

Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.

This is a **Risk Assessment** prepared by Renaissance Capital Limited for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employee should consider their own unique circumstances. In drafting this Risk Assessment we have tailored the control measures to suit our businesses needs and requirements, and we have had regard to the Government Advice for Employers to help us complete our risk assessment.

www.gov.uk/government/publications/guidance-to-employers-andbusinesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19

What are the hazards?	Who might be harmed?	Controls required	Additional controls	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	<ul style="list-style-type: none"> • Staff • Visitors to our premises • Cleaners • Contractors • Vulnerable groups elderly, pregnant workers, those with existing underlying health conditions or with vulnerable groups at home • Anyone else who physically comes to the premises in relation to our business 	<p>Hand Washing Hand washing facilities with soap and water in place.</p> <p>Encouraging stringent hand washing. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels. https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>Gel sanitisers in areas where washing facilities not readily available</p>	<p>Hand Washing Posters are placed around the office to encourage employees to wash their hands for 20 seconds with water and soap. Disposable paper towels are provided and there are no hand dryers on site.</p> <p>Staff are reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	Office Manager	1/7/20	Yes
		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p>	<p>Cleaning Our full-time house cleaner will frequently disinfect surfaces with appropriate anti-bacterial products.</p> <p>Staff will be required to clean their own IT equipment with products provided and instructions will be given for this.</p>	Office Manager	1/7/20	Yes

		<p><u>Deliveries of Goods</u> Ensure that couriers and delivery persons remain safe when delivering goods to our business.</p> <p><u>Social Distancing</u> Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the government. https://www.hse.gov.uk/coronavirus/social-distancing/index.htm</p> <p>Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensure that where possible staff work from home.</p>	<p><u>Deliveries of Goods</u> Deliveries to be left at the door rather than handed over.</p> <p><u>Social Distancing</u> Staff will reminded of the importance of social distancing, with posters and floor markings placed around the office. Management will check to ensure this is adhered to.</p> <p>The office will be split into two sections with two sperate entrances. IB will be confined to the IB office and reception area using reception to enter and exit. Front office and trading will be based on the trading floor, using the side door to enter and exit. This will ensure no mixing between teams.</p> <p>Checkerboard seating is in place to ensure staff sat at desks remain 2 meters apart.</p> <p>Seats in meeting rooms are laid out to comply with social distancing. The maximum number of people allowed in a room is stated on a poster outside.</p> <p>The kitchen is out of bounds for anything except using the sink, bins, accessing disposable cutlery. Teams will have use of sperate microwaves and fridges.</p> <p>Staff who elect to come to the office are able to do so.</p> <p>Social distancing will be enforced in shared areas in-line with the building owner’s risk assessment. Lifts will have a maximum capacity of two people per lift.</p>	Office Manager	1/7/20	Yes
				Office Manager	1/7/20	Yes

		<p><u>Mental Health</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference: https://www.mind.org.uk/information-support/coronavirus/</p> <p><u>Drinking Water</u> Drinking water fountains or water butts can spread the virus as persons touch the spouts or levers with contaminated cups/glasses. Ensure such items are disabled. Bottled water will be provided for staff.</p> <p><u>Maintenance of Equipment</u> It is important to ensure that the equipment that you use in our business is maintained safely. If the equipment becomes unsafe you must not use it.</p> <p><u>Shared Equipment</u> Equipment that is available for use by multiple staff members, including printers, scanners, binding machines, shared Bloomberg terminals, and video conferencing, must be wiped after use.</p> <p><u>Visitor Register</u> For track-and-trace purposes a record of all visitors must be held.</p> <p><u>Positive Test Protocol</u> RCL is following government track and trace guidance for the workplace which can be found here: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</p>	<p><u>Mental Health</u> Communication of mental health information and open-door policy for those who need additional support.</p> <p><u>Drinking Water</u> Adequate supply of mineral water provided. Disposable cups, plates and cutlery available. Staff should not share drinking cups/glasses/bottles.</p> <p><u>Maintenance of Equipment</u> All existing health and safety checks are continuing as required by our landlord. Staff are not allowed to bring in personal mains electrical devices for food or drink preparation.</p> <p><u>Shared Equipment</u> Wipes and sprays will be provided for the wiping down of equipment. Signs next to the equipment will remind users of the need to do this.</p> <p><u>Visitor Register</u> A daily record of all visitors to the office will be kept.</p> <p><u>Positive Test Protocol</u> The full protocol has been sent to all employees. Staff work in bubbles of two and these bubbles are required to remain at home, isolate, and seek a test if one of the bubble tests positive.</p>	HR	1/7/20	Yes
				Office Manager	1/7/20	Yes
				Office Manager/ IT Manager	1/7/20	Yes
				Office Manager/ IT Manager	1/7/20	Yes
				Office Manager	1/7/20	Yes
				HR	17/9/20	Yes