

Risk Assessment								
Assessor Name		T Doye	Site address		10 Finsbury Square	Date		09/11/2020
Activity		COVID-19 Secure - Working safely						
No.	Hazard	Risk factors	Person at Risk	Existing Controls	Additional Controls	Action by		
						Who	When	Done
1	<b>Working from home</b>							
	Wellbeing of people who are working from home	Workers may feel disconnected or isolated leading to work-related stress and effect on mental health	LME Group staff and contractors	Department Heads/Managers are monitoring the wellbeing of staff who are working from home. HR maintains a central list to ensure accurate tracking and regular engagement with those struggling more	Implementation of new health and safety online training site to cover homeworking	T Doye	31/07/2020	Done
		Working with display screen equipment		Regular updates being sent to help people stay connected including regular emails and group townhall meetings. Social activities also delivered to help with morale	Staff that have essential site based tasks to carry out or who cannot work from home can request to work from the office	T Doye	09/11/2020	Done
				Bi-weekly wellbeing survey being sent to staff to monitor welfare				
				Staff provided with remote access to work systems and access to helpdesk support for any system issues				
				Staff offered budget to purchase equipment to support homeworking				
				Managers instructed to give special consideration to those with caring responsibilities				

2 Working from office								
Spread of Covid-19 Coronavirus	Consult with staff to determine who can come into the workplace safely taking account of a person's use of public transport, childcare responsibilities, protected characteristics and other individual circumstances	LME Group staff, contractors and visitors	Regular cleaning in place including disinfection of high touch areas	Using markings and introducing one-way flow in main walkways	T Doye	24/07/2020	Done	
Closely follow covid-19 guidelines to reduce the risk of transmission to staff working from the office			Antibacterial wipes available throughout premises for use	Signage to remind staff to increase the frequency of hand washing and surface cleaning	T Doye	24/07/2020	Done	
To help contain the virus, staff should work from home where possible and only travel to work if they cannot work from home	The Public Health England report 'Disparities in the risk and outcomes of COVID 19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected.		Hand washing facilities with soap and water in place	Staff guidance to be issued for safe working from the 10FS office	T Doye	24/07/2020	Done	
Clinically extremely vulnerable individuals are strongly advised to work from home during the period of national restrictions. If they cannot work from home, they should not attend work for this period of restrictions	The higher risk groups include those who: - are older males - have a high body mass index (BMI) - have health conditions such as diabetes - are from some Black, Asian or minority ethnicity (BAME) backgrounds		Hand sanitiser available at all main entrance points and throughout premises	Temperature monitoring for staff attending site	T Doye	24/07/2020	Done	
			Reduced number of people each person has contact with by using split teams	Consideration of the maximum number of staff who can be safely accommodated on site	T Doye	07/09/2020	Done	
	If you live, work or volunteer in an area that is part of Local COVID Alert Level: High or Local COVID Alert Level: Very High, there are additional restrictions which apply to you. Please visit the Local COVID Alert Levels page to find out what level your area is in and the additional restrictions that apply. ( <a href="https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know">https://www.gov.uk/guidance/local-covid-alert-levels-what-you-need-to-know</a> )		Using back-to-back or side-to-side working (rather than face-to-face) whenever possible	Any staff who have been contacted by NHS Test and Trace must inform their Manager and the Covid-19 reporting group as detailed in the staff guidance and follow the requirement to self-isolate	T Doye	09/11/2020	Done	
			Where contact between staff is required, keeping the activity time involved as short as possible					
			Suspension of trading on open outcry trading floor, and move to fully electronic pricing while social distancing and aerosol transmission measures are required					

