

ABN AMRO COVID-19 RISK ASSESSMENT

Working Safely During Coronavirus (COVID-19) for Offices – Risk Assessment

Document Owner : Facilities Management

Version : V 2.5

April 2022

Produced by: ANABAS (UK2) Ltd – On behalf of ABN AMRO Bank N.V (UK Branch), ABN AMRO Asset Based Finance N.V (UK Branch) and all subsidiary companies.

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Key to Assessment:	LOW 1-5 OK to continue. Little or no risk residing	MEDIUM 6-10 Acceptable risk residing. Monitoring of controls should be carried out. Supervision is required	HIGH 11-25 cease until further assessment is completed. Unacceptable risk resides.
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Version Control

Version Number	Author	Date of change	Brief description of change
V 1.0	ANABAS (UK2) Ltd	13/05/2020	<ul style="list-style-type: none"> Document creation
V 1.1	Lauren Northfield, Craig Fullbrook - ANABAS	10/06/2020	<ul style="list-style-type: none"> Modified document to include site specific measures across ABN UK portfolio
V 1.2	Neil Simpson – ABN AMRO	12/06/2020	<ul style="list-style-type: none"> Holistic review, document restructure and re-composition into plain English
V 1.3	Lauren Northfield – ANABAS	16/06/2020	<ul style="list-style-type: none"> Document modified with measures and protocols agreed at consultation meeting. Present: <ul style="list-style-type: none"> Caroline Downey – HR Director Dan Thompson – Business Services Director Cameron Dally (ICC) Neil Nicholls (ICC) Mpanji Simfukwe (ICC) Sam Bradford (ICC) Leanne Green (Anabas) Craig Fullbrook (Anabas)
V 1.4	Craig Fullbrook – ANABAS	16/06/2020	<ul style="list-style-type: none"> Generated title page and introduced version control index Minor changes
V 1.5	Lauren Northfield – ANABAS Neil Simpson – ABN AMRO	01/07/2020	<ul style="list-style-type: none"> Removed the A&B teams Removed the deep cleans happening every 2 weeks Added additional information on desk allocation Adjusted risk ratings where controls changed
V1.6	Neil Simpson – ABN AMRO	23/09/2020	<ul style="list-style-type: none"> Minor adjustments
V 1.7	Craig Fullbrook – ANABAS Yasemin Diskaya - ANABAS	23/04/2021	<ul style="list-style-type: none"> 6 Month review Increased guidance and control measures for site safety representatives administering first aid Amended the Fire Evacuation Procedure Amended Security and Reception information Amended amenities information

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			<ul style="list-style-type: none"> Added that a mask must be worn at all time except for when at your desk
V 1.8	Craig Fullbrook – ANABAS Dorin Mihalache – ANABAS Yasemin Diskaya – ANABAS	14/07/2021	<ul style="list-style-type: none"> Control measures adjusted in line with government guidance inclusive of local measures specific to the appropriate branch
V1.9	Neil Simpson – ABN AMRO	28/07/2021	<ul style="list-style-type: none"> Minor updates and feedback from HR
V2.0	Neil Simpson – ABN AMRO	03/08/2021	<ul style="list-style-type: none"> Feedback from UK Exco
V2.1	Craig Fullbrook & Dorin Mihalache - ANABAS	22/09/2021	<ul style="list-style-type: none"> Relaxing of control measures per UK's GOV guidance Office readiness for staggered reoccupation
V2.2	Craig Fullbrook & Dorin Mihalache ANABAS	26/01/2022	<ul style="list-style-type: none"> Control Measures adjusted in line with government guidance Enhanced cleaning procedure added
V2.3	Craig Fullbrook – ABN AMRO Dorin Mihalache – ANABAS	01/04/2022	<ul style="list-style-type: none"> Periodical review Controls measures adjusted in line with government guidance Review; Severity and likelihood of associated risk ratings
V2.4	Neil Simpson – ABN AMRO	06/04/2022	<ul style="list-style-type: none"> Review and minor adjustments
V2.5	Craig Fullbrook – ABN AMRO Dorin Mihalache – ANABAS	08/04/2022	<ul style="list-style-type: none"> Minor adjustments following Neil Simpson's review

NAME	Working Safely During Coronavirus (Covid-19) for Offices
LOCATION	ABN AMRO London, Haywards Heath and Manchester
DATE	April 2022

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Risk Assessment Prepared by (PRINT)	Signature	Date
Dorin Mihalache – London Facilities Coordinator Craig Fullbrook – UK Facilities Manager	<i>D Mihalache</i> <i>C Fullbrook</i>	April 2022
Approved by ABN AMRO ExCo Representative(s) (PRINT)	Signature	Date
Neil Simpson – COO, AAB		April 2022

