



# COVID-19 RISK ASSESSMENT

# MONEX EUROPE LIMITED - LONDON OFFICES REOPENING PLAN & RISK ASSESSMENT

## CONTACTS

### LONDON OFFICE MANAGERS

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#### **Address**

Monex Europe Limited

2<sup>nd</sup> and 3<sup>rd</sup> Floor

1 Bartholomew Lane

London

EC2N 2AX

## MONEX EUROPE LIMITED LONDON LOCATIONS

#### **Throgmorton Office**

Address: 2<sup>nd</sup> Floor, 26 Throgmorton Street, EC2N 2AN

Email: Reception26ts@gmail.com

#### **2<sup>nd</sup> & 3<sup>rd</sup> Floor Bartholomew Lane**

Address: 1 Bartholomew Lane, EC2N 2AX

Direct Dial: +44 (0) 207 065 6890

Email(s): Reception@1bar-lane.co.uk

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# VERSION CONTROL

| Version                    | Date           | Checker              | Approver | Changes             |
|----------------------------|----------------|----------------------|----------|---------------------|
| V1 Template                | 01/04/2020     | E Kennedy            |          | Draft version       |
| V2 London Offices Specific | September 2020 | E. Kennedy & K Mason |          | Final Local updates |
| V3                         | March 2021     | K Mason              |          | Updated             |
| V4                         | March 2021     | A Samson             |          | Proof read          |

## OFFICE LOCATIONS

Each London office location will have separate rules, which will be provided in the staff location on the S:Drive.

Bartholomew Lane [HERE](#)

Throgmorton Office [HERE](#)

Monex office rules will be sent out by email to all staff and saved in the relevant folders above.

If you do not have access to this folder please contact HR.

## OFFICE REOPENING PLANNING & ACTIVITIES

Following the UK Government (including the Republic of Ireland) confirmation that UK&I lockdown restrictions will be lifted in the coming months, the Monex team will work with the building managers to reopen our offices for Monex colleagues to start attending again. Throughout Covid-19 we are aware that government rules will continue to change and we will do our best to keep offices open for staff who wish to attend.

Social distancing will remain in place indefinitely following the lockdown restrictions being lifted, so in order to comply with these restrictions, we will ensure that the offices are set up in a way to support these measures.

The Office Management team will carry out an analysis and mapping to determine:

- The number of workstations that can be used in each workplace
- The revised capacity of workstations per desk
- The revised capacity of all meeting rooms
- Identify any areas where numbers should be restricted – breakout spaces, printer areas, kitchens
- Identify where one-way systems may be needed
- Recommend a safe system for entry & exit for the office
- Identify locations for signage

**To do this we will review and take action on the following;**

### 1 Review workstation plans

A revised workstation plan will be created to enforce social distancing whilst colleagues are working in our offices.

Any desks available on the 2<sup>nd</sup> floor of Bartholomew Lane, for hot-desking with the employees' laptops (*please refer to the floor plan*) are to be cleaned with the disinfectant provided by Monex before and after use.

Tasks

- Review office desk allocation spreadsheet & office floor plans/drawings

- IT to check each workstation, if equipment i.e. monitor & HDMI cable has been removed, mark workstation with red cross to show any unavailable on the plan – Update floorplan with any rota details
- Review desk layout considering social distancing requirement of 2 meters separation and mark desks that cannot be used with a clear sign
- Once both offices floorplan is agreed, save a pdf on the S:Drive/HR for Staff/COVID-19/London folder
- Clear all workstations of any personal items and paperwork. Any items removed should be stored for a limited period and then disposed of. Timescales for storage will need to be discussed at a later point to ensure all staff get the chance to obtain personal items

## 2 Meeting rooms

Meeting room seating numbers will be reduced to allow for social distancing. Where social distancing cannot be set up, the rooms will only be available for 1 colleague to use. Details have been communicated via email by the Office Manager.

Where required, one or more meeting rooms may be taken out of action to store additional furniture that will be removed to ensure social distancing.

