

Coronavirus (COVID-19) Risk Assessment 'As Is'

Site/Contract	Royal London Buildings	Serial Number	COVID-19
Activity	<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a generic Risk Assessment for dealing with the current Covid-19 situation in the workplace. This has been completed in line with the current phase of access to the workplace which is limited to a small number of Royal London key workers (c 80 – 100) and acknowledging that we currently have c 98% of our colleagues Working From Home. Further versions of this Risk Assessment will be undertaken periodically in line with the Royal London Return to Workplace phased plan, in conjunction with updated government guidance as it is introduced.</p>		
Are these risks and the type of work within the scope of your knowledge and experience? <input checked="" type="checkbox"/> YES <input type="checkbox"/> No*	<p>DO NOT COMPLETE THIS ASSESSMENT UNLESS YOU ARE COMPETENT TO DO SO</p> <p>* Contact your company H&S Manager for advice if the work is outside of your scope of knowledge or experience. This assessment <u>must</u> only be carried out by a competent person(s).</p>		
Assessment made by: Caroline Garland	Assessment date: 26/05/2020	Assessment No;	Review Frequency: Weekly Copy to: Colleagues Contractors Visitors

Persons Exposed

Company Personnel			Non Company Personnel		
<input checked="" type="checkbox"/> General Employees	<input checked="" type="checkbox"/> Pregnant Workers	<input checked="" type="checkbox"/> Young Workers	<input checked="" type="checkbox"/> Other Workers	<input checked="" type="checkbox"/> Members of Public	<input checked="" type="checkbox"/> Customers

Risk Evaluation (without control measures)

Hazards Identified	Likelihood	Severity	Risk Rating Scores Multiplied Likelihood x Severity
Using the hazards from the checklist or others that have been identified. Use the table below to help you decide what action should be taken.	*BEFORE	*BEFORE	
Bacteria / Virus - Spread of COVID-19 Coronavirus	5	5	25
Peoples Wellbeing & Mental Health	3	3	9

*BEFORE/AFTER ratings must be completed to demonstrate that control measures have reduced the risk.

Key Areas & Objectives	Control Measures	Owner	Status
<p>Who should go to work</p> <p>Everyone should work from home, unless they cannot work from home.</p>	<p>Eliminate Control – Staff will work from home if at all possible. Identify who is needed to be on-site, for example:</p> <ul style="list-style-type: none"> Employees in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely. Employees in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment. <p><i>*Essential employees (Key Workers) to be encouraged to avoid using public transport where possible. Where this is not possible, employees advised to follow government advice e.g. to wear a face covering when travelling on these modes of transport.</i></p>	All	Completed

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	Administrative Control – Complete a plan for the minimum number of people needed on site to operate safely and effectively.	Facilities /People Team	Completed
	Engineering Control - Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce. Ongoing support toolkits are being developed.	People Leaders	Completed
	Engineering Control - Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	People Leaders	Completed
	PPE (DSE) - Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.	Facilities /IT	Completed
Protecting people who are at higher risk	Administrative Control - Provide support for workers around mental health and wellbeing. This could include advice or telephone support.	People Team / People Leaders	Completed
To protect clinically vulnerable and clinically extremely vulnerable individuals.	Administrative Control - Identify who is in the clinically extremely vulnerable and clinically vulnerable groups. <i>*Included in the BOD communication on 11th May and TK communication on 18th May.</i>	People Leaders/ People Team	Completed
People who need to self-isolate	Eliminate Control - Enable workers to work from home while self-isolating if appropriate.	Facilities/IT	Completed
To make sure individuals who are advised to stay at home under existing government guidance does not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	Administrative Control - Follow current guidance for employees and employers relating to statutory sick pay due to COVID-19. Ensuring that Royal London's sick pay approach in relation to Covid-19 is in place, appropriate and regularly reviewed.	People Team /Finance	Completed
	Administrative Control - Follow current guidance for people who have symptoms and those who live with others who have symptoms.	All	Completed
Social distancing at work	Administrative Control - maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites. <i>*Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings.</i>	All	Completed
To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.	Administrative Control – Where social distancing cannot be achieved (i.e. Facilities staff jointly undertaking essential maintenance activities/porterage etc.), employees will be advised to wear PPE (via works RA) such as; safety goggles, disposable gloves and FFP3 face masks and coveralls.	Facilities	Completed
Coming to work and			

