

Site/Contract	Royal London Offices	Serial Number	Version 7						
Activity	<p><b>Covid-19 is an infectious disease which can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</b></p> <p>This is a copy of a generic Risk Assessment for dealing with the current Covid-19 situation in Royal London's workplaces. This is a live document and will change and evolve over time and will be kept up to date. It is not likely to cover all scenarios and each Business Unit should consider their own unique circumstances.</p>								
Assessment conducted by: Caroline Garland	Assessment date: 20/12/2021	Assessment No: V6	Review Frequency: Weekly	Copy to:	Employees	Contractors	Visitors		

**Persons Exposed**

Royal London Employees			Royal London Visitors		
<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 <small>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.</small>	Likelihood <small>*BEFORE</small>	Severity <small>*BEFORE</small>	Risk Rating <small>Scores Multiplied Likelihood x Severity</small>
<b>Bacteria / Virus - Spread of COVID-19 Coronavirus</b>	<b>3</b>	<b>3</b>	<b>9</b>
<b>Peoples Wellbeing &amp; Mental Health</b>	<b>3</b>	<b>3</b>	<b>9</b>

\*BEFORE/AFTER ratings must be completed to demonstrate that control measures have reduced the risk of injury whilst carrying out the task.



<p>Gov Guidance  <a href="https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs">https://www.gov.uk/guidance/working-safely-during-covid-19/offices-factories-and-labs</a></p>	<p>Control Measures</p>	<p>Owner</p>	<p>Active</p>
<p><b>New rules in response to Omicron variant</b></p> <p>New measures have been put in place as a precaution, because cases of a variant of concern have been found in the UK. There are changes to the rules in England on self-isolation, testing after international travel, and face coverings, which apply from 4am on Tuesday 30 November.</p>			
<p><b>1. Complete a health and safety risk assessment that includes the risk from COVID-19</b></p> <p>Complete a risk assessment, considering the measures set out in this guidance. Also consider reasonable adjustments needed for staff and customers with disabilities. Share it with all your staff. Keep it updated. <a href="#">Find out how to do a risk assessment.</a></p>	<p>Complete COVID-19 Risk Assessment for Royal London Offices (This document).</p>	<p>Health &amp; Safety Manager</p>	<p>Yes</p>
<p><b>2. Provide adequate ventilation</b></p> <p>You should make sure there is an adequate supply of fresh air to indoor spaces where there are people present. This can be natural ventilation through opening windows, doors and vents, mechanical ventilation using fans and ducts, or a combination of both. In particular, you should identify any poorly ventilated spaces in your premises that are usually occupied and take steps to improve fresh air flow in these areas. In some places, a CO2 monitor can help identify if the space is poorly ventilated. <a href="#">Read the advice on air conditioning and ventilation on the HSE website.</a></p>	<p>All offices comply with HVAC (Heating Ventilation &amp; Air Conditioning) standards and approved codes of practice (ACOPS). Implementing a HVAC strategy based on Chartered Institution of Building Services Engineers (For all CIBSE COVID-19 Guidance, see <a href="http://www.cibse.org/emerging-from-lockdown">www.cibse.org/emerging-from-lockdown</a>.) recommendations and SFG20 maintenance standards.</p> <p>We continue to monitor CO2 levels throughout our offices through our Connected Workspace (CWS) sensor identifying and rectifying any areas of concern as they arise.</p>	<p>Technical Hard Services, Asset Strategy, Compliance Lead &amp; NICEIC QS</p>	<p>Yes</p>