RISK RATING = SEVERITY X LIKELIHOOD

SEVERITY	LIKELIHOOD	RISK RATING
1 = Negligible. No risk of infection.	1 = Unlikely	1-5 Low
2 = Low. Minor risk of infection affecting individual worker	2 = Remote	
3 = Moderate. Moderate risk of infection affecting small number or group of workers.	3 = Occasional	6-10 Medium
4 = Severe. High risk of infection affecting multiple workers.	4 = Probable	11-25 High
5 = Catastrophic. Multiple infections with risk of multiple deaths	5 = Frequent	
LOW 1-5	OK to continue. Care/Vigilance Required	LOW
Medium 6-10	Acceptable, Monitor controls	Medium
High 11-25	Immediate Action & Stringent Controls Required	High

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ABN AMRO LONDON – 5 ALDERMANBURY SQUARE

Activities, Tasks and Equipment	Potential Hazards	Persons at Risk	Risk Likelihood x Severity	Summary of Protective and Preventative Measures. Applicable Information or Method of Controlling the Risk	Residual Risk
Who Should Go to Work	<p>Close contact with other people on public transport</p> <p>Employee may be infected with Covid-19</p> <p>Lack of social distancing if too many employees work in same building</p> <p>Employee cross infects shielded person/s at home</p>	Employees and Site Based Contractors	3 x 3 = 9	<p>Following government advice, workers are no longer asked to work from home if they can and all employers should talk to their workers to agree arrangements to return to the workplace.</p> <p>All employees should self-declare if they are feeling unwell before leaving home and report to their Line Manager and HR.</p> <p>If staff members have associated symptoms of Covid, test positive or are otherwise unwell, they should not attend the office and follow the reporting procedure.</p> <p>Vulnerable employees or those with vulnerable people in the household are advised to discuss with their Line Manager or an HR representative for further instructions.</p> <p>Social distancing measures are not compulsory throughout the office, however, members of staff are encourage to be mindful of others at all times.</p>	2 x 2 = 4
Access/Egress to Office	<p>Contact with touch points – doors/handles</p> <p>Social distancing</p>	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	<p>To assist in the reduction of transmission, face coverings are recommended (but not mandatory) whilst moving around the office.</p> <p>Push buttons have been replaced with sensor buttons where possible.</p> <p>Regular and enhanced cleaning of touch points are undertaken by the day Janitor.</p> <p>Provision of hand sanitizer and wipes are available around the office.</p>	2 x 2 = 4

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Managing customers, visitors and contractors	Risk of transmission	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	External visitors/Contractors are allowed on site for business reasons. The ABN AMRO employee responsible for hosting the meeting should ensure that visitors are aware of any prevailing covid measures.	2 x 2 = 4
Workplaces & Workstations	Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	3 x 3 = 9	The overall occupancy levels are monitored. Staff occupying hot desks are required to book their own desk via the Intranet desk booking system. If anyone who has been working in the office declares a positive COVID-19 test result we will prioritise cleaning their workspace and any meeting rooms attended. Cleaning materials and sanitiser spray are available for all staff to clean their workstations before and after use.	2 x 2 = 4
Meetings	Lack of Social Distancing	Employees & Site Based Contractors	3 x 3 = 9	Meeting rooms are open, employees and/or visitors are expected to follow current government guidance to mitigate the risk of infection. Cleaning and sanitizing products will be available for use in all meeting rooms. The day Janitor will regularly clean each meeting room.	2 x 2 = 4
Common Areas/Breaks/Catering	Lack of Social Distancing	Employees & Site Based Contractors	3 x 3 = 9	Hand sanitizer and hand washing facilities are provided. Enhanced frequency of cleaning and sanitizing schedules.	2 x 2 = 4

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Emergency Procedures & Accidents	Multiple touch points	All employees, contractors and visitors	$3 \times 4 = 12$	<p>Social Distancing does not need to be followed in the event of an emergency, but all other hygiene advice should be maintained.</p> <p>If the building needs to be evacuated, please leave in a swift but orderly manner, staff should follow the standard building evacuation guidelines.</p> <p>Ensure sufficient Fire Wardens & First Aiders are on site during all times of occupation.</p> <p>First Aiders must wear a mask and gloves when dealing with a first aid situation. If a First Aider feels comfortable giving resuscitation breaths, they will remove their facemask, but should use a face covering.</p>	$2 \times 2 = 4$
Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	$3 \times 3 = 9$	<p>Air handling units are running 24hrs a day to maximize fresh air rates within the floors, as government guidelines state.</p> <p>FCU filters are being cleaned and maintained regularly by the building management team.</p>	$2 \times 2 = 4$