### Tasks

- Review meeting room capacity numbers and consider reductions to maintain social distancing restrictions
- Collate new meeting room capacity
- Where necessary allocate meeting room/s for storage of excess furniture or add signage onto seats to allow social distancing
- Include a bottle of hand sanitiser, disinfectant spray, blue tissue roll, and a bin in each meeting room
- Posters in each boardroom advising to clean all desks/mouse/computers/chairs used for meetings due to multiple users

## 3 Review floor plans & office layout to consider

To ease the flow of colleagues around the offices and maintain the social distancing restrictions, “keep left” guidance will be issued to all colleagues attending the office. When passing in corridors all colleagues will be asked to walk on the left and not pass each other in restricted spaces.

All additional areas and movement around the office should be considered including but not limited to;

- Plan workplace entrances & exits to allow social distancing
- One-way systems to navigate around the office
- Lifts
- Location of printers – Consider turning off printers where more than one in same location
- Cleaning stations – These should be located centrally and near to areas where they will be most needed like the printing areas
- Breakout areas

- Use of signage and floor markings to ensure 2 metre distancing for any queue areas
- Identify excess furniture to be removed or signs to be placed to allow for social distancing

### 3.1 Cleaning stations

Within the centralised cleaning stations, you should include the following;

- Keyboard/monitor cleaning wipes (label for printers, keyboards & monitors only)
- Bottle of anti-bacterial surface cleaning spray (label for use on desks, chairs and work surfaces only)
- Roll of blue roll and disinfectant
- Bottle of hand sanitiser with pump top
- Signage & instructions
- Foot operated lidded bin

### 3.2 Lifts – Building rules will apply separately for Bartholomew Lane and Throgmorton Avenue

Access to all lifts will be restricted to allow appropriate social distancing. Each building responsible for lifts will add signs on the external doors of all units, where more than one occupant can be accommodated, spaces have been marked on the floor.

### 3.3 Kitchen & breakout areas

Eating at desks is encouraged to maintain social distancing.

Where we have small breakout areas in our offices, rules will be in place advising on the number of colleagues in at any one time. Signage will be installed to remind colleagues.

#### Planning Tasks

- Evaluate the capacity of each kitchen/breakout area to ensure social distancing is maintained and identify any control measures at the entrance
- Where necessary introduce a one-way system with clear signage and provide 2 metre distancing markings for any queuing
- Check the flow of the areas used to prepare drinks and move any items to allow a one-way system.
- Remove crockery & cutlery and ask colleagues to use their own
- Switch off the coffee machine and provide instant coffee sachets
- Set up water facilities (Zip tap and sparkling water machine) to be operated by a hands free/pedal sensor system
- Ensure hand cleaning & drying facilities are available in these areas
- Ensure bins are suitable capacity and are checked regularly to prevent overflowing

## Implementation

Once workstation & floor plans have been agreed, remove excess furniture from all kitchen and breakout areas into allocated storage area where possible/necessary. If removal into storage area is not possible use signage on furniture to indicate not in use.

### 3.4 Bathrooms, changing rooms, showers & drying rooms

Review the toilet facilities in each office and look to close cubicles or restrict the number allowed in the toilets to ensure colleagues are kept safe. Bartholomew Building has their own showers for staff; please ensure you read all advice when using the building showers.

- Evaluate the number of toilets and wash basins that can be in use at any one time to ensure social distancing and identify at the entrance
- Fire emergency door stop on the entrance of the toilets to reduce door handling
- Direct colleagues to alternative toilets if possible (Ground Floor)
- Use floor markings to ensure 2 metre distance is maintained if queueing
- Ensure adequate supplies of soap and handtowels are available and kept topped up
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal
- Encourage everyone to wash hands before and after using the facilities
- Increase cleaning for common contact surfaces including, door handles, taps and flushes

### 3.5 Office rules

We would like you and your fellow colleagues to feel they are in a safe environment whilst working from the Monex office locations, so please follow our office rules along with the government guidelines in line with social distancing.

