

# **ABN AMRO COVID-19 RISK ASSESSMENT**

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

**Document owner: Facilities Management**

**Version: V 1.6**

**July 2020**

**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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## COVID-19 RISK ASSESSMENT

<b>Key to Assessment:</b>	<b>LOW 1-5</b> OK to continue. Little or no risk residing	<b>MEDIUM 6-10</b> Acceptable risk residing. Monitoring of controls should be carried out. Supervision is required	<b>HIGH 11-25</b> 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"> <li>Document creation</li> </ul>
V 1.1	Lauren Northfield, Craig Fullbrook - ANABAS	10/06/2020	<ul style="list-style-type: none"> <li>Modified document to include site specific measures across ABN UK portfolio</li> </ul>
V 1.2	Neil Simpson – ABN AMRO	12/06/2020	<ul style="list-style-type: none"> <li>Holistic review, document restructure and re-composition into plain English</li> </ul>
V 1.3	Lauren Northfield – ANABAS	16/06/2020	<ul style="list-style-type: none"> <li>Document modified with measures and protocols agreed at consultation meeting. Present:</li> <li>Caroline Downey – HR Director</li> <li>Dan Thompson – Business Services Director</li> <li>Cameron Dally (ICC)</li> <li>Neil Nicholls (ICC)</li> <li>Mpanji Simfukwe (ICC)</li> <li>Sam Bradford (ICC)</li> <li>Leanne Green (Anabas)</li> <li>Craig Fullbrook (Anabas)</li> </ul>
V 1.4	Craig Fullbrook – ANABAS	16/06/2020	<ul style="list-style-type: none"> <li>Generated title page and introduced version control index</li> <li>Minor changes</li> </ul>
V 1.5	Lauren Northfield – ANABAS Neil Simpson – ABN AMRO	01/07/2020	<ul style="list-style-type: none"> <li>Removed the A&amp;B teams</li> <li>Removed the deep cleans happening every 2 weeks</li> <li>Added additional information on desk allocation</li> <li>Adjusted risk ratings where controls changed</li> </ul>
V1.6	Neil Simpson – ABN AMRO	23/09/2020	<ul style="list-style-type: none"> <li>Minor adjustments</li> </ul>

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<b>NAME</b>	Working Safely During Coronavirus (Covid-19) for Offices
<b>LOCATION</b>	ABN AMRO London, Haywards Heath and Manchester
<b>DATE</b>	September 2020

<b>Risk Assessment Prepared by (PRINT)</b>	<b>Signature</b>	<b>Date</b>
Lauren Northfield – London Facilities Coordinator Craig Fullbrook – Haywards Heath / Manchester Facilities Coordinator	<i>L. Northfield</i> <i>C Fullbrook</i>	September 2020
<b>Approved by ABN AMRO ExCo Representative(s) (PRINT)</b>	<b>Signature</b>	<b>Date</b>
Neil Simpson		September 2020
<b>RISK RATING = SEVERITY X LIKELIHOOD</b>		
<b>SEVERITY</b>	<b>LIKELIHOOD</b>	<b>RISK RATING</b>
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	
5 = Catastrophic. Multiple infections with risk of multiple deaths	5 = Frequent	11-25 High

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<b>LOW 1-5</b>	OK to continue. Care/Vigilance Required	<b>LOW</b>
<b>Medium 6-10</b>	Acceptable, Monitor controls	<b>Medium</b>
<b>High 11-25</b>	Immediate Action & Stringent Controls Required	<b>High</b>