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<p>leaving work</p> <p>To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p>	<p>Administrative Control - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</p> <p><i>*Only where 2m distancing is not possible and the person(s) must work on site.</i></p>	All	Completed
	<p>Engineering Control - Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.</p>	Facilities	Completed
	<p>Substitution Control - Restricting access between different areas of a building or site.</p>	Facilities/Business Units	Completed
	<p>Engineering Control - Using markings and introducing one-way flow at entry and exit points.</p>	Facilities	Completed
	<p>Engineering Control - Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.</p>	Facilities	Completed
<p>Moving around buildings and worksites</p> <p>To maintain social distancing wherever possible while people travel through the workplace.</p>	<p>Engineering Control - Introducing more one-way flow through buildings.</p>	Facilities	Completed
	<p>Engineering & Administration Control - Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.</p>	Facilities	Completed
	<p>Engineering Control - Regulating use of high traffic areas including corridors lifts turnstiles and walkways to maintain social distancing.</p>	Facilities	Completed
	<p>Administrative Control - Review layouts and processes to allow people to work further apart from each other.</p>	Facilities	Completed
	<p>Engineering Control - Using floor tape or paint to mark areas to help workers keep to a 2m distance.</p>	Facilities	Completed
<p>Workplaces and workstations</p> <p>To maintain social distancing between individuals when they are at their workstations.</p>	<p>Administration Control - Managing occupancy levels to enable social distancing.</p>	Facilities/Business Units	Completed
	<p>Engineering Control - Avoiding use of hot desks and spaces and, where not possible to maintain social distancing.</p>	Facilities	Completed
	<p>Substitution Control - Using remote working tools to avoid in-person meetings.</p>	IT	Completed
<p>Meetings</p> <p>To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.</p>	<p>Administrative Controls - Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions and staircases.</p>	Facilities	Completed
<p>Common areas</p>	<p>Engineering Controls - Creating additional space by using other parts of the workplace or building that has been freed up by remote working.</p>	Facilities	Completed

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To maintain social distancing while using common areas.	Engineering Controls - Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Facilities	Completed
	Administrative Controls - Encouraging storage of personal items and clothing in personal storage spaces such as lockers.	All	Completed
<p>Accidents, security and other incidents</p> <p>To prioritise safety during incidents.</p>	Administrative Controls - Revised Fire Procedures is currently being drafted (due to potential for lack of fire wardens). This will be posted at Reception and at all break glass alarm call points. The new Procedure will be briefed to employees as part of the back to site induction. This will include the dispersal approach to fire evacuation to prevent employees coming within 2metres of a colleague where reasonably practicable.	Facilities	Completed
	Administrative Controls - Minimal presence of first aiders for a building will be apparent. However, all security officers are First Aid trained. As a minimum at each open site we will have x1 first aider available. A revised First Aid document is currently being drafted and will be posted at all Reception Desks. First Aid boxes will be available at reception to any employee that requires a plaster etc.	Facilities	Completed
	Engineering Controls - Limiting visitor numbers and times to a specific time window and restricting access to essential visitors only.	Facilities	Completed
	Elimination - Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Facilities	Completed
	Administrative Controls - Maintaining a record of all visitors to our buildings.	Facilities	Completed
	Administrative Controls -Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example, by phone, on the website or by email.	Facilities	Completed
	<p>Providing and explaining available guidance</p> <p>To make sure people understand what they need to do to maintain safety.</p>	Administrative Controls – Covid-19 Workplace Guide document to be produced as part of the induction back into the workplace. This to include adherence to one-way systems, distancing methods in place, colleague interaction, PPE, visiting “pressure point areas”, phased work times/shifts, transport, use of toilet and shower facilities etc.	Facilities/Comms
Administrative Controls - Induction produced for Contractors coming on to our sites to undertake essential maintenance/building activity to ensure safe distancing measures are observed and good personal hygiene etc. Statutory maintenance will be maintained however Phase 1 will involve essential activity only.		Facilities	Completed
Elimination - Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.		Facilities	Completed