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Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	3 x 3 = 9	<p>All staff should observe the ABN AMRO clear desk policy (ABN AMRO UK Staff Handbook appendix 20), keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning.</p> <p>When a member of staff from ABN AMRO has tested positive for COVID-19, it's their responsibility to inform their line manager and AAB HR team;</p> <p>Anabas AM cleaning team will carry out an enhanced cleaning in the morning following the below procedure:</p> <ul style="list-style-type: none"> - PPE equipment - Selgiene ULTRA T066 Virucidal Cleaner – spray onto surface and leave for min of 30 seconds, wipe with clean cloth. <p>Anabas DAY cleaning team will carry out their usual cleaning regime following the below procedure:</p> <ul style="list-style-type: none"> - PPE equipment - 2Pure OdorBac Tec4 – 1:10 dilution with water in spray bottles; spray onto surface and leave for min of 30 seconds, wipe with clean cloth. - All touch surfaces are sanitised throughout the day at an interval of approximately 30minutes to mitigate the risk of cross-contamination (i.e doors, door handles, kitchen surfaces, etc) 	2 x 2 = 4
Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	3 x 3 = 9	Increased cleaning frequencies are in place.	2 x 2 = 4
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	2 x 2 = 4	Shower facilities and changing rooms are open. Heightened cleaning procedures are in place, staff are to use the showers at their own risk as they cannot be cleaned between each use.	2 x 1 = 2

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ABN AMRO HAYWARDS HEATH – SHEENCROFT HOUSE

Activities, Tasks and Equipment	Potential Hazards	Persons at Risk	Risk Likelihood x Severity	Summary of Protective and Preventative Measures. Applicable Information or Method of Controlling the Risk	Residual Risk
Who Should Go to Work	<p>Close contact with other people on public transport</p> <p>Employee may be infected with Covid-19</p> <p>Lack of social distancing if too many employees work in same building</p> <p>Employee cross infects shielded person(s) at home</p>	Employees and Site Based Contractors	3 x 3 = 9	<p>Following government advice, workers are no longer asked to work from home if they can and all employers should talk to their workers to agree arrangements to return to the workplace.</p> <p>All employees should self-declare if they are feeling unwell before leaving home and report to their Line Manager and HR.</p> <p>If staff members have associated symptoms of Covid, test positive or are otherwise unwell, they should not attend the office and follow the reporting procedure.</p> <p>Vulnerable employees or those with vulnerable people in the household are advised to discuss with their Line Manager or an HR representative for further instructions.</p> <p>Social distancing measures are not compulsory throughout the office, however, members of staff are encourage to be mindful of others at all times.</p>	2 x 2 = 4

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Access/Egress to Office	Contact with touch points – doors/handles Social distancing	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	<p>Parking/cycle facilities are available to staff in both carparks.</p> <p>Access to the office is via the main entrance.</p> <p>Staff / start finish work times may be staggered, staff are to confirm with their Line Manager.</p> <p>Touch free door release sensors are in place in key locations, internal doors will remain accessible during standard working hours.</p> <p>Regular cleaning of touch points will be undertaken by the day Janitor.</p> <p>Provision of hand sanitizer and wipes are available around the office.</p> <p>To assist in the reduction of transmission, face coverings can be worn, recommended, but not mandatory whilst moving around the office, coverings are discretionary whilst at workstations.</p>	2 x 2 = 4
Managing customers, visitors and contractors	Risk of transmission	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	<p>External visitors/Contractors are allowed on site for business reasons. The ABN AMRO employee responsible for hosting the meeting should ensure that visitors are aware of any prevailing covid measures.</p> <p>All contractor routine and reactive service visits to be authorized by a responsible Anabas/FM manager and monitored where permissible.</p> <p>An access log of all employees, contractors and visitors will be maintained by the local facilities team.</p>	2 x 2 = 4
Reception & Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 2 = 6	<p>A Perspex screen has been installed at reception.</p> <p>Sanitizing and cleaning materials readily available for guests and employees to use upon arrival.</p> <p>All deliveries will be directed to the dedicated goods entrance.</p>	2 x 1 = 2