### **ABN AMRO LONDON – 5 ALDERMANBURY SQUARE**

<b>Activities, Tasks and Equipment</b>	<b>Potential Hazards</b>	<b>Persons at Risk</b>	<b>Risk Likelihood x Severity</b>	<b>Summary of Protective and Preventative Measures. Applicable Information or Method of Controlling the Risk</b>	<b>Residual Risk</b>
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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	4 x 5 = 20	<p>Following government advice, employees should. work from home where possible, unless roles are critical to business / operational business continuity / employee welfare issues</p> <p>Department Heads will request access for staff based on the following criteria; where the individual cannot fulfil their job role working from home, where there are wellbeing issues as a result of working from home.. In all cases access will be requested where the individual can safely access the office avoiding peak / busy times on public transport</p> <p>Rules associated with office access may be subject to change at short notice. We will comply with the latest official advice.</p> <p>There will be a maximum of 30% staff capacity in the office at any one time until further notice</p> <p>All employees should self declare if they are feeling unwell before leaving home and report to Line Manager and HR. Staff must not travel under any circumstances if they have any symptoms of Covid-19 and are advised to stay at home as per the government advice</p> <p>Vulnerable employees or those with vulnerable people in the household may continue to stay at home</p> <p>Social distancing measures and guidance will be in place throughout the office and this should be adhered to 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	$3 \times 4 = 12$	<p>There will be no car parking available on site until further notice</p> <p>Cycle facilities will be made available, on a first come first served basis. Additional cycle storage facilities can be made available in the office, if required</p> <p>Only one door on the ground floor will be used for entrance and one door for exit, the revolving doors will not be in use until further notice</p> <p>Staff start / finish work times will be staggered, where possible</p> <p>Sensor buttons have replaced push buttons around the 4<sup>th</sup> and 5<sup>th</sup> floors, where possible</p> <p>Regular cleaning of touch points will be undertaken by the day Janitor</p> <p>Provision of hand sanitizer and wipes will be available around the office</p> <p>At present, there is no requirement to wear a face covering inside the office, however, staff that choose to will be fully supported in doing this</p>	$2 \times 2 = 4$
Managing customers, visitors and contractors	Social Distancing	All employees, contractors, visitors and other building occupiers	$4 \times 5 = 20$	<p>No external visitors will be allowed on site until further notice</p> <p>Contractor visits will be scheduled for times when there are less occupants in the building (e.g. weekends/night time), these visits will be kept to a minimum</p> <p>Contractors will need to be pre booked in with security at the loading bay, and collected by their floor representative</p>	$2 \times 2 = 4$
Reception and Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	$3 \times 4 = 12$	<p>Perspex screens will be placed in reception area</p> <p>The reception desk will be manned with only 2 receptionists to adhere to social distancing</p>	$2 \times 2 = 4$

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				<p>1 receptionist and 1 security officer will be on the ground floor to ensure social distancing measures are being adhered too</p> <p>No visitors will be allowed to wait in the reception area, until further notice</p> <p>The loading bay will still be used for deliveries; no items will be taken to any floors, they must be collected by the floor representative</p> <p>Floor signs and queuing systems will be put in place in throughout the building</p> <p>There will be a security guard placed on the fire escape exit to allow staff to exit through this door</p>	
Lifts & Stairs (Access/Egress)	Social distancing Multiple touch points	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Social distancing guidelines/signage will be in place for the lifts. A maximum of 3 people in any one lift, at any one time</p> <p>Staff will be encouraged to use the stairs where possible for entry and exit. The North stairwell is permitted only for UP access and the South stairwell is permitted only for DOWN access (these are the fire exits either side of the building)</p> <p>Priority will be given to any disabled person/s</p>	$2 \times 2 = 4$
Moving Around Buildings	Social distancing	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Movement between the 4<sup>th</sup> and 5<sup>th</sup> floors and between offices will be permitted where there is a business requirement to do so</p> <p>Hand sanitizer, wipes, sanitizer spray and blue roll will be provided at all entrance and exit points, floors/office areas and in all print rooms and toilets</p> <p>Only 2 people in the print rooms at any one time</p>	$2 \times 2 = 4$

