

## Coronavirus (Covid 19) Pandemic Risk Assessment

		Date of Review: Assessment Carried out by: Assessment Date:	30-01-23 James Maidment 30-01-23		sessment covers the key risks as identified in the e and the checklist goes into more granular detail as we have seen fit
Hazard	Number of	Controls in place	Measures Taken	Implemented	Further Controls Required
	people at risk	Hand Washing.	_	London	
Spread of Covid 19 Spread of Covid 19	50+ 50+	Hand washing facilities with soap and water. PPE stations in place on all floors, including hand sanitiser, disposable gloves,	Hand washing/sanitising and drying facilities in washrooms regularly		
Spread of Covid 19	50+	anti-bac wipes and anti-back spray. Drying of hands with disposable paper towels and hand air driers.	checked and refilled. Extra hand sanitising stations installed at all entry/exits. Signage in place to build awareness of good handwashing	Y	
Spread of Covid 19	50+	Signage introduced.	technique and frequency.		
		<u>Cleaning/Hygiene</u>			
Spread of Covid 19	50+	Frequent disinfecting of washrooms and showers.	Daily cleaning in place	Y	
Spread of Covid 19	50+	Frequent disinfecting of door handles, lift call buttons and light switches.	Extra Housekeeper to ensure all extra disinfecting duties are carried out	Y	
Spread of Covid 19	50+	Frequent disinfecting of kitchen/tea point surfaces and other areas of high use.	Extra Housekeeper to ensure all extra disinfecting duties are carried out	Y	
Spread of Covid 19	50+	Frequent disinfecting of meeting room tables and chairs.	Extra Housekeeper to ensure all extra disinfecting duties are carried out	Y	
Spread of Covid 19	50+	Frequent disinfecting of meeting room equipment ie keyboards and phones.	Extra Housekeeper to ensure all extra disinfecting duties are carried out	Y	
Spread of Covid 19	50+	Safe and compliant procedure for disposing of waste introduced.	Cleaning contactor aware of correct procedure for disposal of waste with cleaning staff trained according.	Y	
Spread of Covid 19	50+	Signage introduced.	Extra signage in the office to build awareness of personal hygiene standards. Extra Housekeeper to ensure all extra disinfecting duties are carried	Y	
Spread of Covid 19	50+	Restricting the use of high-touch items. Ie copiers, printers etc	out. Hand sanitiser, gloves, anti-bac wipes and anti-bac spray located by high-touch equipment.	Y	
Spread of Covid 19	50+	Increase office ventilation.	All HVAC services have been increased and regularly maintained.	Y	
		Social Distancing Measures			
Spread of Covid 19	50+	Employees to work remotely.	Bank ABC have introduced a permanent Hybrid working model based on 3 days in the office and 2 at home while infection rates remain low.	Y	
Spread of Covid 19 Spread of Covid 19	50+ 50+	Extra tea/breakout areas introduced on all floors. Limit number of people using meeting rooms.	Kitchens only	N N	Re-introduce when required Re-introduce when required
Spread of Covid 19	50+	Conference calls/Zoom meetings to be used instead of face to face meetings.		Ν	Re-introduce when required
		PPE			
Spread of Covid 19	50+	Provision of disposable facial masks	If employees come to the office part of the Banks duty of care is to supply appropriate PPE if requested. A 3 month supply of PPE should be kept on site.	Y	
Spread of Covid 19	50+	Provision of disposable gloves where needed and instruction given on how to remove gloves carefully and safely.	If employees come to the office part of the Banks duty of care is to supply appropriate PPE if requested. A 3 month supply of PPE should be kept on site.	Y	
		Mental Health.	HP to contact all ampleveous working remotely with details of Montal		
Spread of Covid 19	50+	Mental Health First Aiders information and contact details readily available to all employees.	HR to contact all employees working remotely with details of Mental Health First Aiders and posters in kitchens. Line Managers to maintain regular contact with employees.	Y	
Spread of Covid 19 Spread of Covid 19	50+ 50+	Symptoms of Coronavirus (Covid 19). Temperature checks to be taken upon arrival to the office. Anyone with a high temperature to be sent home. <u>Testing</u>		N N	Re-introduce when required Re-introduce when required
Spread of Covid 19	50+	Tests to be procured and issued to staff who are attending the office	Tests have been issued and anybody testing positive is to stay away from the building until a negative PCR test has been received or recovery from the virus has been achieved.	Y	
		Single Point of Contact - SPOC			
Other	50+	James Maidment - Head of Corporate Services, has been nominated as the single point of contact for ABCIB in the event of a COVID-19 outbreak.	In the event of an outbreak at the London office the Head of Corporate Services will notify Public Health UK and update the CMT accordingly.	Y	

