

Type of Activity: Re-Occupation of the Lloyd's Building (Covid-19) for Underwriting Room

Significant Hazard: Contracting the Covid-19 virus within the working environment, through either direct contact with an infected individual or indirectly via touching an infected surface, prior to a vaccine becoming available.

Areas of Concern	Persons at Risk	Controls in Place	Additional Controls Required	Control Owner
Underwriting Room	Underwriters Brokers	<ul style="list-style-type: none"> • Underwriting Room open from 1 September 2020. • Installation of Perspex screens on boxes to ensure adequate protection / social distancing between individuals. • Queuing system in place into place outside revolving doors and segregation markers placed on floor (outside and on reception area carpet). • Access into building via reception and Tower 1 – Egress from building via Tower 3 and Tower 5. • Lifts programmed to default to designated use e.g. T1 ground, T3/T5 upper floors. • Hand sanitiser stations set up at each entrance and exit. • Circulation markers placed on the floors. • Fogging carried out on a monthly basis. 	<ul style="list-style-type: none"> • Underwriters and brokers encouraged to maintain social distancing while conducting business (2-meter rule). • Pre-appointments / pre-registration arrangements are encouraged between underwriters and brokers. 	<ul style="list-style-type: none"> • <i>Underwriters / Brokers.</i> • <i>Underwriters / Brokers.</i>

Areas of Concern	Persons at Risk	Controls in Place	Additional Controls Required	Control Owner
Underwriting Room (continued)	Underwriters Brokers	<ul style="list-style-type: none"> • From 1st September face coverings to be worn in all common areas (unless sitting by a box/stool with a Perspex screen). • Access to the NHS Test and trace app / QR code is available from Monday 28 September at the building entrances. All building users are advised to download the App and use it when accessing Lloyd's. 	<ul style="list-style-type: none"> • Mandatory for all building users • Advisory for all building users. 	<ul style="list-style-type: none"> • Underwriters / Brokers • Underwriters / Brokers
Travelling Between Floors	Underwriters Brokers	<ul style="list-style-type: none"> • Only three people permitted in scenic lifts and one person in each service lift at any one time (provided face coverings are worn). Up to 3 persons permitted in goods lift at any one time. • Increased cleaning of lift lobbies and inside lifts. 	<ul style="list-style-type: none"> • Individuals to be encouraged to use stairs / escalators. 	<ul style="list-style-type: none"> • Underwriters / Brokers
Emergency Events	Underwriters Brokers	<ul style="list-style-type: none"> • <i>In event of sudden illness, unless it is a debilitating or life-threatening condition, the individual should make their way home. If they have suspected Covid-19 they should contact NHS Test and Trace Service.</i> • In the event of the fire alarm sounding, the evacuation procedure will remain as full evacuation of the building and 'dispersal'. 	No additional controls required	

Areas of Concern	Persons at Risk	Controls in Place	Additional Controls Required	Control Owner
Toilets	Underwriters Brokers	<ul style="list-style-type: none"> • Markers placed on floor in Gents' toilets (by urinals) and on floors in all toilets adjacent to wash basins (leaving space between alternate basins. • Regular 'deep' cleaning of 'high touch' points e.g. taps, WCs, paper towel dispensers. 	No additional controls required	
Catering	Underwriters Brokers	<p>Catering facilities will be available. All purchases should be made via the Upay App on line.</p> <p>Segregation markers placed in food hall and coffee house floors.</p> <p>The coffee house and food hall chairs have been removed.</p>	<ul style="list-style-type: none"> • Individuals using catering facilities to download Upay App. 	<ul style="list-style-type: none"> • <i>Underwriters / Brokers</i>
Visitors	Building Users	No visitors to be permitted into the building during the initial period of reoccupation e.g. 1 month. <i>Only individuals with a Lloyd's blue pass will be allowed entry into the building.</i>		

Current Risk Rating: (based on 5 x 5 risk rating matrix)

Severity 3 / Likelihood 4 = **12 Medium**

Date of Risk Assessment: Wednesday 2 December 2020

Name of Risk Assessor: Trevor Jennings, Risk Manager, CRE

Review Date: Monday 4 January 2021