

### VDS COVID-19 Office Risk Assessment

| Risk Assessor   | HR Manager  |   |  |
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| People at Risk  | Employees, Contractors, Visitors to Office  |   |  |
| Date            | 8/10/20 – updated 11.06.2021  |   |  |
| Sign off        | Competent H&S Adviser, BrightSafe (part of the Croner Group) 25/09/2020, VDS Executive Team: 9/10/20, VDS Executive Team V3 15/06/21                        |   |  |
| Identified Risk | Potential Harm  | Controls  | Additional Actions   |
| Close contact   | Colleagues working on the premises may be at risk of exposure to other members of staff or visitors who are carrying coronavirus, knowingly or unknowingly. | <ul style="list-style-type: none"> <li>• Avoid close face-to-face contact or touching other employees, visitors, etc..</li> <li>• Be more than 2 metres from each other at all times.</li> <li>• Never have face to face conversations at less than 2 metres.</li> <li>• Wear facemasks at all times when not seated at your assigned workstation.</li> <li>• Physical contact, such as handshakes, hugs, pat on the back, etc. must not take place under any circumstances.</li> </ul> | <ul style="list-style-type: none"> <li>• No visitors/contractors to Haig Court except where pre-agreed and they will be restricted to where their role is essential to the running of the office.</li> <li>• All approved visitors/contractors to be made aware of the guidelines in place and to sign off that they have read and understood them.</li> <li>• A one-way system will be implemented on walkways and stairs.</li> <li>• Designated desks will be used only</li> <li>• Maximum occupancy at Haig Court will be implemented both on the ground and first</li> </ul> |

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|                                       |  |  | <p>floors and will be continually monitored.</p> <ul style="list-style-type: none"> <li>• Meeting rooms to be used only once in day, with the required distancing and cleaned thoroughly every evening.</li> <li>• A single access system will be in operation for all washrooms and kitchens and must be strictly adhered to.</li> <li>• Tissues, disposal bags and hand sanitiser to be available at every workstation in use.</li> <li>• If anyone develops any symptoms, they must stay away /return from work immediately until a test has taken place. All colleagues to follow guidelines based on the outcome of any test including any necessary isolation. They must also update their line manager of any developments.</li> <li>• All colleagues to follow the directions received from the track and trace system.</li> </ul> |
| <p><b>Heating and Ventilation</b></p> | <p>Ill-health as a result of the transfer of</p> | <p>The Health and Safety Executive deems the risk of transmission of COVID-19 by the air</p> | <ul style="list-style-type: none"> <li>• Whilst not part of the official guidelines, we</li> </ul>   |

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|                                | <p>coronavirus and other pathogens through airborne convection systems such as air conditioning systems, cooling fans or heaters.</p>                                       | <p>conditioning units as extremely low as long as there is an adequate supply of fresh air and ventilation. This can be achieved by opening the windows.</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm</a></p> <p>The air conditioning units have been serviced, thoroughly cleaned and sprayed with a disinfecting solution.</p>  | <p>have gained external advice on the air supply into the office. We have received advice that we can further improve the air supply through the installation of ventilation, fan and heating units. These have now been installed upstairs and downstairs to improve the flow of air from the outside.</p> |
| <p><b>Personal Hygiene</b></p> | <p>Poor personal hygiene standards or lack of awareness of the importance of personal hygiene standards pose an increased risk of passing or contracting the infection.</p> | <ul style="list-style-type: none"> <li>• The importance of good personal hygiene has been explained to all staff. Particularly the need for regular thorough hand washing and the avoidance of touching eyes, nose or mouth, if their hands are not clean.</li> <li>• Colleagues instructed to sanitise hands either using hand sanitiser or washing with soap and water for at least 20 seconds on arrival in the building and before after touching any shared equipment such as door handles, toilets, kitchen equipment and photocopiers</li> </ul> | <ul style="list-style-type: none"> <li>• Santiser will be made readily available and regularly checked</li> <li>• Tissues will be made available</li> <li>• Disposable bags to be made available</li> </ul>   |

