

**RISK ASSESSMENT - PLAN FOR MILTON KEYNES, WILMSLOW & LONDON**

<b>Subject of Assessment</b>	Coronavirus (COVID-19)		
<b>Task/Activity</b>	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
<b>Assessor</b>	Lisa Luck	<b>Location of Assessment</b>	The Helicon

<b>Risk Rating Matrix (RR)</b>	<b>Likelihood (L)</b>		
<b>Consequence (C)</b>	Certain or near certain to occur (High)	Reasonably likely to occur (Medium)	Unlikely to occur (Low)
Fatality; major injury or illness causing long term disability (High)	<b>HIGH (H)</b>	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>
Injury or illness causing short term disability (Medium)	<b>HIGH (H)</b>	<b>MEDIUM (M)</b>	<b>LOW (L)</b>
Other injury or illness (Low)	<b>MEDIUM (M)</b>	<b>LOW (L)</b>	<b>LOW (L)</b>

<b>Ref</b>	<b>Hazards</b> (Unsafe Condition)	<b>Who is at risk?</b> (and how)	<b>Controls in place</b>	<b>L</b>	<b>C</b>	<b>RR</b>	<b>Adequately controlled?</b>
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Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
1	<p><b>COVID-19</b> (Someone infected entering the workplace)</p>	<p><b>Employees</b> (A visitor or employee enters the workplace and passes the virus onto employees)</p>	<ul style="list-style-type: none"> <li>• The Covid-19 Secure poster highlighting the symptoms and the risk of COVID-19 is placed on entry/sign in point and displayed on the company website. Symptomatic individuals will not be allowed entry.</li> <li>• COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees &amp; visitors.</li> <li>• Best practice Hygiene requirements (handwashing etc.) are being enforced and included in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking.</li> <li>• Visitors are not permitted on any Bank premises until further notice.</li> <li>• Intra-office travel is also not permitted on any bank premises until further notice.</li> <li>• Designated Key Workers are in attendance on Bank premises in LDN, MK and WW periodically with full health protocols in place. Key Workers are instructed to be on premises for a few hours only at a time. They must then return home. Staff to be issued with masks and a safe door key to prior to be sent to home addresses. Daily use gloves will be available on premises for use in communal areas and high touch point tasks (i.e. printer usage, door handles). Further PPE required will be issued upon further review.</li> <li>• Expectation to wear face coverings when in communal areas and a face covering when in the office to be communicated to staff via a day one briefing. Face coverings will be permitted on premises in line with Government Guidelines.</li> <li>• Staff to be instructed to maintain social distancing rules of 2 meters on all office premises in line with government guidelines. Side avoiding face to face working at all times. This means meeting rooms will be closed and meetings will take place via Teams technology until further notice.</li> </ul>	M	M	M	Yes

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2	<b>COVID-19</b> (Someone becomes ill in the workplace)	<b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>A designated safe area has been identified away from other staff which outside of the main office area, close to the exit. Persons showing signs of COVID-19 infection will be taken from the workplace to the designated area, away from other staff and sent home with support required. The person will be advised to follow <a href="#">NHS Guidance online</a> and to keep their line manager updated of health progress</li> <li>There will be no external visitors on any Bank premises until further notice.</li> <li>The workplace will be cleaned following <a href="#">governmental guidance</a> via our designated cleaning company.</li> <li>Best practice Hygiene requirements (handwashing etc.) are currently enforce and will continue to be enforced including in all inductions. Employees have been instructed to wash their hands frequently for at least 20 seconds duration. No handshaking and social distancing to be observed.</li> <li>This information will be passed onto all employees following our initial COVID actions i.e. staff briefings, notices in the office and an office guide to Covid-19 which is to be drafted. As an initial back to work item, we will undertake a COVID induction at all locations and have staff attest they have understood the expectations. Notices will still be utilised as visual reminders on all premises.</li> <li>Minimal staff in office and teams identified too large to accommodate will attend via a rotation process if required. The process will be communicated to staff as part of the COVID Induction.</li> <li>Minimal staff numbers will be on premises in MK (30 employees max, LDN 32 and 5 WW max).</li> <li>Violations of policy will be covered under Bank disciplinary procedures.</li> </ul>	M	M	M	Yes