Monex has a duty of care under the Health and Safety at Work Act 1974 (HASAW) as amended and associated legislation to protect the health, safety and welfare at work of our workforce:

- Upon entry to the building, you are required to wear a face mask and your temperature will be measured
- Once your desk has been assigned on the floor plan in either Throgmorton, 2nd or 3rd Floor Bartholomew Lane offices you are asked to remain in your area and bubble (Team A/B)
- Currently staff will not be able to mix between office floors (L2&3/Throgmorton) and must stick to their Team rotas
- All staff returning to the office will need to have a Lateral Flow test which will be carried out once a week in house by a nurse. A negative result will be required in order to gain access to the office. Those who do not wish to get tested, will not be allowed back into the office
- Between office locations, you are expected to wash your hands before and after you travel across
- Social distancing should be maintained throughout
- No more than two people are allowed to enter and exit the building and use the lift at one time. Otherwise we could potentially be in breach of government guidelines on mixing

- **If staff do not adhere to these rules we will be entitled to take disciplinary action**

### 3.6 Exempt from wearing face masks

If you have been exempt from wearing a facemask, please contact HR and the building manager to confirm your status. If we have not been informed, the building manager may not allow you access to the building.

### Additional Coronavirus signage resources

Below are linked to Gov.uk signage resources for additional posters you may like to put up in the office

<https://coronavirusresources.phe.gov.uk/Symptoms/resources/>  
<https://coronavirusresources.phe.gov.uk/hand-hygiene/resources/>

## 4 Additional arrangements for consideration

The business and line managers will make decisions on the return to work for offices and will consider the following;

- Phased return to work plans (return dates and teams)
- To ensure that there is a First Aider/Fire Marshal and Manger present in the office
- Staggered start & finish times
- Staggered break times
- Extended opening hours
- Prioritisation of individuals with specific needs
- Pregnant women will be advised not to return to the office
- We will monitor variants and will not allow anyone access to our office if they live in a surge postcode
- Colleagues will be given guidance office rules prior to returning and will be asked to adhere to them

## 5 Security arrangements

All passes will work for your agreed start and finish times.

### Tasks

Review the following documentation and update where required for approval as above

- ClaireLOGIC Access & Out of Hours Procedures
- Security Checklist for Premises

## 6 Visitors

Every contractor, client or visitor will have to self-evaluate whether they pose an undue risk to the health and safety of others. Any regular contractor, i.e. cleaner, milk supplier has informed Monex of their rules that have been communicated to their staff. Any other visitors can find information detailed on Appendix A. Please liaise with your building manager in the main building regarding these forms.



## 6.1 Client/visitor safety

Consider how you can safely have visitors in the office; look at allocating a specific meeting room for accepting visitors. Can you have dedicated navigation for visitors to use to get to the specific meeting room, whilst restricting their movement in other areas of the office when using the facilities like bathrooms.

Liaise with the Office Manager to discuss the need for this space when instructed and if visitors are allowed.

## 6.2 Hospitality for clients/visitors

If visitors are allowed, Hospitality will only include bottled water. Please consider how you provide beverages to Clients or Visitors safely.

## 7 Contractors & suppliers

Using section 9 of the checklist below update the list of all local contractors & suppliers that you need to contact to inform them we are reopening the office and instruct them to attend the office to complete any outstanding maintenance, track and update as required.

### 7.1 Cleaning

- Arrange initial deep cleaning of workplace
- Remove all keyboards from desks and clean
- Consider location, number & types of bins throughout office, move and order additional bins as required. Ensure correct signage is in place for each bin
- Consider cleaning schedule to provide service during office hours if not already in place without increasing total cleaning hours
- Consider the provision of cleaning materials for colleagues use in key areas including the provision of anti-bacterial sprays in kitchen & breakout areas and in bathrooms

#### **An increased cleaning schedule will be applied and will focus on:**

- Lifts & control panels in Monex area only
- Kitchen & breakout surfaces to include all handles and control panels, bins, coffee machines & zip taps
- Workstations in use
- Meeting rooms
- All touch points throughout the office
- Staff will be asked to clean their own workstation at the start and end of the day

## 7.2 Maintenance services

A review of the planned preventative maintenance schedule associated with your office must be undertaken:

- Ensure all statutory maintenance has been completed before office reopens
- Arrange inspection on IT equipment and review ventilation rates and possible need for cleaning of filters
- Reinstate, clean & test office equipment including coffee machines & Zip Taps etc

## 8 Ordering of stock

Using section 10 of the checklist below check your stock levels. Where you need to order stock for reopening, please ensure you do so in timescales that will not delay the office opening. Please record any reduced or unavailable service levels to the Office Manager.

