

|   | A  | B  | C  | D  | E                     | F                      | G                     |
|---|--|--|--|--|-----------------------|------------------------|-----------------------|
| 1 |    |  | <b>Coronavirus Workplace Risk Assessment</b>   |  |                       |                        |                       |
| 2 | V3.3 - updated to 6/12/2021  |  |  |  |                       |                        |                       |
| 3 | UPDATE: 30/11/2021 - For England, new measures have been put in place as a precaution, because cases of a variant of concern have been found in the UK. These changes are:   |  |  |  |                       |                        |                       |
| 4 | 1. Wearing face coverings - face coverings must now be worn in shops and shopping centres, in transport hubs and on public transport. In other indoor settings where a face covering is not legally required, you should still continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. |  |  |  |                       |                        |                       |
|   | 2. Self-isolation - contacts of individuals with a suspected or confirmed case of the Omicron variant, must self-isolate, regardless of their age or vaccination status.   |  |  |  |                       |                        |                       |
|   | 3. Testing after international travel  |  |  |  |                       |                        |                       |
|   | 4. These all apply from 4am on Tuesday 30 November 2021.   |  |  |  |                       |                        |                       |
| 5 | <b>What are the risks/hazards?</b>   | <b>Who might be harmed?</b>                        | <b>What is already being done to control the risk?</b>   | <b>Additional controls needed</b>  | <b>Action by who?</b> | <b>Action by when?</b> | <b>Date completed</b> |
| 6 | Not keeping up to date with latest Government, HSE etc. guidance   | Employees, contractors, agents, suppliers, clients | Signed up to regular updates for UK Government and HSE advice; regularly checking websites and information for other international offices.  | Regularly look at other sources of advice to ensure latest guidance is being followed  | CTh                   | Ongoing                | Ongoing               |
| 7 | Spread of COVID-19 through unclean hands/surfaces in the workplace   | Employees, visitors, other workers in offices      | Notice put up in all offices explaining the need for regular handwashing for more than 20 seconds; advice given to employees about the need to regularly clean surfaces, door handles etc.; provision of cleaning equipment as appropriate to clean surfaces, door handles, telephones etc.; hot desking will only be permitted if unavoidable and only if the workstation has been thorough cleaned; as appropriate, provision of hand sanitiser in addition to access to handwashing facilities; 'Coronavirus - General Guidance' sent out; each office has specific guidance given by landlord which must be adhered to; face masks must be worn in communal areas. Risk assessment Government sign 'Staying COVID-19 secure in 2020' - has been put up in all offices. Updated sign put up April 2021. | Ensure regular contact with serviced offices to check their protocols and cleaning regimes in force; Meeting in well-ventilated areas where possible, such as outdoors or indoors with windows open. | CTh                   | Ongoing                | Ongoing               |
| 8 | Lack of PPE  | Employees  | PPE is available for employees as is necessary and appropriate to their role; stock levels are being monitored and will be refreshed as appropriate; 'Coronavirus - General Guidance' sent out - PPE section.  | May need to monitor any engineers who have been 'on site' and are then returning to the office - advice would be to go home rather than return to office unless essential.                           | JT                    | Ongoing                | Ongoing               |
| 9 | Mental wellbeing of employees  | Employees  | Coronavirus - General Guidance' sent out - refers to 360GN Homeworking and mental wellbeing during the Coronavirus pandemic. Phone calls made to cross section of the company to gauge opinion on returning to workplaces in May 2020. July 2020, Mental Health and Wellbeing general company policy released.   | Assessment on a case by case basis of those employees who may need support   | JB / Line managers    | Ongoing                | Ongoing               |

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| 10 | "At risk" employees (those at higher risk from Covid-19) or family members or carers       | "At risk" employees, their families or carers | Shielding no longer advised but additional precautions may be sensible such as considering vaccination status of those you are in close contact with, considering continuing to practice social distancing, consider taking more regular lateral flow tests, wearing a face covering at work and avoiding crowded spaces; 'Coronavirus - General Guidance' sent out but cannot cover every scenario so people are encouraged to contact HR if they may be in this category; HR have been made aware of those classed as 'at risk' (either themselves or members of their household). Definition of "at risk" added to General Guidance to assist employees. | Assessment on a case by case basis of those "at risk" employees to consider minimising the risk of the virus to the individual and alternatives if this is not viable.  | JB / CTh              | Ongoing         | Ongoing        |
