

## **COVID-19: RISK ASSESSMENT**

This Risk Assessment has been prepared in response to the emerging risks associated with the Coronavirus (COVID-19) pandemic. It is intended as a point in time assessment of common risks associated with COVID-19 in our working environment and will be refreshed at regular intervals. Any updates to assessments will be recorded, and associated processes and procedures amended as appropriate. Any such reassessment and subsequent review will include all relevant employees, who should also be informed of resulting changes.

This Risk Assessment should be read in conjunction with Vanguard Europe's:

1. Health & Safety Assessment
2. Return to Office Risk Assessment

### **COVID-19**

Primary Symptoms:

- High temperature;
- New, continuous cough; and
- A loss of, or change in, an individual's normal sense of taste or smell (anosmia).

Human Health Risk:

- Mild to severe illness, and death. Older adults, or those with underlying medical conditions, seem to be at a higher risk of developing more serious complications from COVID-19 illness.

Transmission:

- Being a respiratory virus, it is transmitted through respiratory droplets, with person-to-person contact appearing to be the main method of transmission. The virus can also survive on contaminated surfaces, possibly for up to several days.
- Both symptomatic and asymptomatic transmission (when a person is displaying no symptoms) occurs.

Vaccination:

There are no vaccines available as yet.

## **KEY PRINCIPLES AND MITIGATING ACTIONS OF THIS ASSESSMENT**

The key principles underpinning this assessment are as follows:

- To protect the health of staff and their dependents.
- To minimise risk to visitors.
- To maintain operational capability and capacity, as far as is practicable.

<b>Mitigation</b>	<b>Rationale</b>
<b>Personal Responsibilities</b>	
Practice good respiratory etiquette and hand hygiene.	<i>To minimise risk of infection, to self and others.</i>
Practice good office hygiene.	<i>To minimise risk of infection, to self and others.</i>
<b>Social Distancing Measures / Minimisation of Person to Person Contact</b>	
Immediate isolation of symptomatic persons.	<i>To remove potential source of infection.</i>
Home working.	<i>To remove staff from risk of infection in the office</i>
Avoidance / suspension of in-person meetings.	<i>To avoid person to person contact.</i>
Adoption of Teams protocols as alternative to in-person meetings.	<i>To avoid person to person contact.</i>
Cancellation of non-essential travel.	<i>To avoid risk of infection from outside sources.</i>
Minimum separation distance of 2m between people in the office.	<i>To include all areas, for example at workstations, staircases, meeting rooms, toilets, kitchens etc.</i>
<b>Premises</b>	
Frequent cleaning and disinfection of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, and reception area using appropriate cleaning products and methods.	<i>To reduce risk of infection from infected surfaces.</i>
COVID-19 and Hygiene signage on office entry points, and on display internally.	<i>To reduce risk of infection.</i>
Review and amend evacuation and building entry/exit procedures.	<i>To remove risk of infection and minimise person to person contact.</i>

## COVID-19: WORKPLACE RISK ASSESSMENT

Date of Assessment: 18 June 2020

Compiled by: Tej Shah and Garym Evans

Approved by: Lamiece Abdalla, Sharon McDiarmid and Margaret (Peggy) Campbell

Next Review Date: 16 July 2020

Item	Risk Description	Who Might Be Impacted?	What Control Measures Are Required?	Risk Evaluation with Controls (H/M/L)	Are Controls in Place & Risk Evaluation Accepted (Y/N)	Action Owner & Date
1.	<b>Spread of COVID-19</b>	<ol style="list-style-type: none"> <li>1. Staff</li> <li>2. Visitors</li> <li>3. Cleaners</li> <li>4. Drivers</li> <li>5. Vulnerable groups – elderly workers, pregnant workers, those with existing underlying health conditions</li> <li>6. Anyone else who physically comes into contact with you in relation to your business</li> </ol>	<p><b>Working from home policy</b></p> <ul style="list-style-type: none"> <li>• 96% of UK crew are currently working from home and not required to attend the office</li> <li>• Adequate technology infrastructure in place to enable Working From Home (WFH)</li> </ul> <p><b>Vanguard Travel Restriction policy</b></p> <ul style="list-style-type: none"> <li>• All client travel prohibited</li> <li>• All non-essential business travel restricted. All essential business travel has to comply with Vanguard's global travel restriction policy</li> </ul> <p><b>Critical office based roles</b></p> <ul style="list-style-type: none"> <li>• Split between 2 sites – Walbrook &amp; Greenford</li> <li>• Staff rotations in place with limited cross over</li> <li>• Walbrook – departments split over 2 floors</li> <li>• Limited public transport use by crew (staff are reminded that the use of face coverings is mandatory on public transport)</li> </ul>	Low	Yes	Lamiece Abdalla, Human Resources (HR) 18 <sup>th</sup> June
2.	<b>Spread of COVID-19 in the office – lack of adequate hygiene control</b>	As above	<p><b>Hand washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place throughout the office and in particular at entrances, and in communal areas, bathroom.</li> <li>• Signage in place to remind staff and visitors on stringent hand washing taking place</li> <li>• Drying of hands with disposable paper towels</li> <li>• Gel sanitisers in any area where washing facilities not readily available - ensure that these are refilled as necessary. Gel sanitisers in entry/ exit areas</li> <li>• Regular emptying of bins holding paper towels</li> </ul> <p><b>Other hygiene measures</b></p> <ul style="list-style-type: none"> <li>• Mandated clear desk policy</li> <li>• Equipment &amp; stationary not be shared between crew</li> <li>• Crew asked to sanitise eating area before and after eating</li> </ul>	Low	Yes	Garym Evans (ES&F) 18 <sup>th</sup> June

