

# Covid-secure Workplace Risk Assessment (UK offices)

Updated in accordance with Gov Guidance dated 12.04.21

What are the Hazards?	Who might be harmed?	The Controls / Mitigations in Place (as of 12 April 2021)	Additional Considerations and Controls
<p>Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus.</p> <p>The transmission (spread) of Covid-19 virus, giving rise to mild, moderate, severe health conditions that can prove fatal.</p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors</li> <li>• Cleaner</li> <li>• Contractors</li> <li>• Vulnerable groups, such as pregnancy and those with existing underlying health conditions</li> <li>• Anyone else who physically comes into contact with you, in relation to this business</li> </ul>	<p><b><u>Hand Cleansing etc</u></b> Alcohol-based wall mounted hand sanitisers at entrance/exit to the office, as well as free standing units on various desks/surfaces.</p> <p>Suitable and sufficient hand and face washing facilities are available in the toilets. There are hand gels, soap and paper towels in these areas. Stock is reviewed/replenished on a regular basis.</p> <p><b><u>Social Distancing and Person Separation</u></b> The current UK 2 metres rule (2MR) is in force in all working areas, so far as is reasonably practicable.</p> <p>Measurements have been taken to ensure a 2MR exists when employees are seated at desks. To achieve this, some desks have been removed or marked as not available for seating.</p> <p>Perspex screens have been affixed to desks positioned next to thoroughfares and walkways between seating areas, to provide additional mitigation.</p> <p><b><u>Keep Employee Numbers Low</u></b> Reduced capacity desks have been identified, to comply with 2 metre distance rule, and available desks are marked to guide employees where they can sit.</p>	<p><b><u>Notices on the walls:</u></b> In main areas, instructing people to sanitise their hands upon entry and exit &amp; reminding people to keep to 2MR; <b>Catch it, bin it, kill it'</b> to remind employees to catch coughs and sneezes in tissues and avoid touching face, eyes, nose or mouth with unclean hands. Tissues have been placed on desk areas.</p> <p><b><u>Social Distancing and Person Separations</u></b> Staff notices are on the walls to remind people of the importance of social distancing, both in the workplace and outside of it. Rigorous checks will be carried out by management to ensure that the necessary mitigations and procedures are being followed.</p> <p>All employees have been advised that they have health &amp; safety duties towards others in the workplace and must follow the established rules. Where failings are observed, employees will be given further counselling by their line managers</p> <p><b><u>Keep Employee Numbers Low</u></b> Employees are encouraged to work from home if they can, in line with current Government guidance.</p>

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		<p>Employees are required to book their seat before visiting the office, via our desk booking software. This system holds data for 21 days from booking, and meets NHS Test &amp; Trace guidelines.</p> <p>Meeting rooms have new guidelines which limit the number of people using them, while encouraging remote meetings wherever possible.</p> <p><b><u>Lateral Flow Testing</u></b> Staff are required to take a lateral flow test 24 hours prior to arrival at the office. If the result is positive, self-isolation in line with Government Guidance must be followed.</p> <p>People are required to take their temperature upon entry to the building as an added precaution. If their temperature is 37.8 degrees or above, they must go straight home and follow Government Guidance.</p> <p><b><u>Ventilation</u></b> In the Skipton office doors and windows will be kept open to provide improved ventilation. Until improvements can be made to the air conditioning system, which uses recirculated air, it will remain switched off.</p> <p>The London office relies on air conditioning for ventilation. The landlord has provided assurance the system is effective in that it supplies fresh air, and the air is not recirculated.</p>	<p>All employees have been informed of the mandatory requirement to book a desk on this platform before visiting the office.</p> <p>A notice is displayed on meeting room doors to remind people of the maximum number allowed in the room.</p> <p><b><u>Lateral Flow Testing</u></b> Contis has ordered lateral flow testing kits for home use, to be made available for all employees accessing the offices. Until stock arrives, staff have been asked to access free home-test kits via their local testing site or pharmacy.</p> <p>A hand-held thermometer station is set up in the entrance to all offices. A notice is displayed above the station as a reminder.</p> <p><b><u>Ventilation</u></b> In March 2021, BESA (Building Eng. Services Assoc.) published guidance from REHVA (Federation of European Heating, Ventilation and Air Conditioning) on how to operate recirculated aircon systems safely with specific management. This risk assessment will be updated with details once this process has been reviewed and adopted.</p>



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		<p><b><u>Cleaning the Premises and Work Equipment</u></b>            The main working areas, surface areas, fixtures, fittings, and DSE workstations are cleaned daily using antibacterial cleaner. All staff ensure their desks are clear before leaving the office to ensure effective cleaning.</p> <p>After use, employees are reminded to clean surfaces in meeting rooms and kitchen areas with anti-bacterial spray and wipes provided.</p> <p><b><u>Personal Protective Equipment (PPE) and Face Masks</u></b>            Employees must wear a face mask in some communal areas – these areas have been communicated to all members of staff. Disposable face masks and gloves are available for use in the workplace.</p> <p>Contis has ensured safe disposal of PPE can be maintained, with separate waste disposal units assigned for this purpose.</p> <p><b><u>Contractors / Visitors</u></b>            Visitors are discouraged, but if necessary, may visit by appointment only. These persons are required to comply with our COVID-19 mitigations. Visitors will be asked to wear a face mask in communal areas and in meetings seats shall be placed 2 metres apart.            Contractors are also required to keep to the rules and their own Company policy/procedures on this and will be required to bring their own PPE upon attending the office.</p>	<p><b><u>Cleaning the Premises and Work Equipment</u></b>            A notice has been placed in kitchen areas and meetings rooms, to remind staff to clean surfaces after use. An anti-bacterial spray and wipes have been placed in these areas.</p> <p><b><u>PPE and Face Masks</u></b>            Notices are clearly displayed in areas where the wearing of face masks is mandatory.</p> <p><b><u>Contractors / Visitors</u></b>            Visitors are strongly discouraged unless absolutely necessary, e.g. for urgent maintenance works. In addition to a temperature check, visitors are asked to complete a COVID-19 secure questionnaire prior to entering the Contis offices.</p>

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		<p><b><u>Mental Health</u></b> Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer any support they can while signposting external information and contact details if required.</p> <p><b><u>Incident response:</u></b> <b><u>Symptoms of Covid-19</u></b> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be asked to return home to self-isolate and advised to follow the HMG stay at home guidance. If advised that a member of staff or visitor has developed Covid-19 and were recently on our premises, the HR team will contact Public Health England (PHE) to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p><b><u>Fire Assembly Point</u></b> Fire Assembly points have been temporarily adjusted to accommodate social distancing. Details have been communicated to staff.</p> <p><b><u>First Aid</u></b> All First Aiders have been provided with PPE to utilise when attending to an incident.</p>	<p><b><u>Supporting Employees</u></b> Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by COVID-19 or those that have a family member affected.</p> <p><b><u>Fire Assembly Point</u></b> All changes to the fire evacuation procedure are communicated to employees.</p>

## **Covid-secure Workplace Risk Assessment (UK offices)**

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A handwritten signature in black ink, appearing to read "N. Johnson".

**Chief Financial Officer**

*For and on behalf of*

**CONTIS TECHNOLOGIES**

Navigation House, Belmont Wharf, Skipton, BD23 1RL

Date: 15<sup>th</sup> April 2021