeting rooms after use</li> </ul>	Cleaner, HR team and all staff	19 July 2021	Yes
	<p><b>Social distancing</b></p> <ul style="list-style-type: none"> <li>→ Reduce the number of people in any</li> </ul>	<ul style="list-style-type: none"> <li>→ Desks allocated to accommodate social</li> </ul>	CRCO	19 July 2021	Yes

	<p>work area to comply with the 1m+ gap recommended by PHE</p> <ul style="list-style-type: none"> <li>→ Conference calls to be used instead of face to face meetings where possible</li> <li>→ Reduced occupancy in breakout and kitchen areas</li> <li>→ Reduce congestion in corridors</li> </ul>	<p>distancing</p> <ul style="list-style-type: none"> <li>→ Meeting rooms and communal areas operating with reduced capacity and signage about social distancing</li> <li>→ Masks to be worn when not at desks or in communal areas</li> <li>→ Staff to be reminded regularly of the importance of social distancing both in the workplace and outside of it.</li> </ul>			
	<p><b>Kitchen:</b></p> <ul style="list-style-type: none"> <li>→ More regular cleaning throughout the day of kitchen area</li> <li>→ Reduce contact points</li> <li>→ Reduce footfall in kitchen area</li> </ul>	<ul style="list-style-type: none"> <li>→ Increase cleaning hours</li> <li>→ Additional cleaning materials available</li> <li>→ High-contact areas to be wiped down after use</li> <li>→</li> </ul>	Cleaner and HR team	19 July 2021	Yes
	<p><b>Rubbish disposal:</b></p> <ul style="list-style-type: none"> <li>→ All rubbish should be put straight in the bin</li> <li>→ No contact bins around office</li> </ul>	<ul style="list-style-type: none"> <li>→ Standard policy for staff</li> </ul>	HR team	19 July 2021	Yes
	<p><b>Covid-19 symptoms &amp; isolation:</b></p> <ul style="list-style-type: none"> <li>→ If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be isolated (if necessary) and then sent home and advised to follow the stay at home guidance.</li> <li>→ HR will maintain contact with staff</li> </ul>	<ul style="list-style-type: none"> <li>→ Office attendance form to be completed to assist with contact tracing and symptom checking</li> <li>→ Waterloo designated as isolation room</li> <li>→ Internal communication channels and cascading of messages through line managers will be carried out regularly</li> </ul>	CRCO	19 July 2021	Yes

	<p>members during this time</p> <ul style="list-style-type: none"> <li>→ If advised that a member of staff or public has developed Covid-19 and were recently on our premises (or in close contact with a member of staff), the management team activate contact tracing measures</li> <li>→ If more than one positive case linked to the office the management team will contact PHE and implement their advice</li> </ul>	<p>to reassure and support employees in a fast changing situation.</p> <ul style="list-style-type: none"> <li>→ HR will offer support to staff who are affected by Coronavirus or have a family member affected.</li> <li>→ Contact tracing rules in place for cases and PHE notification rules <a href="#">here</a></li> </ul>			
	<p><b>Mental health</b></p> <ul style="list-style-type: none"> <li>→ Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</li> </ul>	<ul style="list-style-type: none"> <li>→ Regular communication of mental health information</li> <li>→ Open door policy for those who need additional support</li> <li>→ Employee assistance programme available and advertised regularly</li> </ul>	HR	19 July 2021	Yes
	<p><b>Visitors</b></p> <ul style="list-style-type: none"> <li>→ Visitors permitted but to be kept to a minimum</li> </ul>	<ul style="list-style-type: none"> <li>→ Staff required to ask all visitors to <a href="#">complete this form</a> before arriving on site about travel history, symptoms and to provide contact details. No form. No entry.</li> <li>→ Staff to explain relevant controls to visitors on arrival</li> </ul>	Visitor hosts	19 July 2021	Yes
	<p><b>Monitoring</b></p>				

	<ul style="list-style-type: none"> <li>→ Employees lead by example</li> </ul>	<ul style="list-style-type: none"> <li>→ Management to remind teams at staff meetings</li> </ul>	Team managers	19 July 2021	Yes
	<p><b>Office evacuations/first aid</b></p> <ul style="list-style-type: none"> <li>→ NRF staff to assist if first aid assistance required and first aiders are not available due to reduced staffing levels</li> <li>→ First aiders should not perform rescue breaths or mouth-to-mouth during the pandemic</li> </ul>	<ul style="list-style-type: none"> <li>→ Provide contact details of NRF to staff for first aid on Chatter</li> <li>→ First aiders to be reminded of updated advice</li> </ul>	HR	19 July 2021	Yes