Implemented

FCA Requirement	Confirmation of Compliance	Additional Comments	Further Controls Required	Implemented
Firms should be able to prove that the lack of a centralised location or remote working does not or is unlikely to:				
Affect the firm's location in the UK, or its ability to meet and continue to meet the threshold conditions for the regulated activities it has or will have permission for – or any equivalent requirements, where these do not apply.	Y	No change in Head Office building location	N/A	N/A
Prevent the FCA receiving information about a firm.	Y	No restrictions to sending information requested by FCA. We have successfully maintained close contact with our regulators throughout the Pandemic.	N/A	N/A
Reduce the accuracy of the Financial Services (FS) Register for others if, for example, consumers are not able to contact the firm at the principal place of business shown on the FS Register	Y	No impact on customer contact	N/A	N/A
Affect the ability of the firm to oversee its functions including any outsourced functions.	Y	No impact on oversight of functions, including outsourced services	N/A	N/A
Cause detriment to consumers.	Y	Customer Complaints have been dealt with as BAU	N/A	N/A
Damage the integrity of the market.	Y	N/A	N/A	N/A
Increase the risk of financial crime.	Y	Financial Crime controls in place and functioning as usual	N/A	N/A
Reduce competition.	Y			
A firm must also prove that there is satisfactory planning:				
That there is a plan in place, which has been reviewed before making any temporary arrangements permanent and is reviewed periodically to identify new risks.	Y	All plans are reviwed by CMT prior to changes to operating model being implemented	N/A	N/A
There is appropriate governance and oversight by senior managers under the Senior Managers regime, and committees such as the Board, and by non-executive directors where applicable, and this governance is capable of	Y	All Committees were held as per applicable Governance throughout the Pandemic and continue to do so under our Hybrid working model.	N/A	N/A
heing maintained A firm can cascade policies and procedures to reduce any potential for financial crime arising from its working	Y	All PSP documentation is published on a centralised SharePoint library accessible to all staff and also circulated as	N/A	N/A
arrangements. An appropriate culture can be put in place and maintained in a remote working environment.	Y	required by applicable governance. Promotion of a positive work culture continued throughout the Pandemic and under our current Hybrid working model.	N/A	N/A
Control functions such as risk, compliance and internal audit can carry out their functions unaffected, such as when listening to client calls or reviewing files.	Y	All control Functions confirmed that they continued to operate effectively during the pandemic and continue to do so under our current Hybrid working model. The ability to carry out analysis and deal with sensitive matters can be maintained successfully.	N/A	N/A
The nature, scale and complexity of its activities, or legislation, does not require the presence of an office location.	Y	A limited number of critical core banking processes cannot be undertaken outside of the office environment due to the risk appetite of our parent however the majority of functions are not restricted by location.	N/A	N/A
It has the systems and controls, including the necessary IT functionality, to support the above factors being in place, and these systems are robust.	Y	We have a robust and secure VPN capability which allows over 90% of staff to work remotely.	N/A	N/A
It's considered any data, cyber and security risks, particularly as staff may transport confidential material and laptops more frequently in a hybrid arrangement.	Y	This has been assessed and staff are frequently reminded of their responsibilities relating to data, cyber and security risks.	N/A	N/A
It has appropriate record keeping procedures in place.	Y	All record keeping procedures are in place and adhered to.	N/A	N/A
It can meet and continue to meet any specific regulatory requirements, such as call recordings, order and trade surveillance, and consumers being able to access services.	Y	We maintain all monitoring activities appropriate to our business model.	N/A	N/A
The firm has considered the effect on staff, including wellbeing, training and diversity and inclusion matters.	Y	This was a major area of focus for both the CMT and HR teams throughout the Pandemic and continues under our current Hybrid working model.	N/A	N/A
Where any staff will be working from abroad the firm has considered the operational and legal risks.	N/A	No employees working abroad as BAU	N/A	N/A