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|              |   | <ul style="list-style-type: none"> <li>• Colleagues instructed that disposable tissues, should be used when coughing and or sneezing. Used tissues to be bagged and put into a bin or pocketed and taken home for safe disposal.</li> <li>• All colleagues to sign off that they have read, understand and will adhere to the guidance before undertaking any office based working.</li> </ul>  |   |
| <b>Waste</b> | Ill-health as a result of the transfer of coronavirus and other pathogens through cross contamination after contact with waste (accidental or otherwise). | <ul style="list-style-type: none"> <li>• Waste bins are provided at employee desk areas and within kitchen areas.</li> <li>• All colleagues instructed not to put their hands directly into food waste or general waste bins or receptacles as they may contain contaminated products, food or tissues.</li> <li>• All colleagues instructed that disposable tissues should be used when coughing and or sneezing and put directly into a waste bin, preferably bagged, or pocketed and taken home.</li> <li>• All waste bins and receptacles are carefully and safely emptied</li> </ul> | <ul style="list-style-type: none"> <li>• The supply of disposable bags for colleagues to use to collect and secure tissues before putting them in the waste basket</li> </ul> |

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|   |  | <p>daily by the contracted cleaning staff on a daily basis.</p> <ul style="list-style-type: none"> <li>All colleagues are required to have consideration for contracted cleaning staff with regards to discarded tissues, food, etc. to prevent cleaning staff being accidentally contaminated.</li> </ul>   |  |
| <b>Uninformed or unaware colleagues</b>         | <p>Colleagues who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.</p> | <ul style="list-style-type: none"> <li>Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</li> <li>Every colleague has been fully briefed (and signed to confirm understanding) to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place. NHS and Public Health warning posters displayed throughout the premises.</li> </ul> |  |
| <b>Workstations, IT and telephony equipment</b> | <p>Direct contact with potentially cross contaminated</p>  | <ul style="list-style-type: none"> <li>Colleagues are instructed to ensure that their workstations, IT and telephony equipment, such as</li> </ul>   | <ul style="list-style-type: none"> <li>The contract cleaners have been informed of our new requirements and required to</li> </ul> |

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|                      | workstations, IT or telephony equipment may cause adverse coronavirus health effects. | <p>keyboards, screens, phones and headsets are cleaned and sanitised on a regular basis throughout the working day.</p> <ul style="list-style-type: none"> <li>• Suitable wipes and cleaners that do not damage equipment are provided. Staff instructed that they should not use each other's IT equipment, to prevent accidental cross contamination.</li> <li>• Telephone equipment and work stations deep cleaned at the end of each working day by the contracted cleaning staff.</li> <li>• Colleagues instructed not to share phones, head sets and personal mobile phones with others to prevent accidental cross contamination.</li> </ul> | <p>keep record of cleaning activities.</p> <ul style="list-style-type: none"> <li>• Colleagues must switch off their laptops before using wet wipes to minimise any potential for damage.</li> </ul>  |
| <b>Meeting rooms</b> | Potential risk or transfer of virus on account of close contact with other persons.   | <ul style="list-style-type: none"> <li>• Colleagues instructed that meetings in enclosed spaces such as conference and meeting rooms should only be undertaken when absolutely essential for business needs and kept as short as possible.</li> </ul>   | <ul style="list-style-type: none"> <li>• Wherever possible, Teams should be used for meetings.</li> <li>• If meeting rooms are used, please note the maximum occupancy levels: <ul style="list-style-type: none"> <li>• Project Room, max 3 people</li> </ul> </li> </ul> |

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|                     |  | <ul style="list-style-type: none"> <li>• Colleagues using conference and meeting rooms instructed to follow government advice and maintain a 2m separation distance.</li> <li>• Colleagues instructed that the same 2m distance rule must be applied to any meetings with clients or visitors.</li> <li>• Colleagues told to avoid physical contact with clients and visitors, such as handshakes, hugs, etc; and to give a polite explanation of this policy if required.</li> </ul> | <ul style="list-style-type: none"> <li>• Mere, max 4 people</li> <li>• Tatton, max 6 people</li> <li>• Cranford, max 2 people</li> <li>• Melchett, max 2 people</li> <li>• The meeting rooms will be restricted to just one meeting per day to allow it to be cleaned each evening</li> </ul> |
| <b>Smoking Area</b> | Inhalation of second-hand tobacco smoke and or vapours from e-cigarettes may result in adverse coronavirus health effects. | <ul style="list-style-type: none"> <li>• Smoking tobacco or e-cigarettes is confined to a dedicated external smoking area which will be near the bin area in the rear car park and not adjacent to the rear kitchen door.</li> <li>• Colleagues advised to avoid inhaling second-hand tobacco smoke and vapour emitted from cigarettes and e-cigarettes from other persons.</li> </ul>  |   |