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Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Workstations adjacent and opposite each other have been marked out for social distancing with clear do not use signage and tape, where appropriate</p> <p>All desks will be numbered. Staff will be allocated a desk number by the team Line Manager</p> <p>Hot desking will be permitted to allow increased occupancy. Hot desks will be cleaned between different occupants</p> <p>The overall occupancy levels will be managed to ensure social distancing</p> <p>Wipes, blue roll and sanitiser spray will be available for all staff to clean their workstations before and after use and if another person e.g. IT support have touched their equipment</p> <p>Normal cleaning schedules will take place daily and in between different people utilising the same desk.</p> <p>A deep clean will be carried out if anyone who has been working in the office declares any symptoms of COVID-19</p> <p>Personal pedestals can be moved on request. If access to a pedestal is required 2m social distancing should be maintained</p>	2 x 2 = 4
Hands on IT Support and computer rooms	Social Distancing Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Hands on IT support should be provided by remote shadowing wherever possible</p> <p>Hardware changes should only take place when there is no-one else present at the workspace</p> <p>Wipes, blue roll and sanitiser spray will be available for IT staff to clean the workstation / IT equipment before touching the equipment</p>	2 x 2 = 4



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Meetings	Social Distancing	Employees & Site Based Contractors	<b>3 x 4 = 12</b>	<p>Meeting rooms will remain open, but 2m distancing measures and guidance will be in place</p> <p>Meetings will be held in person and by VC where possible</p> <p>All shared items such as pens, pads etc will be removed from meeting rooms</p> <p>Hand sanitizer, sanitizer spray and blue roll will be available in all meeting rooms, to be disposed of in the nearest bins</p> <p>Day Janitor will clean all desks after each meeting room use, where possible</p> <p>No buffet services or meeting catering permitted until further notice</p>	<b>2 x 2 = 4</b>
Common Areas/Breaks/Catering	Social Distancing	Employees & Site Based Contractors	<b>4 x 4 = 16</b>	<p>Staff should use outside spaces for breaks, where possible</p> <p>Employees to bring in their own food, where possible. No food to be left in the fridges overnight</p> <p>The table and chairs in the break out area will be out of use until further notice</p>	<b>2 x 2 = 4</b>

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Emergency Procedures & Accidents	Multiple touch points	All employees, contractors and visitors	$5 \times 4 = 20$	<p><b>Social Distancing does not need to be followed in the event of an emergency but all other hygiene advice should be maintained</b></p> <p>Sufficient Fire Wardens &amp; First Aiders must be on site during all times of occupation, these numbers will be reviewed</p> <p>Further guidelines and training for First Aiders will be provided</p> <p>The first aid room will remain open but will be limited to one person at any one time, unless medical assistance is required</p> <p>Temperature checks will be available on site if people feel unwell when working in the office</p>	$2 \times 2 = 4$
Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	Air conditioning filters to be cleaned before tenants return	$2 \times 2 = 4$
Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Day Janitor to frequently clean touch surfaces throughout the day</p> <p>Staff should keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning</p> <p>Additional waste bins will be available and clearly signed to dispose of all PPE waste</p> <p><b>Refer to separate procedures if cleaning after a known or suspected case of Covid-19</b></p>	$2 \times 2 = 4$

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Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Signage will be in place to maintain personal hygiene</p> <p>Only 2 people in the toilets at any one time</p> <p>Disposable hand towels will be available along with the hand drying systems</p> <p>Safe seat spray will be available in toilets to enable staff to clean before and after use</p> <p>Increased cleaning frequencies will be put in place</p>	$2 \times 2 = 4$
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	$4 \times 4 = 16$	Shower facilities will be available at limited times and will be regularly cleaned between usage	$1 \times 1 = 1$

