

GATEHOUSE BANK			
RISK ASSESSMENT	MILTON KEYNES OFFICE		
Subject of Assessment	Coronavirus (COVID-19)		
Task/Activity	Managing the risk of Coronavirus (COVID-19) exposure whilst undertaking all work activities		
Assessor	Lisa Luck	Location of Assessment	1 st Floor, Building 5, Caldecotte Lake Business Park, MK7 8LE

Risk Rating Matrix (RR)	Likelihood (L)		
Severity (S)	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)	HIGH (H)	HIGH (H)	MEDIUM (M)
Injury or illness causing short term disability (Medium)	HIGH (H)	MEDIUM (M)	LOW (L)
Other injury or illness (Low)	MEDIUM (M)	LOW (L)	LOW (L)

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
1	<p>COVID-19 (Someone infected entering the workplace)</p>	<p>Employees (A visitor or employee enters the workplace and passes the virus onto employees)</p>	<ul style="list-style-type: none"> 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. They will be advised to follow NHS Online Guidance regarding self-isolation, arranging for a COVID 19 test and following the Test and Trace protocols for England and Northern Ireland COVID-19 information posters are placed in designated locations within the workplace (toilets, notice boards etc.) for all employees & visitors. 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. Visitors are not permitted on any Bank premises until further notice. Intra-office travel is also not permitted on any bank premises until further notice unless there is a significant reason for doing so and is approved by an EXCO member <ul style="list-style-type: none"> Designated staff are in attendance on Bank premises in LDN, MK and WW periodically with full health protocols in place. 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. Expectation to wear face coverings when in communal areas and a face covering when not at your desk to be communicated to staff. Staff are advised to maintain social distancing rules of 2 meters in all office premises where possible and Avoid face to face working where possible. Meeting rooms will be in use but at 50% capacity. Masks should be worn in meetings and social distancing maintained. 	M	M	M	Yes

Hazard Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	S	RR	Adequately controlled?
2	<p align="center">COVID-19 (Someone becomes ill in the workplace)</p>	<p align="center">Employees & Visitors (Contract COVID-19 in workplace)</p>	<p>As restrictions ease we still advise that UK Government guidance be followed</p> <p>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 NHS Guidance online regarding self- isolation, arranging for a COVID 19 test and following the Test and Trace protocols for England or Northern Ireland and to keep their line manager updated of health progress.</p> <p>They should notify their line manager immediately by non face to face communication.</p> <p>If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, get tested asap and inform their line manager immediately when receive result.</p> <p>External visitors will be expected to comply with Landlord and Bank policies and guidelines on any Bank premises until further notice. The workplace will be cleaned following governmental guidance via our designated cleaning company.</p> <p>Best practice Hygiene requirements (handwashing etc.) are currently enforced 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.</p> <p>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.</p> <p>50% of staff as a maximum will be in office and teams identified as too large to accommodate will attend via a rotation process if</p>	M	M	M	Yes

			required. The process will be communicated to staff as part of the COVID Induction. Violations of policy will be covered under Bank disciplinary procedures.				
Ref	Hazards (<i>Unsafe Condition</i>)	Who is at risk? (<i>and how</i>)	Controls in place	L	C	RR	Adequately controlled?
3	COVID-19 (<i>Contaminated Workplace</i>)	Employees & Visitors (<i>Contract COVID-19 in workplace</i>)	<ul style="list-style-type: none"> UK Government guidance is being followed. Hand sanitisers and sanitary wipes have been placed in the workplace and employees have been issued with sanitizers. 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. 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. Employees should clean their designated work space at the beginning and end of the working day with anti-bacterial wipes supplied Professional cleaning takes every day with attention given to heavily touched areas i.e. printers, door handles, kitchen accessories and toilets. Sanitiser available on all sites at regular intervals around office 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 all times in office unless seated at your desk If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, 	M	M	M	Yes

			<p>get tested asap and inform their line manager immediately when receive result.</p> <ul style="list-style-type: none"> •Staff instructed to maintain social distancing rules in line with government guidelines, Employees to work side by side avoiding face to face working. 				
Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
4	COVID-19 (proximity, workplace gatherings)	Employees & Visitors (A person catches COVID-19 due to working closely with an infected person)	<ul style="list-style-type: none"> • UK Government guidance to be followed. • A social distancing policy has been implemented. • No business meeting will take place on office premises in line with government guidelines. • Customer meetings to be undertaken remotely by phone or video. Or offsite if necessary • No handshaking or attendance at large meetings internally where there is the possibility for human contact. <p>This information has been passed onto all employees.</p> <ul style="list-style-type: none"> • Reduced number of staff on site until further notice • Activity time for close proximity work to be as short as possible (Less than 15mins) • Sanitiser available on site • daily use gloves and masks available for staff 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.unless seated at your desk • 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. • 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. <p>If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises,</p>	M	M	M	Yes