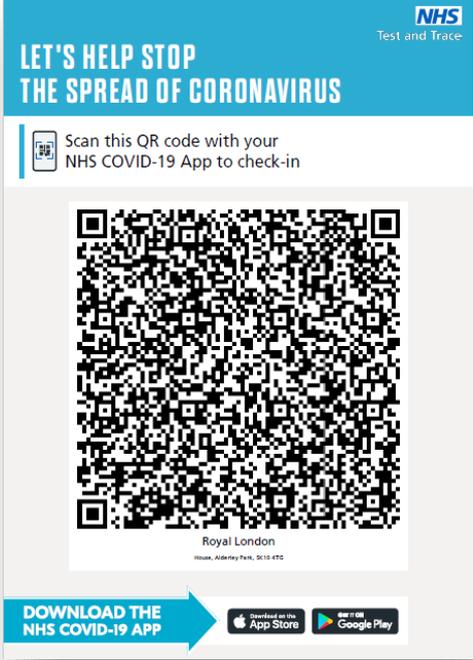


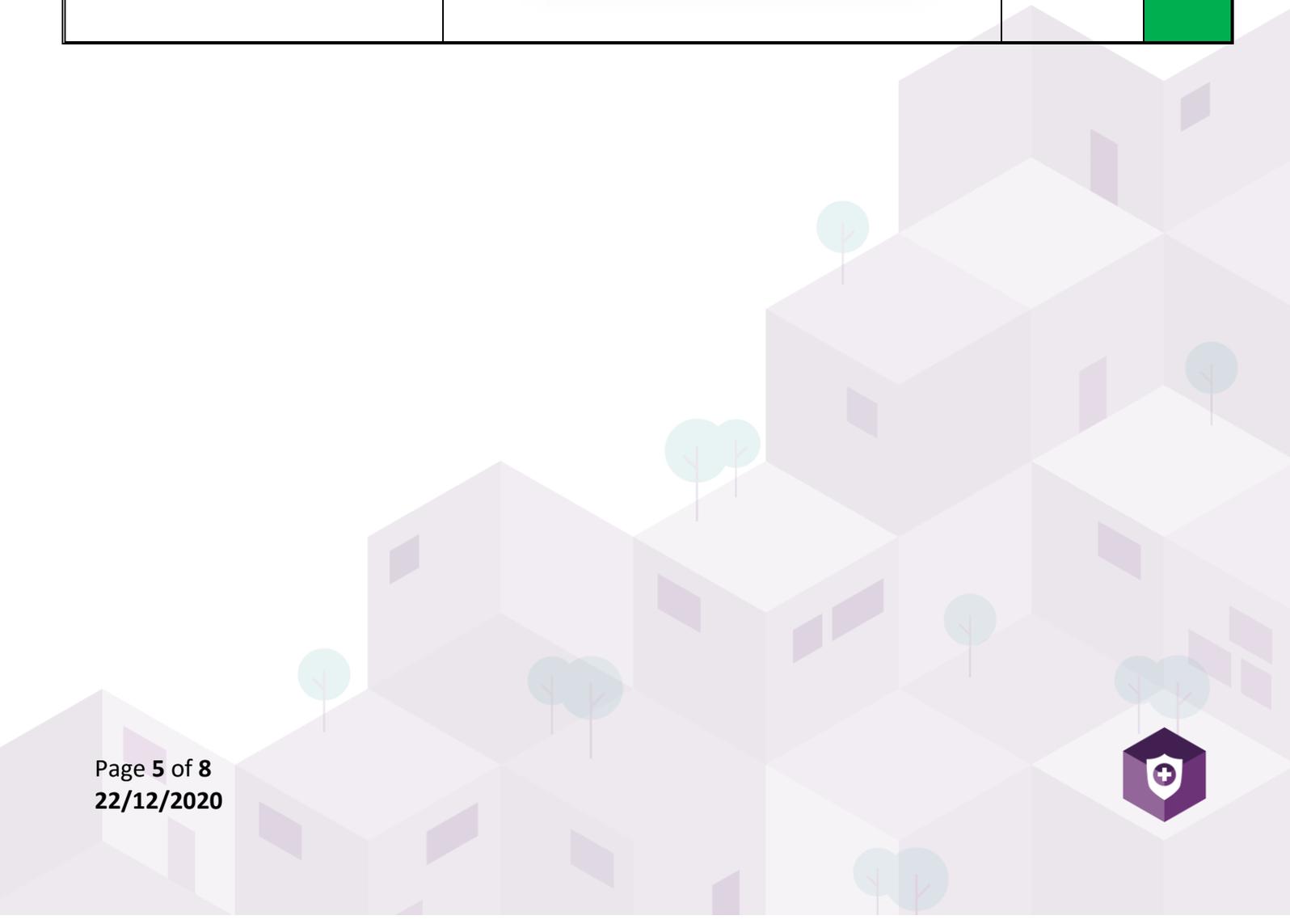
<p><b>3. Clean more often</b></p> <p>It's especially important to clean surfaces that people touch a lot. You should ask your staff and your customers to use hand sanitiser and to clean their hands frequently.</p>	<p>We have a robust Cleaning Strategy in place across all of our offices. We capitalise on three approaches to cleaning which are Planned, Active &amp; Reactive. Each one providing benefits and enabling high cleanliness standards at our offices.</p> <p>All of the main offices are cleaned before, during and after use.</p> <ul style="list-style-type: none"> <li>• <b>Daily</b> regime cleaning – desks, keyboards, mouse included.</li> <li>• <b>Continuous</b> touch point cleaning proactive throughout the day. Observing meeting rooms tea point areas and walkways/stairwells.</li> <li>• Connected Workspace (CWS) &amp; Torke sensor <b>monitoring</b> - continued reviewing of hotspots through sensor technology.</li> <li>• <b>6 Monthly Citrox Protection</b> -eradicates viruses, including coronaviruses, from non – porous surfaces for up to 6 Mths</li> <li>• <b>Purex Product</b> - Purex is a chemical free cleaning solution for all daily cleaning tasks on water washable surfaces.</li> <li>• <b>Amber cleans</b> – local contact point clean of specific area with full investigation in preparation for a potential red clean.</li> <li>• <b>Red cleans</b> – a mixture of 'contact cleaning' and 'fogging' will be conducted on site. This will ensure the quickest possible cleaning solution is adopted in order to fully decontaminate the area and get the area fully operational and ready to be used again.</li> <li>• <b>Clean it yourself option</b> - readily available consumables throughout the site to enable individuals to clean the areas themselves if they are not confident that an area has been cleaned in time.</li> </ul>	<p>Cleaning Managers</p>	<p>Yes</p>
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<p><b>4. Turn away people with COVID-19 symptoms</b></p> <p>Staff members or customers should self-isolate immediately if they show any symptoms of COVID-19 and book a PCR test as soon as possible, even if they are fully vaccinated. If they receive a positive COVID-19 test result, they must complete their full self-isolation period. They must also self-isolate if they have been informed by NHS Test and Trace that they are a contact of a person who has had a positive test result for COVID-19 – unless they are exempt. If you know that a worker is self-isolating, you must not allow them to come to work. It is an offence to do this.