## 9 Workplace rotas

Due to social distancing restrictions in the office, departments have rotas in place. Your line manager will manage this with each team, and it is your responsibility to keep to your rota.

Please consider any team member that may still be required to self-isolate or who may be sick.

- Holidays must be carefully planned, and all team members considered when requesting holidays after restrictions are lifted to ensure fairness

## 10 New starter inductions

For those new colleagues who have joined Monex during the office shutdowns, contact will be made with them to arrange an office induction and be given an access pass.

Please consider social distancing and restrict numbers to manageable levels to ensure these restrictions are considered.

## 11 Staff returning to work

For those colleagues who have requested to work from the office, please ensure you are familiar with your rota and group along with the return to work office rules by the Office Manager.

## 12 Travel plans for the office

Review travel arrangements for your offices to determine what services are available for colleagues to use. This will need to be reviewed regularly as service information is released.

- Please consider availability of any onsite parking facilities
- Consider staggered start/end times to avoid peak travelling time
- On site cycle storage, is available within the building and also on our floor

## 13 H&S documentation review

Once various plans have been agreed and implemented you will need to undertake a review of the following documentation to ensure our statutory obligations are fulfilled.

- Fire Risk Assessment – Additional fire marshal training
- Water Risk Assessment – Building management
- First Aid Risk Assessment – The provision on first aiders & facilities. Consider any revised guidance on first aiders providing first aid and additional training for more staff to cover reduced capacity in the office

## 14 Monex First Aid guidance is as follows

- Mouth-to-mouth respiration is not allowed – not even with additional aid material (pocket masks, kiss of life, etc.)
- Determine if a patient is breathing by “watching” – listening or feeling for breathing is not allowed
- Maximum of two first-aid providers at victim’s side, keep others at a social distance as defined by local legislation
- Chest compression is allowed by one first-aid helper, second first-aid helper waits at feet end of victim to assist
- **Defibrillators** are accessible from the building management
  - Bartholomew - Located in the fire panel room on the ground level following the fire escape route behind the main reception
  - Throgmorton - Located on the ground floor with reception
- If victim is suspected to be COVID-19 positive, it is not allowed to perform breaths; instead, only chest compressions
- After administering First Aid, wash your hands as soon as possible

**Below are some useful links to guidance on providing First Aid during the Coronavirus crisis for issuing to office first aiders:**

St John Ambulance

<https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

British Red Cross

<https://blog.redcrossfirstaidtraining.co.uk/what-can-i-do-as-a-first-aid-at-work-or-in-public-during-the-coronavirus-outbreak>

For anyone whose certificate needs refreshing please inform HR.

Free online refreshers with St John Ambulance.

[https://email.sja.org.uk/sja\\_marketinglz//WebCapture.aspx?PID=268&t=0](https://email.sja.org.uk/sja_marketinglz//WebCapture.aspx?PID=268&t=0)

Free online refreshers with British Red Cross

<https://www.redcrossfirstaidtraining.co.uk/courses/first-aid-at-work-courses-uk-mainland/in-company-courses/first-aid-annual-skills-update-e-learning/>

