

# COVID-19 RISK ASSESSMENT

The full COVID-19 risk assessment can be requested from the offices of Sucden Financial. This copy of the assessment identifies the control measures which have been implemented to help to reduce the risk of transmission of COVID-19 in the workplace, and to protect all members of staff, contractors, other tenants and members of the public. The assessment will be reviewed every two weeks/as required to ensure that Sucden Financial continues to follow HSE and government guidelines.

## Hazard identified:

Spread of coronavirus

## Control measures implemented:

<b>Homeworking</b>	<ul style="list-style-type: none"> <li>All employees to work from home until further notice, except for those who have opted to work in the office, or their roles are now deemed as not effective for homeworking</li> </ul>
<b>Vulnerable employees</b>	<ul style="list-style-type: none"> <li>As from 1<sup>st</sup> August government guidance has changed</li> </ul>
<b>Symptoms</b>	<ul style="list-style-type: none"> <li>Ensure all staff are aware of the symptoms and the government guidelines of self-isolation, a new continuous cough, a high temperature, loss of, or change in normal sense of taste or smell</li> </ul>
<b>Testing Facilities</b>	<ul style="list-style-type: none"> <li>Testing facilities available for all employees, by contacting HR department</li> <li>The company has signed up to the Government programme of workplace testing, which is available to all members of staff</li> </ul>
<b>Free standing temperature unit</b>	<ul style="list-style-type: none"> <li>Free standing temperature unit in reception where all employees are encouraged to take their temperature upon arrival</li> </ul>
<b>Promote personal hygiene</b>	<ul style="list-style-type: none"> <li>Hand sanitiser is available throughout the office, and available upon request</li> <li>Guidance posters on how to wash hands thoroughly are displayed in the kitchen and washrooms</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>Social distancing has been implemented in both the Gents' and Ladies' toilets ensuring compliance with the 2metre distancing rule, including the use of wash basins</li> <li>Additional cleaning has been implemented for these areas</li> <li>Hand sanitiser available</li> </ul>

<b>Kitchen/Tea &amp; Coffee point</b>	<ul style="list-style-type: none"> <li>• Restricted and regulated to allow only 1 person at any one time to use the kitchen and Tea/Coffee facilities with the condition that each individual is to wipe all surfaces including taps, fridge handle and microwave door/ buttons after use.</li> <li>• Strictly no food is to be consumed in the kitchen</li> <li>• Kitchen is to be used only to heat and obtain hot drinks</li> </ul>
<b>Social Distancing</b>	<ul style="list-style-type: none"> <li>• All areas are to comply with new social distancing rule that says 2m, or 1m+ with risk mitigation where 2m is not viable, is accepted</li> <li>• Desk arrangements to ensure 2 metre social distancing are observed – agreed by Directors and Department heads (Split shifts – A team /B team)</li> </ul>
<b>Entrances &amp; Exits</b>	<ul style="list-style-type: none"> <li>• One-way route into and around the office has been implemented</li> <li>• Hand sanitiser is located at the entrance and exit</li> </ul>
<b>One-way System</b>	<ul style="list-style-type: none"> <li>• One-way route with recommended 2 metre social distance is displayed throughout the office using the main doors as either exit only or entrance only</li> </ul>
<b>Communal areas and Stairways – Building Management controlled</b>	<ul style="list-style-type: none"> <li>• Passenger lift capacity will be limited to 2 persons per lift</li> <li>• Social distancing floor signage has been installed in common areas and stairwells</li> <li>• Barrier lanes have been installed in building Reception to maintain social distancing</li> <li>• Sanitation units will be placed at entrance and exit points</li> <li>• In the event of an emergency fire exits will revert to the designed purpose</li> <li>• Face coverings must be worn when entering communal areas, this includes when entering the building</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>• Clear signage has been displayed throughout the office</li> <li>• Social distancing signage displayed on the main route around the office</li> </ul>
<b>Cleaning -additional cleaning</b>	<ul style="list-style-type: none"> <li>• Additional cleaning has been implemented between scheduled cleaning routine</li> <li>• Cleaning materials available for all staff</li> </ul>
<b>Suppliers, Contractors and deliveries</b>	<ul style="list-style-type: none"> <li>• To ask contractors to attend site out of office hours where possible</li> <li>• Request information from all contractors about their COVID transmission measures – will they clean the area they were working in after?</li> <li>• Suppliers to leave all goods in the Goods lift</li> <li>• Ask suppliers about their sanitising methods of goods / do delivery drivers wear masks, gloves</li> <li>• Ask contractors to send their COVID Risk Assessment to us</li> <li>• Hand sanitiser to be available for couriers to use in Goods lift</li> </ul>
<b>PPE – Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Disposable gloves: usage recommended for IT and Facilities staff members when dealing with deliveries</li> <li>• Disposable face masks available for those who wish to use them (3-ply)</li> <li>• Guidance displayed</li> </ul>

<b>Health &amp; Wellbeing</b>	<ul style="list-style-type: none"><li>• Access to contact the Employee Assistant Programme (EAP advice line)</li><li>• Health and wellbeing factsheets and a selection of wellbeing workshop videos available</li><li>• CEO – chats with departments and regular department meetings</li><li>• Regular Social Committee communications</li></ul>
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