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	Substitution - Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.	Facilities	Completed
<p>Cleaning the workplace</p> <p>To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	Administrative Controls - Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements.	Facilities	Completed
	Administrative Controls - Clearing workspaces and removing waste and belongings from the work area at the end of the working day.	All/Facilities	Completed
	Engineering Controls - When cleaning after a known or suspected case of COVID-19, then we will refer to our cleaning Standard Operating Procedure agreed with our cleaning contractor.	Facilities	Completed
	Administrative Controls - Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely or into your arm if a tissue is not available.	Facilities/ Communications	Completed
	Administrative Controls - Providing regular reminders and signage to maintain personal hygiene standards.	Facilities	Completed
	<p>Hygiene – handwashing, sanitation facilities and toilets</p> <p>To help everyone keep good hygiene through the working day.</p>	Administrative Controls - Providing hand sanitiser in multiple locations in addition to washrooms.	Facilities
Administrative Controls - Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.		Facilities	Completed
Administrative Controls - Enhancing cleaning for busy areas.		Facilities	Completed
Administrative Controls - Providing more waste facilities and more frequent rubbish collection.		Facilities	Completed
Administrative Controls - Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.		Facilities	Completed
<p>Handling goods, merchandise and other materials, and onsite vehicles</p> <p>To reduce transmission through contact with objects that comes into the workplace and vehicles at the worksite.</p>		Administrative Controls - Introducing greater handwashing facilities for workers handling goods and post and providing hand sanitiser where this is not practical.	Facilities/Post Rooms
	Administrative Controls - Cleaning procedures for goods and merchandise entering the site.	Facilities	Completed
	Administrative Controls - Restricting non-business deliveries, for example, personal deliveries to workers.	Facilities/Post Room/All	Completed

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<p>Personal Protective Equipment (PPE) and face coverings</p>	<p><i>*When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. PPE should always be the last resort in the hierarchy of risk.</i></p> <p><i>Wearing a face covering is currently optional within the government guidelines, including in the workplace. If individuals choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</i></p> <p><i>Employers should support their workers in using face coverings safely if they choose to wear one. This means advising workers:</i></p> <ul style="list-style-type: none"> • <i>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</i> • <i>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.</i> • <i>Change your face covering if it becomes damp or if you've touched it.</i> • <i>Continue to wash your hands regularly.</i> • <i>Change and wash your face covering daily.</i> • <i>If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.</i> • <i>Practise social distancing wherever possible.</i> <p><i>You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.</i></p>	<p>Facilities/All</p>	<p>Completed</p>
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Risk Evaluation (After)

Hazards Identified	Likelihood	Severity	Risk Rating Scores Multiplied Likelihood x Severity
Using the hazards from the checklist or others that have been identified. Use the table below to help you decide what action should be taken.	*After	*After	
Bacteria / Virus - Spread of COVID-19 Coronavirus	1	5	5
Peoples Wellbeing & Mental Health	2	3	6

Notes	Statement	Reviewed by who & when														
<ol style="list-style-type: none"> 1. If possible, avoid the risk altogether 2. Where possible combat risk at source 3. Give priority to measures which protect the whole workplace 4. Wherever possible, adapt the work to the individual 5. Take advantage of technological & technical progress <p>Personal protective equipment (PPE) should only be used to minimise risk as a last resort.</p>	<p>Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied Royal London will, so far as is reasonably practicable, have met the requirements of this assessment.</p> <p>Assessment made by:</p> <p>Print Darren Smith Head of Procurement & Estates</p> <p style="text-align: right;">Signature </p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: x-small;">Print</td> <td style="font-size: x-small;">Sign</td> <td style="font-size: x-small;">Date</td> </tr> <tr> <td>Chris Balmforth (interim Head of Facilities)</td> <td></td> <td>26/05/2020</td> </tr> <tr> <td>Jim Hurdle (Senior Risk Business Partner)</td> <td></td> <td>26/05/2020</td> </tr> <tr> <td>Caroline Garland (Health & Safety Manager)</td> <td></td> <td>26/05/2020</td> </tr> </table>	Print	Sign	Date	Chris Balmforth (interim Head of Facilities)		26/05/2020	Jim Hurdle (Senior Risk Business Partner)		26/05/2020	Caroline Garland (Health & Safety Manager)		26/05/2020		
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Jim Hurdle (Senior Risk Business Partner)		26/05/2020														
Caroline Garland (Health & Safety Manager)		26/05/2020														

Risk Rating Table

PROVIDING GREAT SPACES TO WORK.

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		1/100K	1/10K	1/1K	1/100	1/10
Severity	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
		Likelihood				

- Green** = Low Significance
- Yellow** = Medium Significance
- Red** = Major Significance
- 1/100K = Very unlikely
- 1/10K = Unlikely
- 1/1K = Possible
- 1/100 = Probable
- 1/10 = Near certainty