<b>3</b>	<b>Coming to work and leaving work</b>							
	Spread of Covid-19 Coronavirus	Maintain social distancing wherever possible, on arrival and departure	LME Group staff, contractors and visitors	All access requests reviewed/ approved to maintain social distancing	Using markings and introducing one-way flow at entry and exit points	T Doye	24/07/2020	Done
				Reduced building occupancy reducing congestion at entry/ exit points	Temperature monitoring for staff attending site	T Doye	24/07/2020	Done
				Provision of storage for workers for personal clothes and bags				
<b>4</b>	<b>Moving around buildings and worksites</b>							
	Spread of Covid-19 Coronavirus	Maintain social distancing wherever possible while people travel through the workplace	LME Group staff, contractors and visitors	Access to site restricted by split teams	Introducing one-way flow through main office routes/corridors	T Doye	24/07/2020	Done
		Social distancing applies to all parts of a business, including entrances and exits, break-out rooms, canteens and similar settings		Staff are encouraged to use stairs, rather than lifts, where possible	Using floor tape or paint to mark areas to help workers keep to a 2m distance	T Doye	24/07/2020	Done
					Opening doors frequently to encourage ventilation, where possible	T Doye	24/07/2020	Ongoing
					Have worked with Building Management team to make adjustments to HVAC to improve ventilation	T Doye	13/08/2020	Done
<b>5</b>	<b>Workplaces and workstations</b>							
	Spread of Covid-19 Coronavirus	Maintaining social distancing between individuals when they are at their workstations	LME Group staff and contractors	Using back-to-back or side-to-side working (rather than face-to-face) whenever possible	Review access requests to allow people to work further apart from each other	T Doye	24/07/2020	Done
				Managing occupancy levels to enable social distancing	Using floor tape or paint to mark areas to help workers keep to a 2m distance	T Doye	24/07/2020	Done
				Hot desking currently prohibited				
<b>6</b>	<b>Meetings</b>							
	Spread of Covid-19 Coronavirus	Reduce transmission due to face-to-face meetings	LME Group staff, contractors and visitors	Staff encouraged to use remote working tools to avoid in-person meetings	For areas where regular meetings take place, using floor signage to help people maintain social distancing	T Doye	24/07/2020	Done
				Meeting room capacity reviewed to maintain social distancing	Screens installed in larger meeting rooms to allow limited capacity	T Doye	28/09/2020	Done

<b>7</b>	<b>Common areas</b>							
	Spread of Covid-19 Coronavirus	Maintain social distancing while using common areas	LME Group staff, contractors and visitors	Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site	Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example reception and staircases	T Doye	24/07/2020	Done
				Staggering break times to reduce pressure on break rooms or canteens	Installing screens to protect Reception and Security staff	T Doye	24/07/2020	Done
				Restricting use of breakout areas/meeting rooms to maintain spacing and reduce face-to-face interactions				
				Encouraging storage of personal items and clothing in personal storage spaces				
<b>8</b>	<b>Accidents, Security and other incidents</b>							
	Spread of Covid-19 Coronavirus	Prioritise safety during incidents	LME Group staff, contractors and visitors	In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe	Instruction given to staff involved in the provision of assistance to others to pay particular attention to sanitation measures immediately afterwards including washing hands	T Doye	24/07/2020	Done
<b>9</b>	<b>Managing customers, visitors and contractors</b>							
	Spread of Covid-19 Coronavirus	Minimise the number of unnecessary visits to offices	LME Group staff, contractors and visitors	Encouraging meetings via remote connection/working where this is an option	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people	T Doye	Ongoing	Done
				All contractor access requests reviewed/ approved by senior members of BC team				
				Limiting the number of visitors by prohibiting client/member visits				
				Limiting the number of people on site at any one time, such as maintenance contractors				
				Maintain a record of all visitors				
				Where site visits are required, site guidance given on social distancing and hygiene before arrival				