## Checklist

| Task  | Action Taken & Notes  | Completed date & initials   |
|---|---|---|
| <ol style="list-style-type: none"> <li>1. Workstation Plans – review &amp; revise workstation plan &amp; desk allocation sheet                             <ol style="list-style-type: none"> <li>a. Consider missing IT equipment (red X)</li> <li>b. Consider social distancing (yellow x)</li> <li>c. Update floor plan</li> <li>d. Upload both floor plans &amp; desk allocation to S:drive</li> <li>e. Once plan agreed save for Staff view</li> <li>f. Mark Up unavailable desks on floor plan</li> <li>g. Clear all workstations of any personal belonging and store</li> </ol> </li> </ol>  | <p>Throgmorton and Bartholomew Lane (2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor)</p> <p>A – IT/ClaireLogic managed full floorplan change.</p> <p>B - Karolina Mason and Melanie Gaunt have put in place social distancing measures for both the 2<sup>nd</sup> and 3<sup>rd</sup> floor at Bartholomew lane.</p> <p>C – Office Manager/HR &amp; IT</p> <p>D – Office Manager</p> <p>E - Office Manager</p> <p>F - Office Manager</p> <p>G - Office Manager</p> | <p>ClaireLogic Floor plan for Throgmorton and Bartholomew Lane -August 2020.</p> <p>EK Part Floorplan-Aug 2020</p> <p>Finalised by KM</p> |
| <ol style="list-style-type: none"> <li>2. Meeting room plans – review &amp; revise seating numbers                             <ol style="list-style-type: none"> <li>a. Clearly mark on the floor plan any meeting rooms that you may wish to use as storage.</li> <li>b. Posters indicating cleaning materials to wipe clean before and after use for holding meetings.</li> </ol> </li> </ol>  | <p>Throgmorton and Bartholomew Lane (2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor)</p> <p>Reduced seating in all boardrooms, mark areas/seats not to be used</p> <p>Posters allocated around the office</p>  | <p>KM updated March 2021</p> <p>KM updated March 2021</p>   |
| <ol style="list-style-type: none"> <li>3. Review floor plans &amp; office layout to consider the following, once agreed implement plan                             <ol style="list-style-type: none"> <li>a. Make clear signs to help navigate your way through the office –Install clear signage for entry/exit points.</li> <li>b. Locations of touch-free hand sanitiser stations around the office.<br/><br/>Install sanitisers in agreed locations.</li> <li>c. Locations of cleaning stations for wipes, tissues, bins &amp; additional hand sanitisers etc.<br/><br/>Install cleaning stations.</li> <li>d. Printing stations – sanitisers located next to printers.<br/><br/>Signage – location of signage: floor stickers, floor stands with posters in. Order additional equipment (centrally)<br/><br/>Install signage</li> <li>e. Floor markings – what floor markings do you require – how much tape do you need</li> <li>f. Remove excess furniture to allocated storage area/s or if not possible use to tape to identify</li> </ol> </li> </ol> | <p>Throgmorton and Bartholomew Lane (2<sup>nd</sup> &amp; 3<sup>rd</sup> Floor)</p> <p>Posters/signs allocated around the office.</p> <p>Social distancing/restricted areas/furniture mark “do not sit here”, “not in use”./ one way systems clearly outlined in all offices. Sanitiser stations, cleaning materials.</p>   | <p>KM/IT updated March 2021</p> <p>KM &amp; MG – updated March 2021</p>   |
| <ol style="list-style-type: none"> <li>4. Reception area – not in use.                             <ol style="list-style-type: none"> <li>a. Set up signing in station away from reception</li> <li>b. Install wall mounted touch-free hand sanitiser dispenser near to entrance &amp; sign in table</li> <li>c. Install floor markers for 2m queuing and marking for reception</li> </ol> </li> </ol>  | <p>Bartholomew Lane only - 3<sup>rd</sup> &amp; 2<sup>nd</sup> Floor reception reviewed.</p>  | <p>KM updated March 2021</p>  |