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Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	3 x 3 = 9	<p>The overall occupancy levels are monitored. Staff occupying hot desks are required to book their own desk via the Intranet desk booking system.</p> <p>If anyone who has been working in the office declares a positive COVID-19 test result we will prioritise cleaning their workspace and any meeting rooms attended.</p> <p>Cleaning materials and sanitiser spray are available for all staff to clean their workstations before and after use.</p>	2 x 2 = 4
Meetings	Social Distancing	Employees & Site Based Contractors	3 x 3 = 9	<p>Meeting rooms are open, employees and/or visitors are expected to follow current government guidance to mitigate the risk of infection.</p> <p>Cleaning and sanitizing products will be available for use in all meeting rooms.</p> <p>The day Janitor will regularly clean each meeting room.</p>	2 x 2 = 4
Common Areas/Breaks/Catering		Employees & Site Based Contractors	3 x 3 = 9	<p>Hand sanitizer and hand washing facilities are provided.</p> <p>Enhanced frequency of cleaning and sanitizing schedules.</p>	2 x 2 = 4
Emergency Procedures & Accidents		All employees, contractors and visitors	3 x 4 = 12	<p>Social Distancing does not need to be followed in the event of an emergency, but all other hygiene advice should be maintained.</p> <p>If the building needs to be evacuated, please leave in a swift but orderly manner, staff should follow the standard building evacuation guidelines.</p> <p>Ensure sufficient Fire Wardens & First Aiders are on site during all times of occupation.</p> <p>First Aiders must wear a mask and gloves when dealing with a first aid situation. If a First Aider feels comfortable giving resuscitation breaths, they will remove their facemask, but should use a face covering.</p>	2 x 2 = 4

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Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	3 x 9 = 9	<p>HVAC systems maintained and serviced in line with standard industry frequencies.</p> <p>Air handling unit filter routinely replaced in line with manufacturers specification.</p> <p>A/C configured to optimize fresh air flow and not recirculate extracted air from the office.</p>	2 x 2 = 4
Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	3 x 3 = 9	<p>All staff should observe the ABN AMRO clear desk policy (ABN AMRO UK Staff Handbook appendix 20), keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning.</p> <p>When a member of staff from ABN AMRO has tested positive for COVID-19, it's their responsibility to inform their line manager and AAB HR team;</p> <p>Anabas AM cleaning team will carry out an enhanced cleaning in the morning following the below procedure:</p> <ul style="list-style-type: none"> - PPE equipment - Selgiene ULTRA T066 Virucidal Cleaner – spray onto surface and leave for min of 30 seconds, wipe with clean cloth. <p>Anabas DAY cleaning team will carry out their usual cleaning regime following the below procedure:</p> <ul style="list-style-type: none"> - PPE equipment - 2Pure OdorBac Tec4 – 1:10 dilution with water in spray bottles; spray onto surface and leave for min of 30 seconds, wipe with clean cloth. - All touch surfaces are sanitised throughout the day at an interval of approximately 30minutes to mitigate the risk of cross-contamination (i.e doors, door handles, kitchen surfaces, etc) 	2 x 2 = 4

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Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	3 x 3 = 9	<p>Signage remains in place to help maintain personal hygiene levels.</p> <p>Disposable hand towels will be available along with the hand drying systems.</p> <p>Increased cleaning frequencies have been put in place.</p>	2 x 2 = 4
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	2 x 2 = 4	The shower facilities and changing area remain open. Heightened cleaning procedures are in place, staff are to use the showers at their own risk as they cannot be cleaned between each use.	1 x 1 = 1
Deliveries/Loading Bay – Inbound/Outbound Goods	Transmission through objects brought into building	Employees & Site Based Contractors	3 x 3 = 9	<p>Non-contact deliveries will be encouraged where possible (e.g. photos not signatures).</p> <p>Reduce frequencies of deliveries by ordering larger quantities and use less suppliers where possible.</p> <p>Hand sanitizer is available at access point for consignments and deliveries.</p> <p>No personal items to be delivered to site.</p>	2 x 2 = 4

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ABN AMRO MANCHESTER – ONE MARSDEN STREET

