

GATEHOUSE BANK**RISK ASSESSMENT**

WILMSLOW OFFICE

April 22

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

Blackbox, Beech Lane, Wilmslow SK9 5ER

| 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 <i>(Unsafe Condition)</i> | Who is at risk? <i>(and how)</i> | Controls in place | L | S | RR | Adequately controlled? |
|-------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|-----------|-------------------------------|
| 1 | COVID-19 <i>(Someone infected entering the workplace)</i> | Employees <i>(A visitor or employee enters the workplace and passes the virus onto employees)</i> | <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. 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. 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. Face coverings can be worn when in communal areas. Staff are recommended to maintain social distancing and to avoid working closely with colleagues where they can. Meeting rooms will be in use but avoid working closely with colleagues where possible | M | M | M | Yes |
| Hazard Ref | Hazards <i>(Unsafe Condition)</i> | Who is at risk? <i>(and how)</i> | Controls in place | L | S | RR | Adequately controlled? |
| 2 | COVID-19 <i>(Someone becomes ill in the workplace)</i> | Employees & Visitors <i>(Contract COVID-19 in workplace)</i> | As restrictions change we continue to advise that UK Government guidance be followed A designated safe area has been identified away from other staff which is 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 | M | M | M | Yes |

| | | | <p>home with support required. The person will be advised to follow NHS Guidance online regarding self- isolation, 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 the workplace they should notify their line manager, leave the premises, and isolate</p> <p>External visitors will be expected to comply with Landlord and Bank policies and guidelines on any Bank premises until further notice.</p> <p>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 where possible</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. Notices will still be utilised as visual reminders on all premises.</p> <p>Violations of policy will be covered under Bank disciplinary procedures.</p> | | | | |
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| 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 | M | M | M | Yes |

| | | | <p>eyes, rinse with cold water and always read the label before use.</p> <ul style="list-style-type: none"> • 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, and isolate • Staff requested to maintain social distancing rules in line with government guidelines, Employees to work side by side avoiding face to face working where possible | | | | |
|-----|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|----|------------------------|
| Ref | Hazards (<i>Unsafe Condition</i>) | Who is at risk? (<i>and how</i>) | Controls in place | L | C | RR | Adequately controlled? |
| 4 | COVID-19 (<i>proximity, workplace gatherings</i>) | Employees & Visitors (<i>A person catches COVID-19 due to working closely with an infected person</i>) | <ul style="list-style-type: none"> • UK Government guidance to be followed. • social distancing recommendations have been implemented. • No handshaking recommended . <p>This information has been passed onto all employees.</p> <ul style="list-style-type: none"> • Sanitiser available on site • daily use gloves and masks available for staff in office – further PPE required issued upon further review • Face coverings can be worn when away from your desk • Staff are recommended to maintain social distancing and to avoid working closely with colleagues where they can . <p>All staff Kitchens will remain in operation with employees instructed to put all items in dishwasher or wash up</p> | M | M | M | Yes |


| | | | <p>immediately after use. All surfaces are to be cleaned prior and post use by employees using the space.</p> <ul style="list-style-type: none"> If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, and isolate | | | | |
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| 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>) | <p>UK Government guidance to be followed</p> <p>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</p> <p>Where office working is not possible arrangements are made to ensure employees are equipped to work from home e.g. IT, office equipment etc.</p> <p>Pregnant workers may be asked to commence maternity leave early if practicable.</p> <p>No at-risk staff to attend workplace</p> <p>Lone Worker risk assessments to be completed for the identified employees.</p> <p>If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises, and isolate</p> | 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? |
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| 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 Government guidance.</p> <p>Employees to report regularly to line manager 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 a rise in cases</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, and isolate</p> | | | | |

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| 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 and take a PCR test, keeping the Bank updated of health & results progress.</p> <p>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.</p> | M | M | M | Yes |

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| | | | If an employee displays signs of Covid-19 in workplace they should notify their line manager, leave the premises and isolate | | | | |
| 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 (<i>Employees not aware of the need to or how to self-isolate. Wellbeing/Loneliness issues from self-isolation</i>) | 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 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 (<i>A person catches COVID-19 due to travelling abroad</i>) | 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 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. | M | M | M | Yes |
| Ref | Hazards (Unsafe Condition) | Who is at risk? (and how) | Controls in place | L | C | RR | Adequately controlled? |

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| 10 | COVID-19 (Information failure) | Employees & visitors (Escalation/de-escalation of Pandemic) | <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 <p>We have displayed a covid-19 secure poster</p> | L | M | L | Yes |
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| Risk Assessment References – Notes | | | |
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| <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 | 08 04 22 | Signature |  TIM BLEASE |
| Review date | Document will be reviewed regularly or as changes in legislation or advice occur in the current climate | | |