

COVID-19 (Coronavirus)
Workplace Risk Assessment

We have completed a full Risk Assessment for the workplace and are following all government safety and social distancing guidelines.

	At least one of likelihood and impact considered unacceptable
	Risks mitigated to acceptable levels

What is the hazard	Consequences	Who is at risk	Pre controls risk	Control measures	Post controls risk
Travelling to and from work or meetings					
Walking / Cycling to work	Contracting the virus and spreading to colleagues	All		*Redwood Bank undertakes regular communication to all staff reminding of the need for social distancing *When entering the office everyone must wash their hands / sanitise thoroughly *Operate in line with government guidance on face coverings	
Using Public Transport -	Contracting the virus and spreading to colleagues	All		*Assess whether travel is necessary, or work/meeting can be conducted using Microsoft Teams	

				<ul style="list-style-type: none"> * Managers discuss with staff members to ascertain the best solution for them during A and B teams work patterns in one to one meeting. *Use contactless payments and have train tickets electronically if possible *Consider other forms of transport if possible – car share *Advise staff to plan ahead noting potential delays *Operate in line with government rules on face coverings 	
Visitors to the office including contractors	Contracting the virus and spreading to colleagues	All		<ul style="list-style-type: none"> *Consider is the meeting necessary face to face? Discourage where possible *Clear building signage saying ‘if displaying symptoms do not enter’ *Hand sanitiser to be available throughout the building for all visitors *One- way traffic flow within the building and single usage of lifts / staircases / toilets to aide with social distancing 	

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Redwood Bank | The Nexus Building, Broadway, Letchworth Garden City, Hertfordshire, SG6 3TA
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				*One- way floor signage within the Redwood Bank offices	
Use of the building's common areas	Contracting the virus and spreading to colleagues	All		<p>*Following government advice on social distancing</p> <p>*Discourage visitors unless absolutely necessary</p> <p>*Increase cleaning provision particularly on 'high touch points' in building and office</p>	
Office Use	Contracting the virus and spreading to colleagues	All		<p>*All staff are working to Team A / B work patterns with revised seating plans to ensure social distancing can be maintained</p> <p>*A full deep clean of the office is undertaken in the middle weekend and daily key touch point cleaning</p> <p>*Hand sanitiser available on each desk and throughout the building</p> <p>*Clear signage reminding of the need to maintain social distancing</p> <p>*Reporting process in place should anyone become ill</p>	

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Post	Contracting the virus and spreading to colleagues	All		*Post to be collected from reception and social distancing applied	
Use of Kitchens	Contracting the virus and spreading to colleagues	All		*Detailed plan shared with staff: 2 people permitted at any time and must clean all areas they have used when finished	
Use of Toilets	Contracting the virus and spreading to colleagues	All		*1 person permitted at any one time with building signage to support this	
Building Evacuation	Contracting the virus and spreading to colleagues	All		*Social distancing to be maintained on evacuation	
Air Conditioning	Contracting the virus and spreading to colleagues	All		*Ventilation to be set to normal speed per building guidance, building set to 'air in' only *Office aircon can be used but will be switched off in heat to prevent condensation with windows open *Windows open when office is being used	

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