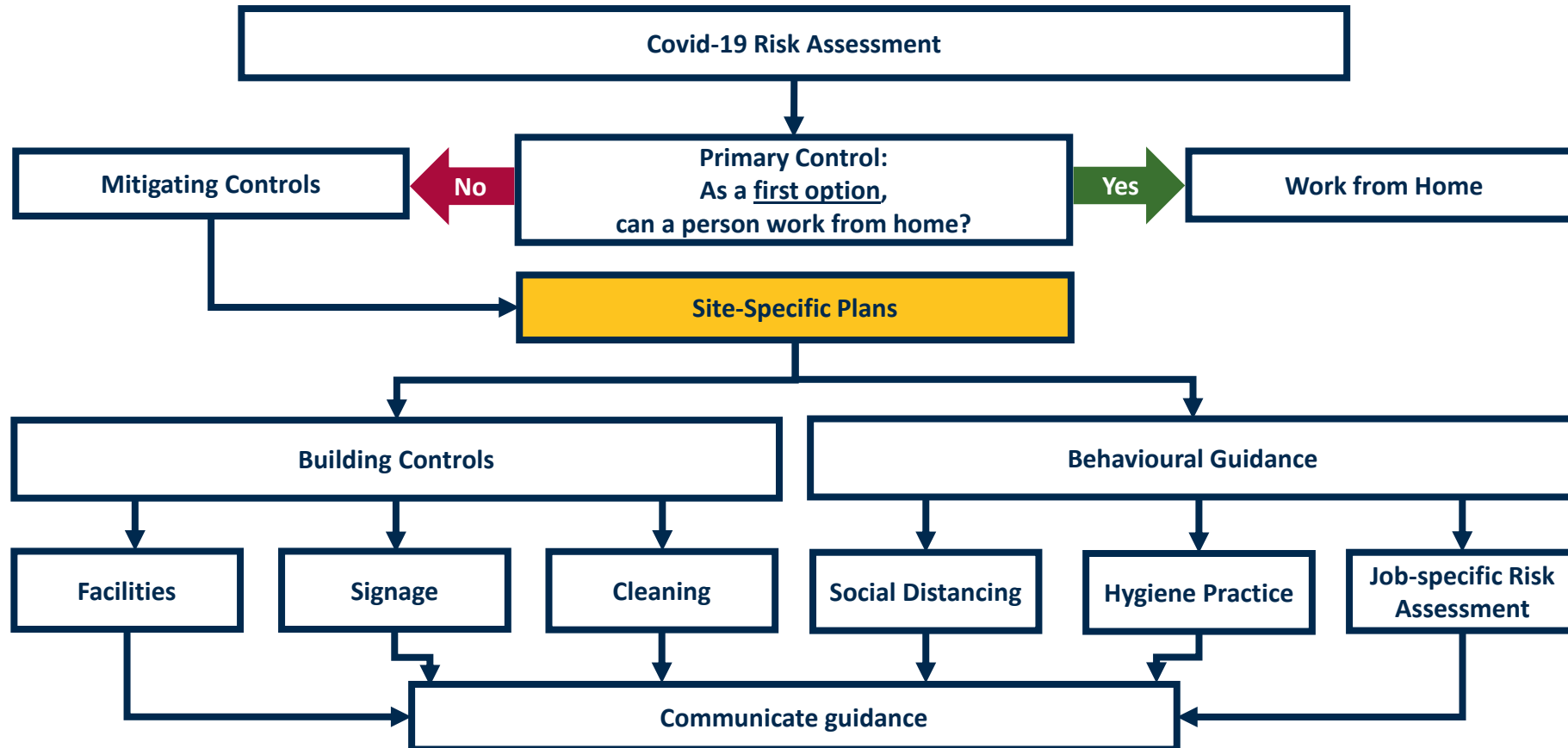


# COVID-19 Risk Assessment

The Bank's primary control has been to support colleagues to socially distance. In line with Government guidance, the Bank has made every reasonable effort to enable working from home as a first option, and where this has not been possible, implemented mitigating controls to protect the wellbeing of all individuals attending Bank premises.



# COVID Secure Risk Assessment

## COVID-19 Risk Assessment

<b>Risk Description:</b>	A person becoming infected by COVID-19, a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes. <sup>1</sup>
<b>Primary Control:</b>	Social distancing is the most effective control to prevent infection by COVID-19. Therefore, the Bank has instructed all staff to work from home wherever possible.
<b>Mitigating Controls:</b>	<ul style="list-style-type: none"> <li>For those individuals unable to work from home, the Bank has implemented changes to how buildings operate, and has set clear expectations for colleagues on the behavioural changes required to minimise the risk of COVID-19 transmission.</li> <li>Where additional adjustments or support is required to facilitate working from home, the Bank will take a consistent and systematic approach to colleague requests in line with government guidelines.</li> </ul>

Hazard Type	Control Type	Specific Controls	Status
Viral Transmission	Building Control	<ul style="list-style-type: none"> <li>Building services – heating / cooling / ventilation modified in line with CIBSE guidance; in addition implemented- temperature scanning at entrances, washroom layout changes and staircase allocation (up/down) in multi storey premises.</li> <li>Modified emergency procedures and first aid protocols.</li> </ul>	Complete
		<ul style="list-style-type: none"> <li>Signage within buildings provides occupants with clear instructions on use of the facilities and management of the spaces including lift etiquette, restriction of access, defined circulation routes and entry / exit points</li> </ul>	Complete
		<ul style="list-style-type: none"> <li>Enhanced cleaning regime implemented utilising products with long lasting active agents, touch point cleaning during the working day and procedures in place for reactive cleaning in the event of Covid confirmed cases.</li> </ul>	Complete
	Behavioural Guidance	<ul style="list-style-type: none"> <li>Building occupancy significantly reduced – reduced worker density.</li> <li>Remaining staff moved to lowest floor in multi-storey premises (less reliance on lifts).</li> </ul>	Complete
		<ul style="list-style-type: none"> <li>No touch hand sanitiser at entry/exit points. Sanitiser made available to work areas where soap and hot water not readily available.</li> <li>Biocidal soaps placed in all washrooms and office welfare spaces.</li> </ul>	Complete
		<ul style="list-style-type: none"> <li>Task based risk assessment revised and re-assessed factoring the risk of viral transmission and the impact of social distancing. measures. Where social distancing cannot be maintained PPE provided as a control.</li> </ul>	Complete
Musculoskeletal Disorder	Working From Home Adjustments	<ul style="list-style-type: none"> <li>Workstation assessment tool available with guidance and instruction on how to set up the workstation.</li> <li>Referral scheme implemented for those who require reasonable adjustments with an assessment undertaken by a qualified WSA.</li> <li>Where recommended additional equipment (i.e. chair) provided for the home environment.</li> <li>Allowance for additional technology provided to facilitate more effective homeworking.</li> </ul>	Complete
Psychological/ Wellbeing Stress	Additional Support	<ul style="list-style-type: none"> <li>Wellbeing resources made available and communicated regularly via BOE intranet pages and access to resources through staff counsellors.</li> <li>All managers are required to contact individuals within teams on a regular basis to assess wellbeing requirements.</li> </ul>	Complete

<sup>1</sup> [https://www.who.int/health-topics/coronavirus#tab=tab\\_1](https://www.who.int/health-topics/coronavirus#tab=tab_1)