3.	<b>Spread of COVID-19 in the office – internal cleaning</b>	As above	<p><b>Cleaning – building common areas and dedicated office space</b></p> <ul style="list-style-type: none"> <li>Frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, handrails, light switches and reception area using appropriate cleaning products and methods</li> <li>Arrangements are in place for deep cleaning of all shared work areas</li> <li>Office is deep cleaned on a weekly basis</li> </ul> <p><b>Cleaning – goods coming into workplace</b></p> <ul style="list-style-type: none"> <li>Goods will be cleaned before entering the office where practicable</li> <li>Enhanced handwashing and handwashing facilities available for workers handling deliveries</li> <li>Personal deliveries to office are restricted</li> </ul>	Low  Enhanced cleaning on a daily basis in the office space – which meets specified criteria.  Building Common areas specialist fog cleaning weekly.	Yes	Garym Evans (ES&F)  18 <sup>th</sup> June
4.	<b>Spread of COVID-19 in the office – social distancing</b>	As above	<p><b>Social distancing – building common areas and dedicated office space.</b></p> <ul style="list-style-type: none"> <li>Social distancing (SD) markers in place in all communal areas to help crew maintain SD</li> <li>Max of 2 crew allowed in a lift at any one time. Floor markings in lifts to ensure social distancing. Staff are encouraged to use the stairs coming down and to follow social distancing markings</li> <li>Departments split over 2 floors with each floor not being allowed access on the other</li> <li>1-2 workstations between crew</li> <li>Workstations kept 2 metres apart</li> </ul> <p><b>Social distancing – limiting personal contact</b></p> <ul style="list-style-type: none"> <li>Staggered arrival and departure times, and staggered lunch hours when &gt;50 individuals in the office</li> <li>Fixed teams protocols</li> <li>In-person meetings limited and meeting room use restrictions in place</li> <li>Communal eating discouraged</li> </ul> <p><b>Where social distancing is not possible (applicable when &gt; 50% of crew are required back to the office)</b></p> <ul style="list-style-type: none"> <li>Consider whether the activity in question is necessary for the business to operate</li> <li>If it is, the duration of the activity will be limited as far as possible and appropriate measures will be taken at that time</li> </ul>	Low	Yes	Garym Evans (ES&F)  18 <sup>th</sup> June
5.	<b>High risk individuals</b>	Clinically extremely vulnerable individuals and clinically vulnerable individuals	Any individual who is classified as clinically extremely vulnerable or clinically vulnerable will not be required to return to office. (Confirmation of classification via the Crew Return to Office survey)	Low	Yes	Lamiece Abdalla (HR)  18 <sup>th</sup> June
6.	<b>Spread of COVID-19 in the office – education and enforcement</b>	As above	<p><b>Posters / Signage/ Training / Enforcement</b></p> <ul style="list-style-type: none"> <li>Posters &amp; signage placed all around floors, building communal areas and dedicated office space. Signage on desks to remind crew of hygiene and social distancing requirements</li> <li>All crew have to undertake a Health, Safety &amp; Well-Being briefing prior to returning to the office</li> <li>Staff are encouraged to report issues</li> </ul>	Low	Yes	Garym Evans (ES&F)  18 <sup>th</sup> June