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3	<p><b>COVID-19</b> (Contaminated Workplace)</p>	<p><b>Employees &amp; Visitors</b> (Contract COVID-19 in workplace)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> is being followed.</li> <li>• Hand sanitisers and sanitary wipes have been placed in the workplace and employees have been issued with sanitizers.</li> <li>• Extra hygiene requirement (handwashing etc.) in place. No use of multi-use handtowels – all hand drying facilities are either paper towels or air hand dryers. Paper towels are disposed of after single use.</li> <li>• Employees are encouraged to implement increased cleaning regime. Equipment such as keyboards, work surfaces etc. to be regularly cleaned using anti-bacterial wipes provided on premises. If using hand sanitizer, please follow the instruction on the bottle. Should it get in your eyes, rinse with cold water and always read the label before use.</li> <li>• All staff briefing on first day back to office on how to sanitise their own workstations. A one-pager to be circulate from Internal Comms mailbox to all staff.</li> <li>• Professional cleaning takes every day with attention given to heavily touched areas i.e. printers, door handles, kitchen accessories and toilets.</li> <li>• Sanitiser available on all sites and with employees on desks</li> <li>• Staff have access to gloves and masks which will be provided by the bank for a period of time based on accessibility further PPE required issued upon further review. Expectation to wear face coverings when in communal areas and a face covering when in the office.</li> <li>• Staff instructed to maintain social distancing rules in line with government guidelines, Employees to work side by side avoiding face to face working. Face coverings will be permitted on premises in line with Government Guidelines.</li> </ul>	M	M	M	Yes

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4	<p><b>COVID-19</b> (proximity, workplace gatherings)</p>	<p><b>Employees &amp; Visitors</b> (A person catches COVID-19 due to working closely with an infected person)</p>	<ul style="list-style-type: none"> <li>• UK <a href="#">Government guidance</a> to be followed.</li> <li>• A social distancing policy has been implemented.</li> <li>• All employees have been asked to work from home where possible.</li> <li>• No business meeting will take place on office premises in line with government guidelines.</li> <li>• Customer meetings to be undertaken remotely by phone or video.</li> <li>• No handshaking or attendance at large meetings internally where there is the possibility for human contact.</li> </ul> <p>This information has been passed onto all employees.</p> <ul style="list-style-type: none"> <li>• Reduced number of staff on site until further notice</li> <li>• Activity time for close proximity work to be as short as possible (<a href="#">Less than 15mins</a>)</li> <li>• Sanitiser available on site</li> <li>• Staff issued with daily use gloves and masks for first month back in office – further PPE required issued upon further review. Expectation to wear face coverings when in communal areas and a face covering when in the office.</li> <li>• Staff instructed to maintain social distancing rules where possible as in line with government guidelines, if not work side by side avoiding face to face working. Face coverings will be permitted on premises in line with Government Guidelines.</li> <li>• All staff Kitchens in will remain in operation with employees requested to bring in their own utensils i.e. mug, plate and cutlery). Cleansing of these items is to be completed away from bank premises. All surfaces are to be cleaned prior and post use by employees using the space with use of fridges and microwaves being prohibited.</li> </ul>	M	M	M	Yes