			get tested asap and inform their line manager immediately when receive result.				
Ref	Hazards (<i>Unsafe Condition</i>)	Who is at risk? (<i>and how</i>)	Controls in place	L	C	RR	Adequately controlled?
5	COVID-19 (<i>Vulnerable employees</i>)	Employees with underlying health conditions. Reduced immunity, pregnancy, over 70, etc. (<i>Contract COVID-19 in workplace</i>)	UK Government guidance to be followed Employees have been instructed to self-isolate if they have any of the symptoms as communicated by the Government. Anyone deemed vulnerable or shielding are required to work from home until further notice Where office working is not possible arrangements are made to ensure employees are equipped to work from home e.g. IT, office equipment etc. Pregnant workers may be asked to commence maternity leave early if practicable. The company will arrange for meetings with clients/customers to be completed by video or audio conferencing No at-risk staff to attend workplace Lone Worker risk assessments to be completed for the identified employees. If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, get tested asap and inform their line manager immediately when receive result.	M	M	M	Yes

Ref	Hazards (<i>Unsafe Condition</i>)	Who is at risk? (<i>and how</i>)	Controls in place	L	C	RR	Adequately controlled?
6	COVID-19 (<i>Employees who have contracted COVID-19</i>)	Employees, Visitors, Members of the Public, Family Members (<i>Contract COVID-19 in workplace</i>)	<p>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.</p> <p>Colleagues who have had contact with a symptomatic employee will be made aware of the symptoms and advised to follow NHS Online Guidance.</p> <p>All employees to follow Track and Trace Government guidance.</p> <p>Employees to report regularly to line their symptoms and recovery for tracking and monitoring on the COVID Reporting register</p> <p>The workplace will be decontaminated following governmental guidance. Alternatively the office will be closed if there are concerns of spread following an rise in cases above two.</p> <p>This information has been passed onto all employees via a hard copy handout and included in the all staff briefing.</p> <p>If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, get tested asap and inform their line manager immediately when receive result.</p>				

Ref	Hazards (<i>Unsafe Condition</i>)	Who is at risk? (<i>and how</i>)	Controls in place	L	C	RR	Adequately controlled?
7	COVID-19 (<i>Presenteeism. Symptomatic or exposed employees remaining in workplace.</i>)	Employees, Members of the Public, Family Members (<i>Employees who are symptomatic or have been in contact with someone with COVID-19 but continue to work despite being unwell</i>)	<p>UK Government guidance to be followed</p> <p>Employees are advised to follow NHS Guidance online.</p> <p>Symptomatic employees will be instructed to go home without delay</p> <p>Colleagues who have had contact with a symptomatic employee will be advised to contact NHS Guidance online and asked to isolate as a precautionary measure, keeping the Bank updated of health progress.</p>	M	M	M	Yes

			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. If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, get tested asap and inform their line manager immediately when receive result.				
Ref	Hazards (Unsafe Condition)	Who is at risk? (and how)	Controls in place	L	C	RR	Adequately controlled?
8	COVID-19 (Self-Isolation and wellbeing)	Employees (Employees not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation)	NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist (Stay at Home Advice) 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. Managers are to ensure that all employees now required to work from home have the necessary equipment to do their jobs safely. Managers and colleagues are advised to keep in regular contact with home workers with regular individual, team calls or by Skype. This information has been reiterated in f monthly all-staff briefings. Regular communication made with all employees by line managers, town hall meetings and social activities.	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)	Employees & Visitors (A person catches COVID-19 due to travelling abroad)	UK Government guidance to be followed FCO provides Foreign Travel advice for travellers CIPD provides advice for travellers returning to work from affected areas . We do not insist on employees travelling to work to an area with a higher risk of COVID-19	M	M	M	Yes

			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.				
Ref	Hazards (<i>Unsafe Condition</i>)	Who is at risk? (<i>and how</i>)	Controls in place	L	C	RR	Adequately controlled?
10	COVID-19 (<i>Information failure</i>)	Employees & visitors (<i>Escalation/de-escalation of Pandemic</i>)	<ul style="list-style-type: none"> The company has a designated COVID-19 Appointed Person whose responsibilities include; <ul style="list-style-type: none"> - Signing up to relevant websites to receive timely updates - Monitoring relevant websites & news outlets We have displayed a covid-19 secure poster (England only)	L	M	L	Yes

Risk Assessment References – Notes			
<p>HSE Workplace health, safety and welfare Workplace (Health, Safety and Welfare) Regulations 1992 The Management of Health and Safety at work Regulations 1999 HSE Managing the Causes of Work-Related Stress HSG218 2007 HSE Books 1998 Lighting at Work HSG38 HSE INDG244 Workplace health, safety and welfare: A short guide for Managers GOV.UK information on Coronavirus (COVID-19): https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance HSE information on Coronavirus: https://www.hse.gov.uk/news/coronavirus.htm</p>			
Date of Assessment	09 08 21	Signature	
Review date	Document will be reviewed regularly or as changes in legislation or advice occur in the current climate		