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|   |   | <ul style="list-style-type: none"> <li>• Although there is no evidence of transmission this is a precautionary measure.</li> </ul>  |  |
| <p><b>Communal facilities, entrance, toilets, stairs etc.</b></p> | <p>Risk of cross contamination from equipment, surfaces etc. that may have been touched or otherwise contaminated by coronavirus and create a risk to health.</p> | <ul style="list-style-type: none"> <li>• Contract cleaning services have been increased.</li> <li>• Toilets and communal areas, along with workspaces, are cleaned more frequently than before and the cleaning routine is to a higher specification. All colleagues are responsible for sanitising any appliances used with wipes provided after use.</li> <li>• Supplies of anti-bacterial soap and sanitising agents provided and regularly topped-up at all hand washing stations.</li> <li>• NHS and Public Health hand washing advice posters displayed.</li> <li>• Colleagues instructed to clean their hands after using the toilet, by washing their hands with soap and water for at least 20 seconds.</li> </ul> | <ul style="list-style-type: none"> <li>• The cleaning service operates each day (Mon to Fri) – two hours and a deep clean is available on request</li> </ul> |

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|                             |  | <ul style="list-style-type: none"> <li>• Colleagues made aware that where welfare facilities are used during the working day, they must have an awareness of surfaces (toilets, sinks, door handles, soap, and soap dispensers, etc.) and objects which are visibly contaminated with body fluids must not be touched, but reported to a manager.</li> <li>• Colleagues instructed to ensure that the toilet seat is in the closed position before flushing to prevent aerosols becoming airborne and contaminating the facilities with potential pathogens.</li> <li>• Colleagues are required to ensure that coats, scarves and other outdoor items are stored separately avoiding contact with other people's personal items.</li> </ul> |  |
| <b>Cleaning and hygiene</b> | Inadequate cleaning & hygiene standards pose a risk of spreading infection by way of | <ul style="list-style-type: none"> <li>• Cleaning regimes have significantly increased and the frequency of cleaning of hard surfaces</li> </ul>  |  |

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|  | <p>cross contamination from surfaces contaminated with the coronavirus.</p> | <p>(floors, handrails, door handles, building equipment buttons, switches, etc.).</p> <ul style="list-style-type: none"><li>• Contract cleaning staff have been increased in line with the increased cleaning regimes.</li><li>• Suitable disinfectant cleaning products are used by the contracted cleaning staff.</li></ul><br><ul style="list-style-type: none"><li>• Cleaners have been issued with a premium anti-viral spray which has been lab tested and confirmed to be effective against COVID-19<ul style="list-style-type: none"><li>• Sufficient hot water, liquid soap, disposable towels and hand sanitisers are provided throughout the building.</li><li>• Cleaners use gloves and have been instructed to wear them at all times whilst cleaning</li><li>• Colleagues are required to report anything contaminated or spilt that requires cleaning.</li></ul></li></ul> |  |
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| <p><b>Vulnerable employees</b></p>        | <p>Vulnerable employees with existing health conditions are at a higher risk of contracting Covid-19, which may have a significant increased adverse effect on their health and wellbeing.</p> | <ul style="list-style-type: none"> <li>• In accordance with government policy, clinically vulnerable people can go to the workplace, but should carry on working from home if possible.</li> <li>• Colleagues with family members in high risk categories have been instructed to inform their management team.</li> <li>• Decisions on home working in accordance with government policy are taken on a case by case basis.</li> </ul> | <ul style="list-style-type: none"> <li>• Decisions on colleagues who are shielding will be taken on a case by case basis.</li> <li>• We will have individual discussions with colleagues where reasonable, including those who are clinically vulnerable to consider any uncertainties they have about precautions in place to make the workplace safer.</li> </ul> |
| <p><b>Mental Health and Wellbeing</b></p> | <p>The return to a working environment in the current circumstances impacts on mental health and wellbeing</p>   | <ul style="list-style-type: none"> <li>• All colleagues returning to the office have the opportunity to input into the risk assessment and guidance</li> <li>• All colleagues have to confirm that they are comfortable in returning to the office with the controls in place</li> <li>• Regular (at least weekly) 121s with colleagues to pick up feedback and concerns</li> </ul>   |   |

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|  |  | <ul style="list-style-type: none"><li>• Availability and communication of the EAP to all colleagues</li></ul> |  |
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