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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	4 x 5 = 20	<p>Following government advice, employees should. work from home where possible, unless roles are critical to business / operational business continuity / employee welfare issues</p> <p>Department Heads will request access for staff based on the following criteria; where the individual cannot fulfil their job role working from home, where there are wellbeing issues as a result of working from home.. In all cases access will be requested where the individual can safely access the office avoiding peak / busy times on public transport</p> <p>Rules associated with office access may be subject to change at short notice. We will comply with the latest official advice</p> <p>There will be a maximum of 30% staff capacity in the office at any one time until further notice</p> <p>All employees should self declare if they are feeling unwell before leaving home and report to Line Manager and HR. Staff must not travel under any circumstances if they have any symptoms of Covid-19 and are advised to stay at home as per the government advice</p> <p>Vulnerable employees or those with vulnerable people in the household may continue to stay at home. Social distancing measures and guidance will be in place throughout the office and this should be adhered to 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 4 = 12	<p>Parking/cycle facilities are available to staff in both carparks, staff should park 1 bay apart to maintain social distancing.</p> <p>Access to office should be via the main entrance</p> <p>Staff / start finish work times will be staggered, where possible.</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 will be available around the office</p> <p>At present, there is no requirement to wear a face covering inside the office, however, staff that chooses to will be fully supported in doing this</p>	2 x 2 = 4
Managing customers, visitors and contractors	Social Distancing	All employees, contractors, visitors and other building occupiers	4 x 5 = 20	<p>No external visitors/guests will be allowed on site until further notice</p> <p>Contractor visits will be scheduled for times when there are less occupants in the building (e.g. weekends/night time), these visits will be kept to a minimum</p> <p>An access log of all contractors will be maintained</p>	2 x 2 = 4
Reception & Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 4 = 12	<p>Social distancing signage and barriers will be placed at entrance and in front of security/reception desk</p> <p>Perspex screens will be in place for reception staff</p> <p>The front of house operative on duty will enforce social distancing measures for entry to the building.</p> <p>All deliveries to will be directed to the dedicated goods entrance</p>	2 x 2 = 4

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Lifts & Stairs (Access/Egress)	Social distancing Multiple touch points	Employees & Site Based Contractors	4 x 4 = 16	<p>Social distancing signage will be in place for the lift – Lift capacity will be limited to 1 person at a time</p> <p>Staff will be encouraged to use the stairs where possible. The main stairwell will be designated for walking UP floor(s), the rear stairwell allocated for walking DOWN floor(s). In the event that the alarm is activated both stairs will be used as an emergency evacuation route.</p> <p>Priority will be given to any disabled person/s</p>	2 x 2 = 4
Moving Around Buildings	Social distancing	Employees & Site Based Contractors	4 x 4 = 16	<p>Movement between floors and between offices will be permitted where there is a business requirement to do so</p> <p>Breakout areas &amp; tea points will be limited to 2 persons.</p> <p>One-way flow through buildings with appropriate signage – Access floors via main stair well vacate floor via rear stairwell</p> <p>Hand sanitizer, wipes, sanitizer spray and blue roll will be provided at all entrance and exit points, floors/office areas and in all print rooms and toilets</p> <p>Social distancing signage and segregation marking will be in place in high use areas</p>	2 x 2 = 4

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Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Workstations adjacent and opposite each other have been marked out for social distancing with clear do not use signage and tape, where appropriate</p> <p>All desks will be numbered. Staff will be allocated a desk number by the team Line Manager</p> <p>Hot desking will be permitted to allow increased occupancy. Hot desks will be cleaned between different occupants</p> <p>The overall occupancy levels will be managed to ensure social distancing</p> <p>Wipes, blue roll and sanitiser spray will be available for all staff to clean their workstations before and after use and if another person e.g. IT support have touched their equipment</p> <p>Normal cleaning schedules will take place daily and in between different people utilising the same desk.</p> <p>A deep clean will be carried out if anyone who has been working in the office declares any symptoms of COVID-19</p>	2 x 2 = 4
Hands on IT Support and computer rooms	Social Distancing Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Hands on IT support should be provided by remote shadowing wherever possible</p> <p>Hardware changes should only take place when there is no-one else present at the workspace</p> <p>Wipes, blue roll and sanitiser spray will be available for IT staff to clean the workstation / IT equipment before touching the equipment</p>	2 x 2 = 4