	Please note all below requirements are currently suspended however would be re-in ecklist of Government Guidance for Working Safely During Covid - 19 in offices and contact centre		in the event o			
	Action Required	Responsible	Implemented Y/N	#Staff at Risk	Evidence If necessary	Comments
1	General Complete Risk Assessment	JB/MC	Y	50+	Approved by CMT	
2	Who should go to work Planning for minimum number of staff needed on site to work safely	MC	Y	50+	Spreadsheet on Minumum/Maximum Staff by Department	
4	Monitor wellbeing of staff working from home and help them stay connected to the rest for the workforce Keeping in touch with off-site workers Debug in the start off-site workers	AS AS JM/JB	Y	50+ 50+	Regular Line Manager and HR communication with staff Regular Line Manager and HR communication with staff	
6	Provide equipment to enable staff to work from home safely Provide support for workers around mental health and wellbeing Enabling workers to work from home when self-isolating if appropriate	AS AC	Y	50+	Spreadsheet Communication to staff	
8	Understanding and taking into account the particular circumstances of those with different protected characteristics.	AS	Y	50+	Database with HR, collated with input from Line Managers	
	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	a.r.		ro.	Extremely vulnerable excluded from return to work	
	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	A5		507	Communication to staff	
	under the equatives registration. Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	AS	Y V	50+	Communication to staff	
	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for	***		307		
	example, those with caring responsibilities or those with religious commitments. Social Distancing in the Workplace	JM/JB	Y.	50+	Communication to staff	
	Implement two meter social distancing measures in the office (applies to all parts of the business) Coming to Work and Leaving Work	1W/1B	Y	50+	Tape and desk allocation - See floorplan Communication to line managers to ensure staggering of staff being submitted	
14	Stagger arrival and departure times	Line Managers	Y	50+	simultaneously with closure of this checklist.	
16	Provide additional parking or bike storage facilities Reduce congestion at entry/exit points	JM JM	Y Y		Lift restricted one person at a time. Stairs to come down only.	
18	Provide additional storage for bags/clothes Use markings and introduce one way flow at entry and exit points	M	Y Y	50+ 50+	Space available under desk and cupboards. Lift restricted one person at a time. Stairs to come down only.	
19	Provide handwashing facilities or hand sanitisers where not possible at entry/exit points Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass	м	Ŷ	50+	Hand Sanitizers at all entry/exit points	
20	checks in favour of showing a pass to security personnel at a distance. Movement around buildings and worksites	м	Ŷ	50+		
	Reducing movement by discouraging non-essential trips within buildings Restricting access between different areas	M	Y	50+ 50+	To be enforced by communication to staff on site To be enforced by communication to staff on site. No access to kitchens	
24	Reducing job and location rotation	Line Managers	Y	50+	Restriction on desks being rotated where possible but deep cleaned each night in any case.	
25	Reducing maximum occupance in lifts, providing handsanitiser for the operation of lifts and encouraging use of stairs wherever possible.	ML	Y	50+	Lift restricted one person at a time. Hand Sanitizers at all entry/exit points.	
	Regulating use of high traffic areas including corridors, lifts turnstiles and walkways to maintain social distancing.	Line Managers	Y	50+	Staggering arrival times and staggering break times and tape	This will be communicated to staff over the coming days
27	Workplace and Workstations Review layouts and processes to allow people to work further apart from each other.	ML	Y	50+	2 meter distance between each desk	
	Using floor tape or paint to mark areas to help workers keep to a 2m distance. Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning	M	Y	50+	Tape and desk allocatiion - See floorplan	
	workstations between different occupants including shared equipment. Meetings	M	Y	50+	Limited desks to shared but not within same working day. Daily Deep cleaning .	
30	Using remote working tools to avoid in-person meetings. Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout	All	Y Y	50+ 50+	In place with Microsoft Teams	
32	Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.	All	Y	50+	In place	
34	Providing hand sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible.	JM	Y		Air conditioning available in all meeting rooms	
	For areas where regular meetings take place, using floor signage to help people maintain social distancing. Common Areas	M	Y	50+	Social distancing tape is laid out to define safe areas	
37	Staggering break times to reduce pressure on break rooms or canteens. Using safe outside areas for breaks.	Line Managers N/A	Y		No common break out areas will be available to staff. Only teapoints. No outside areas within office	
38 39	Creating additional space by using other parts of the workplace or building that have been freed up by remote working. Providing packaged meals or similar to avoid fully opening staff canteens.	ML	Y Y	50+ 50+	In place. See floorplan. No staff canteens and kitchens to be closed to staff.	
40	Encouraging workers to bring their own food. Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site.	All	Y	50+	Included in HR faq's Guidance to staff advises maintaining social distancing at all times	
42	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage. Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	M	Y	50+	Restricted to one person at a time Storage facilities already provided	
	Managing Customers, Visitors and Contractors	M	Y	50+		
	Limiting the number of visitors at any one time. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before	м	Ŷ	50+	Visitors not currently admitted. Contractors only outside of normal working hours.	
46	arrival. Limiting visitor times to a specific time window and restricting a ccess to required visitors only.	ML ML	Y N/A	50+ 50+	Risk Assesment to be shared. Visitors not currently admitted. Contractors only outside of normal working hours.	
47	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	ML	Y	50+	Visitors not currently admitted. Contractors only outside of normal working hours.	
48	Maintaining a record of all visitors, if this is practical. Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with	ML	Y	50+	BAU	
49	the same pen in receptions. Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and	JM	Y	50+	Visitors not currently admitted. Contractors only outside of normal working hours.	
50	before arrival, for example, by phone, on the website or by email. Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for	м	Y	50+	Risk Assesment to be shared.	
	visitars	IM	N/A	50+	Visitors not currently admitted. Contractors only outside of normal working hours.	
51		15.4				
51 52	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared	JM	N/A	50+	Visitors not currently admitted. Contractors only outside of normal working hours.	
51 52 53	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people. Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces. Cleaning/Hygiene	м	N/A Y	50+	Risk assesment to be shared with Punjab National Bank.	
51 52 53 54 55	Revenues entry and ent mosts for visitions and contractions to minimize constat with other people. Cordinating and working collaboratively with landows and other tenants in multi-tenant sites, for example, shared working scarses. Ceansing/hyper Increase of flox ventilation where possible Trespart changing of work areas and equipment between uses, using your usual denning products.	JM JM JM	N/A Y Y Y	50+		
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Please note all below requirements are currently suspended however would be re-introduced in the event of increased infection rates and/or government lockdown