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5	<b>COVID-19</b> (Vulnerable employees)	<b>Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc.</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees have been instructed to self-isolate if they have any of the symptoms as communicated by the Government.</li> <li>Anyone deemed vulnerable or shielding are required to work from home until further notice</li> <li>Where office working is not possible arrangements are made to ensure employees are equipped to work from home e.g. IT, office equipment etc.</li> <li>Pregnant workers may be asked to commence maternity leave early if practicable.</li> <li>The company will arrange for meetings with clients/customers to be completed by video or audio conferencing</li> <li>No at-risk staff to attend workplace</li> <li>Lone Worker risk assessments to be completed for the 15 identified employees.</li> </ul>	M	M	M	Yes
6	<b>COVID-19</b> (Employees who have contracted COVID-19)	<b>Employees, Visitors, Members of the Public, Family Members</b> (Contract COVID-19 in workplace)	<ul style="list-style-type: none"> <li>If NHS 111/online or a GP determines an employee has contracted COVID-19 they will be treated as off sick as per normal company sickness policy.</li> <li>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow <a href="#">NHS Online Guidance</a>.</li> <li>All employees to follow Track and Trace Government guidance.</li> <li>Employees to report regularly to line their symptoms and recovery for tracking and monitoring on the COVID Reporting register</li> <li>The workplace will be decontaminated following <a href="#">governmental guidance</a>. Alternatively the office will be closed if there are concerns of spread following an rise in cases above two.</li> <li>This information has been passed onto all employees via a hard copy handout and included in the all staff briefing.</li> </ul>	M	M	M	Yes

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7	<b>COVID-19</b> (Presenteeism. Symptomatic or exposed employees remaining in workplace.)	<b>Employees, Members of the Public, Family Members</b> (Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>Employees are advised to follow <a href="#">NHS Guidance online</a>.</li> <li>Symptomatic employees will be instructed to go home without delay</li> <li>Colleagues who have had contact with a symptomatic employee will be advised to contact <a href="#">NHS Guidance online</a> and asked to isolate as a precautionary measure, keeping the Bank updated of health progress.</li> <li>Any employee who does not follow set guidelines may be subject to Bank Disciplinary measures. Any action will not be considered as a medical suspension.</li> </ul>	M	M	M	Yes
8	<b>COVID-19</b> (Self-Isolation and wellbeing)	<b>Employees</b> (Employees not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation)	<ul style="list-style-type: none"> <li>NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (<a href="#">Stay at Home Advice</a>)</li> <li>A homeworkers risk assessment has been completed and any issues followed up and monitored. All colleagues have signed and returned the assessment – Facilities have followed up on any issues identified.</li> <li>Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely.</li> <li>Managers and colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype.</li> <li>This information has been reiterated in fortnightly all-staff briefings.</li> <li>Regular communication made with all employees by line managers, town hall meetings and social activities.</li> </ul>	M	M	M	Yes

Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
9	COVID-19 (Travelling abroad)	<b>Employees &amp; Visitors</b> (A person catches COVID-19 due to travelling abroad)	<ul style="list-style-type: none"> <li>UK <a href="#">Government guidance</a> to be followed</li> <li>FCO provides <a href="#">Foreign Travel advice</a> for travellers</li> <li>CIPD provides advice for <a href="#">travellers returning to work from affected areas</a>.</li> <li>We do not insist on employees travelling to work to an area with a higher risk of COVID-19</li> <li>Employees are granted permission to cancel at short notice any pre-booked annual leave to an affected area i.e. no pressure to travel to affected destinations.</li> </ul>	M	M	M	Yes

Hazard Ref	Additional control	Assigned to	Date Completed	L	C	RR

Risk Assessment References – Notes
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>The Management of Health and Safety at work Regulations 1999</p> <p>HSE Managing the Causes of Work-Related Stress HSG218 2007</p> <p>HSE Books 1998 Lighting at Work HSG38</p> <p>HSE INDG244 Workplace health, safety and welfare: A short guide for Managers</p> <p>GOV.UK information on Coronavirus (COVID-19):  <a href="https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance">https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance</a></p> <p>HSE information on Coronavirus:  <a href="https://www.hse.gov.uk/news/coronavirus.htm">https://www.hse.gov.uk/news/coronavirus.htm</a></p>

<b>Date of Assessment</b>	28 Sept 2020	<b>Signature</b>	
<b>Review date</b>	Document will be reviewed regularly or as changes in legislation or advice occur in the current climate		