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|     |   |  |                            |
|-----|---|--|----------------------------|
| 5.  | Install any additional signage for Coronavirus specific instructions like hand washing & symptoms posters   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM & MG updated March 2021 |
| 6.  | Phased return to work plans for colleagues, prioritising colleagues with specific business & personal needs   |  |                            |
| a.  | Staggered start & finish times  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM & MG updated March 2021 |
| b.  | Staggered break times, eating at desk policy relaxation   |  |                            |
| c.  | Extended opening times  |  |                            |
| d.  | Reduced coming & going from the office  |  |                            |
| 7.  | Review office security arrangements & documentation   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM updated March 2021      |
| a.  | ClaireLOGIC Access & Out of Hours Procedures  |  | ClaireLogic                |
| b.  | Security Checklist for Premises   |  |                            |
| 8.  | Visitor Management  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM updated March 2021      |
| a.  | Consider visitor spaces & allocation of meeting room  |  |                            |
| 9.  | Contacting all suppliers & contractors to reinstate service   |  |                            |
| a.  | Ensure all statutory maintenance has been completed before office reopens   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM updated March 2021      |
| b.  | Organise all outstanding service & maintenance for non-statutory works at earliest opportunity  |  |                            |
| c.  | Organise office clean before reopening  |  |                            |
| d.  | Waste Management – collection services reinstated   |  |                            |
| 10. | Update central register of requirements for   |  |                            |
| a.  | Touch-free sanitiser units  |  |                            |
| b.  | Cleaning wipes  |  |                            |
| c.  | Tissues   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM updated March 2021      |
| d.  | Additional bins to put next to cleaning stations  |  |                            |
| e.  | Floor stickers  |  |                            |
| f.  | Floor stands for signage  |  |                            |
| g.  | Frames for signage  |  |                            |
| 11. | Local Office Stock ordering – complete any orders of require supplies for the office to reopen. Consider reduced numbers in the office and only order what is needed. Stock levels to be maintained at reduced levels until all restrictions are removed. |  |                            |
|     | Stock to consider   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) | KM updated March 2021      |
| a.  | Coffee & beverages supplies. (Coffee machine will not be in use – provide instant coffee)   |  |                            |
| b.  | Milk  |  |                            |
| c.  | Stationery general items for each desk, no sharing policy.  |  |                            |

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|  |  |   |
|--|--|---|
| 12. Team rota and team availability for office reopening.  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) Team Rota's centralised for the Office Manager: <a href="S:\HR for staff\London\COVID-19 RTW">S:\HR for staff\London\COVID-19 RTW</a>   | KM updated March 2021                     |
| 13. New colleagues<br>Implement a new process for new colleagues office inductions, access passes  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor)   | HR – Ongoing                              |
| 14. Office Managers to ensure Landlord arrangements have been received and communicated/implemented  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor)   | KM updated March 2021                     |
| 15. Travel Plans<br>Currently Travel abroad is only permitted when it is necessary for the business.   | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor)   |   |
| 16. Working from the Office Guide  | Throgmorton and Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor) <a href="S:\HR for staff\London\COVID-19 RTW\Staff Communication\RTW Office Guidance.msg">S:\HR for staff\London\COVID-19 RTW\Staff Communication\RTW Office Guidance.msg</a> | KM email sent 12 <sup>th</sup> March 2021 |
| 17. Complete a review of all H&S documentation inc.  | Bartholomew Lane (2 <sup>nd</sup> & 3 <sup>rd</sup> Floor)   |   |
| a. Fire Risk Assessment  | Fire safety and H&S reviews up to date.  |   |
| b. Water Risk Assessment (consider little used outlet flushing to continue on reoccupation of office in areas of less use)                                 | First Aid training for more staff  |   |
|  | Fire Marshal training completed  |   |
|  | See link here: <a href="#">HERE</a>  | KM & HR Ongoing                           |
| c. Emergency plan (consider reduced availability of evacuation wardens)  |  |   |
| d. First Aid provision (consider availability of first aiders in the office)   |  |   |
| e. Set up meeting with first aiders to discuss the revised guidance.   | Throgmorton – completed.   |   |
| Additional Tasks for tracking – please use this section to track & record any additional areas for your office that need to be considered and implemented. | Fewer staff on the 2 <sup>nd</sup> Floor, Bartholomew to be monitored.   |   |

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

## FIVE STEPS TO SAFER WORKING TOGETHER

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to help people work safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**

Signed on behalf of employer SARAH EARNSHAW

Employer MONEX EUROPE Date 16 MARCH 2021

Who to contact: KAROLINA MASON  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1547)