</p>	<p>Further controls implemented through our ‘Be Responsible’ campaign which is a regular messaging and forms as part of the OWOW communication plan.</p> <p><b>Actions taken if a colleague feels unwell or test positive with COVID:</b></p> <ul style="list-style-type: none"> <li>• <b>Contacted through Track and Trace to self-isolate?</b> If you have been in one of our offices and are contacted through Track and Trace to self-isolate, contact the Workplace Helpdesk immediately on <b>03330 155 382</b> and follow the <a href="#">reporting process</a> to keep your colleagues safe. Please also inform your People Leader.</li> <li>• If you feel well and can continue to work, and can work from home, then you can agree this with your People Leader. If you become unwell, please report your absence as normal to your People Leader.</li> <li>• <b>Tested positive for COVID or someone you live with or have had close contact with has?</b> If you have been in one of our offices and test positive for COVID, contact the Workplace Helpdesk immediately on <b>03330 155 382</b> and follow the <a href="#">reporting process</a> to keep your colleagues safe. Please also inform your People Leader. If you feel well and can continue to work, and can work from home, then you can agree this with your People Leader. If you become unwell, please report your absence as normal to your People Leader.</li> <li>• <b>Feeling unwell?</b> If you feel unwell, please do not come into the workplace if you have a high temperature or other COVID-related symptoms. Please speak to your People Leader about whether you continue to work or take sick leave. If you can work from home and feel able to, you can agree this with your People Leader.</li> <li>• Returning from holiday abroad? If you are returning from holiday, please <a href="#">follow the amber list guide</a>.</li> </ul> <p><i>*all confirmed cases are reported, investigated and actioned immediately in line with our immediate action drill.</i></p>	<p>All</p>	<p>Yes</p>
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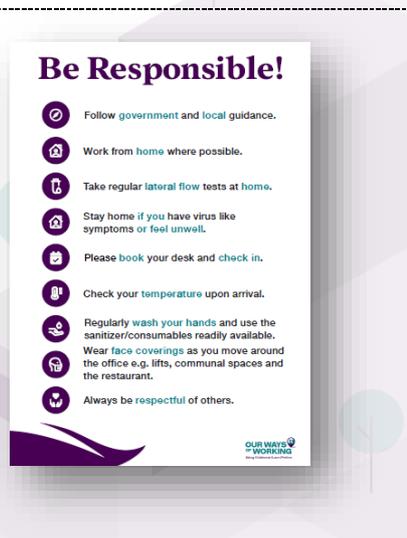