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Meetings	Social Distancing	Employees & Site Based Contractors	$3 \times 4 = 12$	<p>Meeting rooms will remain open, but 2m distancing measures and guidance will be in place</p> <p>Meetings will be held in person and by VC where possible</p> <p>All shared items such as pens, pads etc will be removed from meeting rooms</p> <p>Hand sanitizer, sanitizer spray and blue roll will be available in all meeting rooms, to be disposed of in the nearest bins</p> <p>Day Janitor will clean all desks after each meeting room use, where possible</p> <p>Small meeting rooms can only be used for 1-2-1's or personal calls.</p> <p>Larger meeting rooms will have reduced capacities to achieve social distancing.</p> <p>No buffet services or meeting catering permitted until further notice</p>	$2 \times 2 = 4$
Common Areas/Breaks/Catering		Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Staff should use outside spaces for breaks</p> <p>Employees to bring own food, no food to be left in the fridges overnight</p> <p>The table and chairs in the break out area will be out of use until further notice</p>	$2 \times 2 = 4$



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Emergency Procedures & Accidents		All employees, contractors and visitors	$5 \times 4 = 20$	<p><b>Social Distancing does not need to be followed in the event of an emergency but all other hygiene advice should be maintained</b></p> <p>Sufficient Fire Wardens &amp; First Aiders must be on site during all times of occupation</p> <p>Further Guidelines and training for First Aiders will be provided</p> <p>The first aid room will remain open but will be limited to one person at any one time, unless medical assistance is required</p> <p>Temperature checks will be available on site if people feel unwell when working in the office</p>	$2 \times 2 = 4$
Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Fan coil units will be serviced and cleaned prior to building re-occupation</p> <p>AHU Filters will be replaced</p> <p>A/C will be configured to ensure quality airflow</p> <p>Areas without ventilation must not be used</p>	$2 \times 2 = 4$

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Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>The Day Janitor will frequently clean touch surfaces throughout the day</p> <p>Staff should keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning</p> <p>Additional waste bins will be available to dispose of all PPE waste</p> <p>Frequent cleaning of work areas and equipment via daytime janitor. All staff encouraged to frequently clean and use available materials to retain high levels of hygiene</p> <p><b>Refer to separate procedures if cleaning after a known or suspected case of Covid-19</b></p>	$2 \times 2 = 4$
Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Signage will be in place to maintain personal hygiene</p> <p>Only 2 people in the toilets at any one time</p> <p>Disposable hand towels will be available along with the hand drying systems</p> <p>Safe seat spray will be available in toilets to enable staff to clean before and after use</p> <p>Increased cleaning frequencies will be put in place</p>	$2 \times 2 = 4$
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	$4 \times 4 = 16$	Shower facilities will be available at limited times and will be regularly cleaned between usage	$1 \times 1 = 1$

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Deliveries/Loading Bay – Inbound/Outbound Goods	Transmission through objects brought into building	Employees & Site Based Contractors	<b>4 x 4 = 16</b>	<p>Encourage non-contact deliveries where possible (eg photos not signatures)</p> <p>Reduce frequencies of deliveries by ordering larger quantities and use less suppliers where possible</p> <p>Hand sanitizer available at access point for consignments and deliveries.</p> <p>No personal items to be delivered to site.</p>	<b>2 x 2 = 4</b>
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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
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## COVID-19 RISK ASSESSMENT