Activities, Tasks and Equipment	Potential Hazards	Persons at Risk	Risk Likelihood x Severity	Summary of Protective and Preventative Measures. Applicable Information or Method of Controlling the Risk	Residual Risk
Who Should Go to Work	<p>Close contact with other people on public transport</p> <p>Employee may be infected with Covid-19</p> <p>Lack of social distancing if too many employees work in same building</p> <p>Employee cross infects shielded person(s) at home</p>	Employees and Site Based Contractors	3 x 3 = 9	<p>Following government advice, workers are no longer asked to work from home if they can and all employers should talk to their workers to agree arrangements to return to the workplace.</p> <p>All employees should self-declare if they are feeling unwell before leaving home and report to their Line Manager and HR.</p> <p>If staff members have associated symptoms of Covid, test positive or are otherwise unwell, they should not attend the office and follow the reporting procedure.</p> <p>Vulnerable employees or those with vulnerable people in the household are advised to discuss with their Line Manager or an HR representative for further instructions.</p> <p>Social distancing measures are not compulsory throughout the office, however, members of staff are encourage to be mindful of others at all times.</p>	2 x 2 = 4
Access/Egress to Office	<p>Contact with touch points – doors/handles</p> <p>Social distancing</p>	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	<p>Allocated parking will remain available for 1 person, cycle locking facilities will be available on a first come first served basis.</p> <p>Regular cleaning of touch points, high traffic areas and communal points will be undertaken by the managing agent.</p> <p>Provision of hand sanitizer, wipes and self-service cleaning materials will be available in the communal areas.</p>	2 x 2 = 4

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Managing customers, visitors and contractors	Social Distancing	All employees, contractors, visitors and other building occupiers	3 x 3 = 9	External visitors/Contractors are allowed on site for business reasons. The ABN AMRO employee responsible for hosting the meeting should ensure that visitors are aware of any prevailing covid measures.	2 x 2 = 4
Reception & Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 3 = 9	A Perspex screen has been installed at the ground floor reception desk. Sanitizing and cleaning materials readily available for guests and employees to use upon arrival.	2 x 2 = 4
Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	3 x 3 = 9	The overall occupancy levels are monitored. Staff occupying hot desks are required to book their own desk via the Intranet desk booking system. If anyone who has been working in the office declares a positive COVID-19 test result we will prioritise cleaning their workspace and any meeting rooms attended. Cleaning materials and sanitiser spray are available for all staff to clean their workstations before and after use.	2 x 2 = 4
Meetings	Social Distancing	Employees & Site Based Contractors	3 x 3 = 9	Meeting rooms are open, employees and/or visitors are expected to follow current government guidance to mitigate the risk of infection. Cleaning and sanitizing products will be available for use all meeting rooms.	2 x 2 = 4
Common Areas/Breaks/Catering		Employees & Site Based Contractors	3 x 3 = 9	Hand sanitizer and hand washing facilities are provided. Enhanced frequency of cleaning and sanitizing schedules.	2 x 2 = 4

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Emergency Procedures & Accidents		All employees, contractors and visitors	3 x 4 = 12	<p>Social Distancing does not need to be followed in the event of an emergency, but all other hygiene advice should be maintained.</p> <p>If the building needs to be evacuated, please leave in a swift but orderly manner, staff should follow the standard building evacuation guidelines.</p> <p>Ensure sufficient Fire Wardens & First Aiders are on site during all times of occupation.</p> <p>First Aiders must wear a mask and gloves when dealing with a first aid situation. If a First Aider feels comfortable giving resuscitation breaths, they will remove their facemask, but should use a face covering.</p> <p>All tenants are to follow the evacuation procedures enforced by the managing agent. Site safety representatives are required to report emergency incidents to Facilities.</p>	2 x 2 = 4
Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	3 x 3 = 9	<p>HVAC systems are maintained and serviced in line with standard industry frequencies.</p> <p>AHU Filters are routinely maintained and serviced by managing agents.</p>	2 x 2 = 4
Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	3 x 3 = 9	<p>All staff should observe the ABN AMRO clear desk policy (ABN AMRO UK Staff Handbook appendix 20), keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning.</p> <p>When a member of staff from ABN AMRO has tested positive for COVID-19, it's their responsibility to inform their line manager and AAB HR team.</p> <p>The cleaning team will carry out an enhanced cleaning in the evenings.</p>	2 x 2 = 4

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Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	3 x 3 = 9	<p>Handwashing guidelines are on display in landlord washrooms/kitchen areas.</p> <p>Signage in in place advising staff to maintain personal hygiene.</p> <p>Handwashing and/or sanitizing stations are available at multiple points throughout office as well as entrances.</p> <p>The managing agent has increased washroom cleaning frequencies.</p>	2 x 2 = 4
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	2 x 2 = 4	<p>Shower facilities are available for use, cleaning regimes and service frequencies are actively being monitored as the utilization increases.</p> <p>Staff use these facilities are their own risk as it is not possible for showers to be thoroughly cleaned between use</p>	1 x 1 = 1
Deliveries/Loading Bay – Inbound/Outbound Goods	Transmission through objects brought into building	Employees & Site Based Contractors	3 x 2 = 6	No personal mail or consignments should be delivered to the office.	1 x 1 = 1