<p><b>5. Enable people to check in at your venue</b></p> <p>You're no longer legally required to collect customer contact details but doing so will support NHS Test and Trace to contact those who may have been exposed to COVID-19 so that they can book a test. You can enable people to check in to your venue by displaying an <a href="#">NHS QR code poster</a>. You do not have to ask people to check in or turn people away if they refuse. If you choose to display a QR code, you should also have a system in place to record contact details for people who want to check in but do not have the app.</p>	<p>We continue to display the relevant NHS QR code posters throughout our estate.</p> 	<p>Workplace Experience Managers</p> <p style="background-color: green; color: white; text-align: center; padding: 10px;">Yes</p>
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<p><b>6. Communicate and train</b></p> <p>Keep all your workers, contractors and visitors up-to-date on how you're using and updating safety measures.</p> <p>These are the priority actions to make your business safer during coronavirus, you should also read the full version of the guidance below.</p>	<ul style="list-style-type: none"> <li>• All colleagues, contractors and visitors must complete a site-based induction known as the 'Orientation Pack' this provides information and guidance on the CV-19 controls and provides good orientation for colleagues as they return to the office.</li> <li>• This Risk Assessment is displayed on the hub and our company website for all to see.</li> <li>• The Hub has a section dedicated to Our Ways of Working. This provides varying levels of information regarding CV-19 and our approach to a new way of working due to the pandemic. The topics are:             <ul style="list-style-type: none"> <li>○ Updates for Colleagues</li> <li>○ Updates for People Leaders</li> <li>○ Your questions answered (FAQ's)</li> <li>○ Preparing to return</li> <li>○ Working from Home</li> <li>○ Our 2021 roadmap</li> <li>○ Wellbeing</li> <li>○ Colleagues Stories</li> <li>○ Reporting COVID incidents or illness</li> </ul> </li> <li>• Regular Updates from the Group Chief People Officer.</li> <li>• Continued Our Ways of Working (OWOW) Group Meetings (Weekly) discussing government guidance and new requirements.</li> <li>• Regular reviews (Weekly) of the Government guidance in line with the risk assessment and controls.</li> </ul>	<p>OWOW Group</p>	<p>Yes</p>
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**'Be responsible' Campaign Controls**

<ul style="list-style-type: none"> <li>✓ Follow government and local guidance.</li> <li>✓ Work from home where possible.</li> <li>✓ Take regular lateral flow tests at home.</li> <li>✓ Stay home if you have virus like symptoms or feel unwell.</li> <li>✓ Please book your desk and check in.</li> <li>✓ Check your temperature upon arrival.</li> <li>✓ Regularly wash your hands and use the sanitiser/consumables readily available.</li> <li>✓ Wear Face coverings as you move around the office e.g. lifts, communal spaces and the restaurant.</li> <li>✓ Always be respectful of others.</li> </ul>		<p>All</p>	<p>Yes</p>
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## Risk Evaluation (After)

Hazards Identified <small>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.</small>	Likelihood <small>*After</small>	Severity <small>*After</small>	Risk Rating Scores Multiplied <small>Likelihood x Severity</small>
<b>Bacteria / Virus - Spread of COVID-19 Coronavirus</b>	<b>1</b>	<b>3</b>	<b>3</b>
<b>Peoples Wellbeing &amp; Mental Health</b>	<b>2</b>	<b>3</b>	<b>6</b>

<small>Print</small> Chris Balmforth Interim Head of Facilities	<small>Sign</small> 	<small>Date</small> 06/12/2021
<small>Print</small> Billy Silcock Technical Hard Services, Asset Strategy, Compliance Lead & NICEIC QS	<small>Sign</small> 	<small>Date</small> 07/12/2021



\*Severity x Likelihood = Risk Rating

Severity (S)*	Likelihood (L)*	Risk Rating (R)*
Catastrophic =5	Likely = 5	20-25 Very High Risk
Death = 4	Probable = 4	12-20 High Risk
Major Injury = 3	Possible = 3	8 – 11 Medium Risk
Minor Injury = 2	Unlikely = 2	1 – 7 Low Risk
No Injury = 1	Very Unlikely = 1	