<b>10</b>	<b>Providing and explaining available guidance</b>							
	Spread of Covid-19 Coronavirus	Make sure people understand what they need to do to maintain safety	LME Group staff, contractors and visitors	Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces	Staff guidance to be issued for safe working from the 10FS office	T Doye	24/07/2020	Done
<b>11</b>	<b>Cleaning the workplace</b>							
	Spread of Covid-19 Coronavirus	Make sure that any site or location that has been closed or partially operated is clean and ready to restart	LME Group staff, contractors and visitors	Frequent cleaning of work areas and equipment between uses, using usual cleaning products	Assessment for all sites, or part of sites, that have been closed, before restarting work	T Doye	24/07/2020	Done
		Keep the workplace clean and prevent transmission by touching contaminated surfaces		Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements	Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards	T Doye	24/07/2020	Done
				Clearing workspaces and removing waste and belongings from the work area at the end of a shift	Provision of clinical waste bins for the disposal of face masks and tissues.	T Doye	27/07/2020	Done
				If cleaning after a known or suspected case of COVID-19 following the specific guidance				
<b>12</b>	<b>Hygiene - handwashing, sanitation facilities and toilets</b>							
	Spread of Covid-19 Coronavirus	Keeping good hygiene through the working day	LME Group staff, contractors and visitors	Providing hand sanitiser in multiple locations in addition to washrooms	Providing more waste facilities and more frequent rubbish collection	T Doye	24/07/2020	Done
				Providing reminders and signage in washrooms to maintain personal hygiene standards	Using signs and posters to build hygiene awareness	T Doye	24/07/2020	Done
				Enhancing cleaning for busy areas				
				Provision of paper towels as an alternative to hand dryers in handwashing facilities				
<b>13</b>	<b>Changing rooms and showers</b>							
	Spread of Covid-19 Coronavirus	Minimise the risk of transmission in changing rooms and showers	LME Group staff and contractors	Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces	Staff guidance to be issued for safe working from the 10FS office	T Doye	24/07/2020	Done

<b>14</b>	<b>Handling goods, merchandise and other materials</b>							
	Spread of Covid-19 Coronavirus	Reduce transmission through contact with objects that come into the workplace	LME Group staff, contractors and visitors	Restricting non-business deliveries, for example, personal deliveries to workers	Cleaning procedures for goods and merchandise entering the site	T Doye	24/07/2020	Done
				Good handwashing and handwashing facilities/ sanitiser for workers handling goods and merchandise				
<b>15</b>	<b>PPE and face coverings</b>							
	Spread of Covid-19 Coronavirus	When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial.	LME Group staff and contractors	The exception is a small handful of other roles, for example first responders or when responding to a suspected or confirmed case of COVID-19	Support staff choosing to wear face coverings by providing guidance	T Doye	24/07/2020	Done
		Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19		The landlord has a procedure for face covering to be worn when using the lifts, this is documented in the staff guidance				
<b>16</b>	<b>Shift patterns and working groups</b>							
	Spread of Covid-19 Coronavirus	Change the way work is organised to create distinct group and reduce the number of contacts each employee has	LME Group staff and contractors	Where critical staff are split into teams, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people	Identify areas where people directly pass things to each other, for example office supplies, and finding ways to remove direct contact, such as using drop-off points or transfer zones.	T Doye	24/07/2020	Done
					Develop plan in case of Covid-19 outbreak to detail SPOC for reporting and co-ordinating with authorities	T Doye, S Burdett, K Combe	24/07/2020	Done
<b>17</b>	<b>Work-related travel</b>							
	Spread of Covid-19 Coronavirus	Avoid unnecessary work travel and keep people safe when they do need to travel between locations	LME Group staff and contractors	Minimising non-essential travel - consider remote options first				

<b>18</b>	<b>Communications and Training</b>							
	Spread of Covid-19 Coronavirus	Make sure all workers understand COVID-19 related safety procedures	LME Group staff and contractors	Clear, consistent and regular communication provided to improve understanding and consistency of ways of working	Staff guidance to be issued for safe working from the 10FS office	T Doye	24/07/2020	Done
		Make sure all workers are kept up to date with how safety measures are being implemented or updated		Engaging with workers through existing communication routes to explain and agree any changes in working arrangements				
				Ongoing engagement with workers to monitor and understand any unforeseen impacts of changes to working environments				
<b>19</b>	<b>Inbound and outbound goods</b>							
	Spread of Covid-19 Coronavirus	Maintain social distancing and avoid surface transmission when goods enter and leave the site	LME Group staff, contractors and visitors	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often	Minimise unnecessary contact at security. For example, non contact deliveries where the nature of the product allows for use of electronic pre-booking	T Doye	24/07/2020	Done
				Where possible, using the same pairs of people for loads where more than one is needed	Revising pick-up and drop-off collection points, procedures, signage and markings	Building Management Team	24/07/2020	Done