| 11 | Travel to and from work on public transport  | Employees                                     | Questionnaire sent out to find out who this affects; questionnaire has been reviewed and acted on accordingly; guidance issued to employees (Coronavirus - General Guidance) about travelling on public transport. Face masks mandatory in England and Scotland when travelling on public transport.  | In addition to mandatory requirements, employees have been advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet. | CTh                   | 20/5/2020       | 20/5/2020      |
| 12 | Lift sharing in order to get to work   | Employees                                     | Questionnaire sent out to find out who this affects; guidance issued to employees " Coronavirus - General Guidance" about lift sharing; questionnaire has been reviewed and acted on accordingly.   | In addition to mandatory requirements, employees have been advised to wear face coverings in enclosed public spaces where social distancing is not possible or where you are more likely to come into contact with people you do not normally meet. | CTh                   | 20/5/2020       | 20/5/2020      |
| 13 | Entering/exiting the workplace   | Employees, visitors, other workers in offices | Contact has been made with the serviced offices to enquire about their plans for protecting office users from Covid-19, and all employees are made aware of these; shift patterns being used to manage office numbers in some offices; employees should wear face masks in communal areas; guidance issued to employees (Coronavirus - General Guidance) about social distancing and ensuring good hand hygiene on entering the workplace and returning home.   |   | CTh                   | Ongoing         | Ongoing        |
| 14 | Not being able to socially distance in the workplace whilst working                        | Employees                                     | Shift patterns being used to manage office numbers; employees work back to back or side to side rather than face to face with each other.   |   | Office managers       | Ongoing         | Ongoing        |
| 15 | Not being able to socially distance in the workplace whilst moving around/using facilities | Employees, visitors, other workers in offices | Contact has been made with serviced offices to find out what their plans are for assisting tenants with social distancing; employees are encouraged to bring their own food and refreshments from home reducing the need to move about the office; employees are encouraged not to use shared facilities if they are busy and it is not possible to safely socially distance: they should return when the facilities are less busy; 'Workplace Contingency Planning' sent out setting out plans for each serviced office  | Communicate plans from the serviced offices to employees so they are aware of expectations - done through Workplace Contingency Planning  | CTh / Office managers | Ongoing         | Ongoing        |
| 16 | Serviced offices not being kept clean and so putting employees etc. at risk                | Employees, other workers in offices, visitors | Contact has been made with serviced offices to find out what their plans are for cleaning their premises; all have confirmed offices are cleaned accordingly to strict hygiene guidelines and high touchpoint areas cleaned regularly throughout the day.   | Monitor all offices on an ongoing basis   | Office managers       | Ongoing         | Ongoing        |

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| 17 | More than one employee travelling to and from site/client's customer's home (e.g. a team working at a residential premises) | Employees, client's customers                                     | Consistent pairing for teams travelling together; ensuring that shared vehicles are cleaned regularly; ensure increased ventilation in shared vehicles; TDRC have own vans - one person works on his own (work restricted as on its own); one works with son. PPE equipment available as appropriate.   | Being monitored  | KP                         | Ongoing         | Ongoing        |
| 18 | Not being able to social distance whilst working on site/at a client's customer's home                                      | Employees, client's customers                                     | Employees/agents who work on site or in a home environment carry out their own risk assessment to assess if this can be done safely; contact is made with the homeowner to ascertain if any unwell/self-isolating people are resident; the wishes of the person being visited are respected and if they do not wish a visit to go ahead, it will not go ahead; refer to 'Workplace Planning - Subsidence and WYi5' document.                | Being monitored and risks assessed on a case by case basis   | KP / AA / CP               | Ongoing         | Ongoing        |
