




RISK ASSESSMENT – CORONAVIRUS (COVID-19)

Risk assessment - topic/area covered	
Location(s):	Working at Lloyds Bank Foundation Office, 4 th Floor Pentagon House (PH), 52-54 Southwark Street, London, SE1 1UN
Department/staff:	All Foundation Staff
Tasks/activities:	Working during the coronavirus pandemic and returning to the office
Other information:	<ul style="list-style-type: none"> Date of return to the office will occur in the week commencing 07th September 2020 and in line with government guidelines: https://www.gov.uk/coronavirus?qclid=EAlalQobChMlq6mjhZyO6glVDevTCh2JBA_2EAAYA_SAAEgLfZvD_BwE Initial maximum capacity is 13 Return to the office will occur in Phases. Phase 1 will consist of 2 bubbles. Bubble 1 will work on Monday and Tuesday and Bubble 2 will work on Thursday and Friday. The office will be cleaned in the evenings of Monday, Tuesday, Thursday and Friday. In addition, the cleaner will visit during the day (around 2pm) on the same days to sanitise the common touch points. The Boardroom will be available for one meeting per day and will be booked via Outlook. The Boardroom will be cleaned at the end of each day. The office will be closed on Wednesdays. Visitors are not permitted to PH in Phase 1 Members of the Foundation with existing PEEP's in place are advised to not return to the office in Phase 1 and are required to have an additional risk assessment. https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/ Bike storage is available in the basement of PH, employees must ensure that the entry gate remains shut. Although shower facilities are available in PH, employees are advised not to use them.

Risk assessment sign off					
Prepared by:	Megan Pomone	Signature:		Date:	13.08.2020

Reviewed by:	Gemma Goymer	Signature:		Date:	13.08.2020
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record

Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule

Registered number	Issue number	Date	Name	Designation

Key								
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.
	4	4	8	12	16	20		
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.
	2	2	4	6	8	10		
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.
		1	2	3	4	5		
S: Severity				DR: Degree of risk			RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 							

PPE assessment

Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:

Type of PPE:								
	Head	Foot	Eye	Hand	Hearing	Hi-visibility	RPE	Fall arrest

Additional requirements: Staff are expected to wash hands as often as possible and to use hand sanitisers when hand washing is not possible. Gloves and face masks are available if required for travelling to and from work.

Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last

resort option. PPE should only be worn when there is reasonable justification for doing so.

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Entering/ Exiting Pentagon House	Staff, contractors and others	Serious ill- health conditions: Contracting COVID-19 through touch points, i.e.. door handles & lift buttons	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must follow the government's guidance on safer travel. (https://www.gov.uk/guidance/coronaviruses-covid-19-safer-travel-guidance-for-passengers) Upon arrival at PH you must use the hand sanitiser before entering the lift. The lift of PH operates on a one-way system. Please use the lift to travel up to the floor only. When exiting the office, please use the stairs. Maintain the two-metre distance rule at all times. Lift call buttons & door handles will be cleaned more frequently by Helix. 	1	5	5
Arrival on the 4 th Floor @ LBF offices	Staff, contractors and others	Serious ill- health conditions: Contracting COVID-19 through touch points, i.e.. door handles	3	5	15	<ul style="list-style-type: none"> Upon arrival on the 4th floor of PH, you must use the hand sanitiser. Maintain the two-metre distance rule at all times. Follow the markings which indicate one-way flow at entry & exit points. Observe & follow the signage throughout the office. Stagger arrival and departure times to avoid crowding into and out of the office. Common touch points will be cleaned, every 2 hours & at the end of the working day. 	1	5	5
Using work stations	Staff only	Serious ill- health conditions	3	5	15	<ul style="list-style-type: none"> Numbers of staff working in the office reduced to manage social distancing protocol You are only permitted to use your allocated workstation. You must disinfect your workstation before and after use. Wash your hands with soap & water 	1	5	5