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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	4 x 5 = 20	<p>Following government advice, employees should. work from home where possible, unless roles are critical to business / operational business continuity / employee welfare issues</p> <p>Department Heads will request access for staff based on the following criteria; where the individual cannot fulfil their job role working from home, where there are wellbeing issues as a result of working from home.. In all cases access will be requested where the individual can safely access the office avoiding peak / busy times on public transport</p> <p>Rules associated with office access may be subject to change at short notice. We will comply with the latest official advice</p> <p>There will be a maximum of 30% staff capacity in the office at any one time until further notice</p> <p>All employees should self declare if they are feeling unwell before leaving home and report to Line Manager and HR. Staff must not travel under any circumstances if they have any symptoms of Covid-19 and are advised to stay at home as per the government advice</p> <p>Vulnerable employees or those with vulnerable people in the household may continue to stay at home.</p> <p>Vulnerable employees or those with vulnerable people in the household are advised to stay at home</p> <p>Social distancing measures and guidance will be in place throughout the office and this should be adhered to 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 4 = 12	<p>Allocated parking will remain available for 1 person, cycle locking facilities will be available on a first come first served basis.</p> <p>The revolving entrance door will be isolated, all staff must enter the ground floor reception the via side door</p> <p>Tenants on floors 1-5 (4<sup>th</sup> floor including ABN AMRO) will be encouraged to access floors via the main stairwell and avoid using lifts. Clear marking will be in place to achieve social distancing</p> <p>All tenants will be guided to use the rear fire escape as the primary exit route when leaving the office.</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> <p>At present, there is no requirement to wear a face covering inside the office, however, staff that chooses to will be fully supported in doing this</p>	2 x 2 = 4
Managing customers, visitors and contractors	Social Distancing	All employees, contractors, visitors and other building occupiers	4 x 5 = 20	<p>No external visitors/guests will be allowed on site until further notice</p> <p>Scheduling of contractor visits for times when there are less occupants (eg weekends/night time) in the building. Visits are to be kept to a minimum</p> <p>Savills front of house staff will keep an access log of all contractors, only authorized tenant contractors will be allowed to access the building.</p>	2 x 2 = 4

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Reception & Security	Lack of social distancing Multiple touch points	All employees, contractors, visitors, deliveries	3 x 4 = 12	Social distancing signage and barriers will be placed at entrance and in front of security/reception desk	2 x 2 = 4
				Front of house & security operatives on duty will observe and enforce social distancing measures are being adhered to.  Regular cleaning of high touch points will be administered by the landlord  All consignments and deliveries will be redirected to rear logistics entrance.	2 x 2 = 4
Lifts & Stairs (Access/Egress)	Social distancing Multiple touch points	Employees & Site Based Contractors	4 x 4 = 16	Social distancing signage will be in place for the lift – Lift capacity will be limited to 2 people at a time  Staff will be encouraged to use stairs where possible. The main stairwell will be designated for walking UP floor(s), the side fire escape stairwell will be allocated for walking DOWN floor(s) throughout the office. In the event of an alarm being activated both stairs will serve as an emergency evacuation route.  Priority will be given to any disabled person/s	2 x 2 = 4

