Covid-19 Secure Risk Assessment

This Covid-19 Secure Risk Assessment has been published in accordance with the requirements of the Government guidelines, Working Safely During Coronavirus (COVID-19), published 11th May 2020. It sets out the steps we have taken to comply with the Government's guidance on managing the risk of COVID-19.

A number of additional health & safety measures have been implemented to manage the risk of virus transmission. Here is a summary of the new measures in place for our essential workers who require access to our principal office:

- Face coverings and hand sanitiser issued to employees for travel to and from the office.
- Bike shed and showers open for those travelling by foot or bike
- One way entry and exit system into the office building via the stairwell. Lift access limited to 4 people. Physical signage to indicate one way systems in place.
- Foot operated hand sanitiser stations and bins in the office
- Mandatory contactless temperature check at Reception before entry to the office
- Plastic screening at Reception desk
- Handwashing facilities together with sanitiser and sanitising stations in places. Facilities are in place for colleagues to continually clean workstations and equipment.
- Employee communication and education is ongoing, supplemented by signage.
- Designated desking at 2 m distances and drop-off/pick up zone
- Enhanced cleaning routine by contract cleaners during the working day.
- Reduced facilities in kitchen - no food preparation but fridges and tea/coffee available. Disposable gloves available.
- No external visitors to the office other than essential maintenance

A detailed risk assessment has been carried out internally and reviewed by an expert medical firm who specialise in infection control.

The majority of our employees continued to work from home and have been provided with the necessary tools and technology to support them in their role. Where external site visits are required, employees have been issued with appropriate PPE and guidance.