

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	Staff Visitors to our premises Cleaners Contractors Vulnerable groups elderly, pregnant workers, those with existing underlying health conditions or with vulnerable groups at home	Hand Washing Hand washing facilities with soap and water in place. Encouraging stringent hand washing. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ 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/ Gel sanitisers in areas where washing facilities not readily available	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. 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.	Office Manager	1/7/20	Yes
	Anyone else who physically comes to the premises in relation to our business	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.	Cleaning Our full-time house cleaner will frequently disinfect surfaces with appropriate anti-bacterial products. Staff will be required to clean their own IT equipment with products provided and instructions will be given for this.	Office Manager	1/7/20	Yes



Deliveries of Goods	Deliveries of Goods	Office	1/7/20	Yes
Ensure that couriers and delivery persons remain	Deliveries to be left at the door rather than	Manager		
safe when delivering goods to our business.	handed over.			
Social Distancing	Social Distancing	Office	1/7/20	Yes
Reducing the number of persons in any work area	Staff will reminded of the importance of social	Manager		
to comply with the 2-metre (6.5 foot) gap	distancing, with posters and floor markings			
recommended by the government.	placed around the office. Management will			
https://www.hse.gov.uk/coronavirus/social-distancing/index.htm	check to ensure this is adhered to.			
distancing/macxinem	The office will be split into two sections with two			
Taking steps to review work schedules including	sperate entrances. IB will be confined to the IB			
start & finish times/shift patterns, working from	office and reception area using reception to			
home etc. to reduce number of workers on site at	enter and exit. Front office and trading will be			
any one time.	based on the trading floor, using the side door			
	to enter and exit. This will ensure no mixing			
Redesigning processes to ensure social distancing in place.	between teams.			
	Checkerboard seating is in place to ensure staff			
Conference calls to be used instead of face to face meetings.	sat at desks remain 2 meters apart.			
	Seats in meeting rooms are laid out to comply			
Ensure that where possible staff work from home.	with social distancing. The maximum number of			
·	people allowed in a room is stated on a poster			
	outside.			
	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.			
	Staff who elect to come to the office are able to			
	do so.			
	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.			
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PPE	PPE	Office	1/7/20	Yes
Public Health guidance on the use of PPE (personal	Employees travelling on public transport must	Manager	_,,,	. 65
protective equipment) to protect against COVID-19	wear a mask. Both washable and disposable			
relates largely to health care settings. In all other	masks are available to staff should they be			
settings individuals are asked to observe social	required. These should be worn around the			
distancing measures and practice good hand	office if staff are away from their desks.			
hygiene behaviours. However, masks are	,			
mandatory for people using public transport.	Each employee will have a washable mask on			
a constant property of the constant of the con	their desk.			
Workplaces are encouraged to make use of				
physical screens.	Gloves are available for staff to wear. Staff will			
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	be instructed on how to remove gloves carefully			
	to reduce contamination and how to dispose of			
	them safely.			
	,			
	Staff to be reminded that wearing of gloves is			
	not a substitute for good hand washing.			
	Clear screens will be erected between desks.			
Symptoms of Covid-19	Symptoms of Covid-19	HR	1/7/20	Yes
If anyone becomes unwell with a new continuous	Messages from HR and management will be sent			
cough, a high temperature in the workplace, or a	as needed to reassure and support employees in			
loss of sense and smell, they will be sent home and	a fast-changing situation.			
advised to follow the stay at home guidance.				
, ,	HR will offer support to staff who are affected by			
HR & Line managers will maintain regular contact	Coronavirus or have a family member affected.			
with staff members during this time.	,			
If advised that a member of staff has developed				
Covid-19 their work station and places they may				
have spent time should be thoroughly cleaned. It is				
not necessary to clean corridors down which they				
,,				
may have walked.				
may have walked.				
may have walked.				
may have walked.				
may have walked.				
may have walked.				



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