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Moving Around Buildings	Social distancing	Employees & Site Based Contractors	4 x 4 = 16	<p>Breakout areas &amp; tea points will be limited to 2 persons.</p> <p>One-way flow through buildings with appropriate signage – Access floors via main stair well vacate floor via rear stairwell</p> <p>Hand sanitizer, wipes, sanitizer spray and blue roll will be provided at all entrance and exit points, floors/office areas and in all print rooms and toilets</p> <p>Social distancing signage and segregation marking will be in place in high use areas</p>	2 x 2 = 4
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Workplaces & Workstations	Social Distancing Hot Desking/Agile Spaces Cleaning/Hygiene	Employees & Site Based Contractors	4 x 4 = 16	<p>Workstations adjacent and opposite each other have been marked out for social distancing with clear do not use signage and tape, where appropriate</p> <p>All desks will be numbered. Staff will be allocated a desk number by the team Line Manager</p> <p>Hot desking will be permitted to allow increased occupancy. Hot desks will be cleaned between different occupants</p> <p>The overall occupancy levels will be managed to ensure social distancing</p> <p>Wipes, blue roll and sanitiser spray will be available for all staff to clean their workstations before and after use and if another person e.g. IT support have touched their equipment</p> <p>Normal cleaning schedules will take place daily and in between different people utilising the same desk.</p> <p>A deep clean will be carried out if anyone who has been working in the office declares any symptoms of COVID-19</p>	2 x 2 = 4
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Meetings	Social Distancing	Employees & Site Based Contractors	$3 \times 4 = 12$	<p>Meeting rooms will remain open, but 2m distancing measures and guidance will be in place</p> <p>Meetings are to be held by VC where possible</p> <p>All shared items such as pens, pads etc will be removed from meeting rooms</p> <p>Hand sanitizer, sanitizer spray and blue roll will be available in all meeting rooms, to be disposed of in the nearest bins</p> <p>No buffet services or meeting catering permitted until further notice</p>	$2 \times 2 = 4$
Common Areas/Breaks/Catering		Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Stagger break times to reduce demand on rest rooms</p> <p>Use safe outside spaces for breaks where available</p> <p>Employees bringing their own food to not leave containers or consumables in fridges over night</p> <p>Encourage staff to remain on site and to not socialize outside or around the office with internal and external persons during office hours</p> <p>Signage installed in high traffic areas disclosing information on social distancing measures and protocols</p>	$2 \times 2 = 4$

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Emergency Procedures & Accidents		All employees, contractors and visitors	$5 \times 4 = 20$	<p><b>Social Distancing does not need to be followed in the event of an emergency but all other hygiene advice should be maintained</b></p> <p>Sufficient Fire Wardens &amp; First Aiders must be on site during all times of occupation, these numbers will be reviewed</p> <p>Further Guidelines and training for First Aiders will be provided</p> <p>The first aid room will remain open but will be limited to one person at any one time, unless medical assistance is required</p> <p>Temperature checks will be available on site if people feel unwell when working in the office</p>	$2 \times 2 = 4$
Ventilation/Fresh Air	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Fan coil units will be serviced and cleaned prior to building re-occupation</p> <p>AHU Filters will be replaced by the managing agents</p>	$2 \times 2 = 4$
Cleaning	Infection from Contact with Surfaces and Touch Points	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>A deep clean will be undertaken in the ABN AMRO demise prior to reoccupation by the cleaning supplier</p> <p>Frequent cleaning of objects and surfaces that are regularly touched – eg door handles/plates, keypads, keyboards to be administered by employees in addition to the regular evening cleaning service.</p> <p>Staff should keep all work areas/stations clear of all items at the end of each shift to allow for full cleaning</p> <p>Additional waste bins will be available to dispose of all PPE waste</p> <p><b>Refer to separate procedures if cleaning after a known or suspected case of Covid-19</b></p>	$2 \times 2 = 4$

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Hygiene & Toilet Facilities	Spread of infection	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>Handwashing guidelines will be on display in landlord washrooms/kitchen areas.</p> <p>Signage will be in place to maintain personal hygiene</p> <p>Handwashing and/or sanitizing stations will be available at multiple points throughout office as well as entrances</p> <p>Managing agent will increase washroom cleaning frequencies</p>	$2 \times 2 = 4$
Changing Rooms & Showers	Risk of Transmission in Shared Areas Social Distancing Hygiene/Cleaning	Employees & Site Based Contractors	$4 \times 4 = 16$	Shower facilities will be closed until further notice	$1 \times 1 = 1$
Deliveries/Loading Bay – Inbound/Outbound Goods	Transmission through objects brought into building	Employees & Site Based Contractors	$4 \times 4 = 16$	<p>ABN AMRO will continue with post-less operation</p> <p>No personal mail or consignments should delivered to the office</p>	$2 \times 2 = 4$