

Covid-secure Workplace Risk Assessment (UK offices)

What are the Hazards?	Who might be harmed?	The Controls / Mitigations in Place (as of 8 June 2020)	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"> • Staff • Visitors • Cleaner • Contractors • Vulnerable groups, such as pregnancy and those with existing underlying health conditions • Anyone else who physically comes into contact with you, in relation to this business 	<p><u>Hand Cleansing etc</u> Alcohol-based wall mounted hand sanitisers at entrance/exit to the office, as well as free standing units on various desks/surfaces.</p> <p><u>Social Distancing and Person Separation</u> 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><u>Keep Employee Numbers Low</u> Introduce 'cohorting' to reduce office capacity and ensure only the same group of people work together, to reduce potential risk of cross contamination.</p> <p>Available desks will be well marked to guide employees on where they can sit, while maintaining 2MR. Employees have been provided with a copy of this system.</p> <p>Wherever possible, doors will be kept open to allow for improved ventilation.</p> <p>Meeting rooms have new guidelines which limit the number of people using them, while encouraging remote meetings wherever possible.</p> <p><u>Cleaning the Premises and Work Equipment</u> The main working areas, surface areas, fixtures, fittings, and DSE workstations are cleaned daily using antibacterial</p>	<p><u>Notices on the walls:</u> In main areas, instructing people to sanitise their hands upon entry and exit & reminding people to keep to 2MR; 'Catch it, bin it, kill it' 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><u>Social Distancing and Person Separations</u> Staff notices are on the walls to remind people of the importance of social distancing, both in the workplace and outside of it.</p> <p>Rigorous checks will be carried out by management to ensure that the necessary mitigations and procedures are being followed.</p> <p>All employees will be advised that they have health & safety duties to others in the workplace; being considerate of one another and following the rules that have been established.</p> <p>Where failings are observed and arise, employees are encouraged to adopt positive language to call one another out where procedures are not being followed</p> <p>Where failings continue, employees will be given further counselling by their line managers.</p> <p><u>Cleaning the Premises and Work Equipment</u> A notice will be placed in meetings rooms, to remind staff to clean surfaces after use. An anti-</p>

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		<p>cleaner. All staff ensure their desks are clear upon leaving the office to ensure effective cleaning can take place. Employees are kindly reminded to clean down surfaces after use in the meeting rooms. Anti-bacterial spray and wipes are provided.</p> <p><u>Personal Protective Equipment (PPE) and Face Masks</u> While Government guidance discourages the use of PPE as a precautionary measure in office workplaces, Contis does not require its employees to wear PPE in the offices.</p> <p>Where the landlord of the London office requires face coverings in their communal areas, Contis will supply disposable face masks as well as disposable gloves and in Skipton office provision will be made for the supply of PPE should employees feel more secure wearing them.</p> <p>Contis has ensured safe disposal of PPE can be maintained, with separate waste disposal units assigned for this purpose.</p> <p><u>Information</u> About the workplace there are various notices and information displayed for the benefit of all persons on the premises, e.g. on walls and the notice board in the kitchen area.</p> <p><u>Contractors / Visitors</u> 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 offered the use of a disposable face mask and in meetings seats shall be placed 2 metres apart.</p>	<p>bacterial spray and wipes have been placed in these areas.</p> <p><u>Personal Protective Equipment (PPE) and Face Masks</u> Employees to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p><u>Mental Health</u> Management will promote mental health & 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><u>Contractors / Visitors</u> Visitors are strongly discouraged unless absolutely necessary, e.g. for urgent maintenance works.</p>

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		<p>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>Incident response: Symptoms of Covid-19 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>Fire Assembly Point The Skipton Fire Assembly point has temporarily been moved to accommodate social distancing, and the London Fire Assembly procedures remain. These have been communicated to staff.</p> <p>First Aid All First Aiders will be provided with PPE to utilise when attending to an incident.</p>	<p>Supporting Employees 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>



Chief Financial Officer
10th June 2020

For and on behalf of
CONTIS TECHNOLOGIES LIMITED
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