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			L	S	DR		L	S	RR
						<p>often - do this for at least 20 seconds.</p> <ul style="list-style-type: none"> Use hand sanitiser gel if soap & water are not available. Wash your hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover your mouth & nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Dispose of tissues in appropriate waste receptacles as quickly as possible. Avoid touching your face or eyes Do not share stationery or equipment with other staff members. Maintain the two-metre distance rule at all times. Clear and clean your desk at the end of the day. 			
Meetings & Office Equipment	Staff only	Serious ill-health conditions: Contracting COVID-19	3	5	15	<ul style="list-style-type: none"> The Boardroom will be available for one meeting per day for a maximum of 6 people Other than the Boardroom, there are no meeting spaces available at PH. All meetings must take place online. The other meeting rooms are not accessible. The office pods & kitchen pods are out of use. The photocopier & franking machine are out of use The TV & remote control are out of use. 	1	5	5
The kitchen	Staff only	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap & water often - do this for at least 20 seconds before using the kitchen. Only one person is permitted to use the kitchen at any time. Maintain the two-metre distance rule at all times. The microwave & toaster are out of use. You must disinfect all surfaces that you come into contact with. These include the hot water tap, the fridge & the dishwasher. You must bring your own water bottle & 	1	5	5

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						<p>pre-prepared food to the office. Do not use the kitchen to prepare your lunch.</p> <ul style="list-style-type: none"> You must eat your lunch outside, at your desk or on the kitchen island only. The kitchen pods are out of use. Milk will be delivered in one pint bottles. You must disinfect after use. Kitchen surfaces will be cleaned every 2 hours and at the end of the working day. 			
Toilets	Staff, contractors & others	Serious ill-health conditions: Contracting COVID-19	3	5	15	<ul style="list-style-type: none"> Helix will increase the cleaning schedule of the toilets. You must observe two-metre distancing at all times. Use the toilet one at a time. Avoid using the hand dryer & use the paper towels instead. 	1	5	5
Air Quality	Staff, contractors & others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> When possible, keep windows open. Helix have serviced the AC & air quality will be monitored regularly. Air is extracted externally and not re-circulated. 	1	5	5
Fire Evacuation Emergency Plan	Staff, contractors & others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the updated evacuation plans issued by Helix: F:\Health and Safety\Helix Addendum to EP (v2).pdf. You must maintain the two-metre distancing rule at all times if it is reasonably practical to do so. 	1	5	5
Unwell employee or becoming ill at work	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate and stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must make sure that you arrange for a test immediately and inform your manager and a member of HR as soon as you are aware of the result. You must follow the government 	1	5	5

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						<p>guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/).</p> <ul style="list-style-type: none"> If you fall ill whilst you are working in PH then please go straight to the small meeting room and notify a member of the operations team. They will help to arrange transport home from the office. You should go straight home and arrange for a test immediately and self-isolate until you know the results of the test. Once a test result is known you must inform your manager/member of HR and following the government guidelines should the result be positive. 			
Staff break times	Staff	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water before and after entering the kitchen to make a drink. Do not use the kitchen if there is more than one person in there and you are unable to maintain the two-metre distance rule at all times. If the kitchen is in use then you must make sure you sit back down at your desk and not congregate in the area. Alternatively, we would encourage all staff during break times to go outside if you can to minimise overcrowding in the kitchen area as all other breakout areas are out of use. 	1	5	5

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Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> There may be times due to a small number of staff being in the office initially or staff absences when supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. If you are unsure of what is required of you, then you should liaise with your line manager as you have been whilst working from home. Please raise any concerns with your manager. 	1	5	5
Training	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> All staff must be made aware of the rules set out for PH. Staff visiting PH must complete a Return to PH Induction Course on the LMS prior to returning to work. All staff must read the documents and make themselves aware of the control measures/site rules before returning to work. Prior to your arrival at the office, you are expected to watch a short film on the LMS which will run through the rules/procedures as laid out in this risk assessment to make sure everyone is happy and knows what is required of them. Staggered start times should be agreed between the bubble to prevent everyone arriving and leaving at the same time. These can be confirmed in advance between the bubble. 	1	5	5