			<ul style="list-style-type: none"> <li>Managers have been asked to ensure procedures are being followed</li> <li>Managers will discuss with team members to give staff the opportunity to ask any questions about the risk assessment and policy actions</li> </ul>			
7.	<b>Spread of COVID-19 in the office – face coverings</b>	As above	<b>Use of Face Coverings</b> <ul style="list-style-type: none"> <li>All crew are requested to wear face coverings in all communal areas of the Greenford multi-tenanted building. Staff are provided with guidelines on how to use face coverings safely and how to care for a reusable mask should they wish to wear them</li> <li>Staff are reminded to wear face coverings on public transport</li> <li>Additional sanitary equipment (gloves, wipes, gel sanitisers) are available to crew as and when required. If gloves are worn, staff are reminded that gloves are not a substitute for good handwashing.</li> </ul>	Low	Yes	Garym Evans (ES&F) 18 <sup>th</sup> June
8.	<b>Spread of COVID-19 in the office – symptomatic employees</b>	As above	<b>Symptoms of COVID-19</b> <ul style="list-style-type: none"> <li>If anyone becomes unwell with a new continuous cough, a high temperature or a loss of, or change in, their normal sense of taste or smell, they are required to leave the building immediately and asked to notify security &amp; HR</li> <li>Avoid touching anything when leaving premises</li> <li>That individual should then follow guidance on self-isolation and not return to work until their period of self-isolation has been completed</li> <li>Reporting and self-isolation in the event that family member / cohabiting person displays symptoms</li> <li>The areas that the crew used then to be deep cleaned as per Public Health Authority (PHA) guidelines.</li> <li>Line managers/ HR will maintain regular contact with crew during this time</li> <li>If it is a confirmed COVID-19 case, an internal track &amp; trace system to be used to notify all impacted crew (information to be shared on a need-to-know basis, and stored and processed in accordance with Data Protection laws)</li> </ul>	Low	Yes	Lamiece Abdalla, HR 18 <sup>th</sup> June
9.	<b>Crew Physical Health &amp; Well-Being</b>	Staff	<b>WFH Ergonomic Support</b> <ul style="list-style-type: none"> <li>All crew able to have required tech equipment whilst WFH</li> <li>All crew to receive a £150 allowance to purchase an ergonomic chair whilst WFH</li> <li>All crew to receive a £50 allowance to purchase any other home set-up equipment</li> <li>All crew are able to have a virtual desk assessment to ensure appropriate ergonomic set-up whilst WFH</li> <li>All crew able to have additional ergonomic equipment (if recommended through virtual desk assessment process)</li> </ul> <b>Physical Well-Being</b> <ul style="list-style-type: none"> <li>Vanguard Healthy Breaks team able to facilitate physical exercise programmes for teams</li> <li>Permanent crew able to use private medical care whilst NHS services are limited</li> <li>Occupational Health referrals can be made via HR</li> <li>COVID-19 related policies in place:-</li> </ul>	Low	Yes	Lamiece Abdalla, HR 18 <sup>th</sup> June

			<ul style="list-style-type: none"> <li>- Caregiver leave of 10 days full pay to care for sick family members</li> <li>- Up to 12 weeks childcare leave at 60% of base salary</li> <li>- All crew able to take PTO</li> </ul> <ul style="list-style-type: none"> <li>• Line manager check-ins / HR Business Partner (HR BP) support</li> <li>• Awareness / wellbeing weekly memo management updates all crew</li> </ul>			
10.	<b>Crew Mental Health &amp; Well-Being</b>	As above	<p><b>Mental Well-Being</b></p> <ul style="list-style-type: none"> <li>• All crew to continue having access to the Employee Assistance Programme (phone based counselling service)</li> <li>• Mental Health Awareness training available to all leaders &amp; crew</li> <li>• Occupational Health referrals can be made via HR</li> <li>• COVID-19 related policies in place:- <ul style="list-style-type: none"> <li>- Caregiver leave of 10 days full pay to care for sick family members</li> <li>- Up to 12 weeks childcare leave at 60% of base salary</li> <li>- All crew able to take PTO</li> </ul> </li> <li>• Line manager check-ins / HR BP support</li> <li>• Awareness / wellbeing weekly memo management updates all crew</li> </ul>	Low	Yes	Lamiece Abdalla, HR 18 <sup>th</sup> June
11.	<b>Impact of COVID-19 on emergency procedures</b>	As above	<p><b>Fire Wardens and First Aiders</b></p> <ul style="list-style-type: none"> <li>• Recommended number of First Aiders and Fire Officers to be on site at any time.</li> <li>• First aiders (via Building management company) to be reminded of Health and Safety Executive's advice on first aid in non-healthcare settings (available <a href="#">here</a>).</li> <li>• Review emergency evacuation procedures and building entry/exit procedures.</li> </ul>	Low  First Aiders and Fire Officers mitigated by qualified 24/7 on site building management security team  Reviewed and enhanced by the Building Management.	Yes	Garym Evans (ES&F) 18 <sup>th</sup> June
<b>ALL OF THE ABOVE CONTROLS ARE CURRENTLY IN PLACE</b>						