| 19 | No access to handwashing facilities   | Employees, suppliers, contractors                                 | Refer to 'Workplace Planning - Subsidence and WYi5' document; guidance issued in " Coronavirus - General Guidance"; hand sanitiser given to those who need it.  | Being monitored  | KP / AA / CP               | Ongoing         | Ongoing        |
| 20 | Employees becoming unwell with the virus / emergency  | Employees   | Advice given in 'Coronavirus - General Guidance' document   | Being monitored  | Office managers            | Ongoing         | Ongoing        |
| 21 | An employee coming to work with Coronavirus symptoms or an employee reporting symptoms who has been at a workplace recently | All employees who have been in contact with the infected employee | Coronavirus - General Guidance' sent out which gives advice about this scenario; affected employee must undertake PCR test; if test result positive, self-isolation for affected employee for 10 days; if test result positive with new Omicron variant, self-isolation for employees who have been in contact with infected employee, with those who can working from home during this period.   | Being monitored  | Office managers            | Ongoing         | Ongoing        |
| 22 | Meetings (internal and external)  | Employees, potential attendees of meeting                         | Using technology wherever possible so that a face to face meeting does not have to take place; face to face meetings can only take place if allowed by Government advice and then only if absolutely necessary and following Government advice and any restrictions; if possible, meetings should be in a well-ventilated area; no sharing of items during the meeting is permitted (e.g. pens); 'Coronavirus - General Guidance' sent out. | Being monitored  | JB / Office managers       | Ongoing         | Ongoing        |
| 23 | Employees being unaware of what to do, what restrictions are in place etc.  | Employees   | Coronavirus - General Guidance' has been sent out and is being updated as appropriate; employees who are unsure of what is happening can contact HR Manager to discuss any concerns; regular communications / team meetings with employees in the various parts of the business so they are aware of expectations.  | Update guidance as appropriate; ensure communications with employees continue so that all employees are aware of Company expectations, their responsibilities etc. | JB / CTh / Office managers | Ongoing         | Ongoing        |
| 24 | Groups of employees want to get together socially   | Employees   | Coronavirus - General Guidance' has been sent out; ensure social distancing and good hygiene practices.   | Reiterate that employees must adhere to company, site and government guidelines  | JB                         | Ongoing         | Ongoing        |
| 25 | Personal concerns   | Employees   | Coronavirus - General Guidance' has been sent out advising employees to contact the HR Manager if they have any concerns.   | HR will assess on a case by case basis the appropriate response to employees who express a concern   | JB                         | Ongoing         | Ongoing        |
| 26 | Not being aware of issues raised by the altered working environment or the impact on employees, working practices etc.      | Employees, client's customers                                     | Employees are aware of changes put in place and working expectations; Coronavirus guidance docs issued; regular communications with employees to update them as appropriate.  | Regularly assessing the impact on employees of the changes to the working environment/workplaces by checking in with employees.                                    | JB / Office managers       | Ongoing         | Ongoing        |

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| 27 | Different advice given by different regional / international governments and states | Employees   | Regularly checking US and Australian government and state websites to keep up to date. Have ensured employees in these countries are aware of the links and of their responsibilities, subject to local recommendations. Provided links to Scottish, Welsh and Northern Irish public health websites. Considered regional differences - if government guidelines are stricter than company guidelines, adhere to government guidelines - this is included in General Guidance doc. | Being actively monitored and office/home working adapted as appropriate to local / national restrictions   | JB / Office managers | Ongoing         | Ongoing        |
| 28 | Office desks being used by multiple occupants                                       | Employees   | Coronavirus - General Guidance' updated to remind employees to use the same workstation when they are in an office; diary system available to control office numbers if required.  | Remind employees to use the same workstation on each office attendance if possible. Remind employees of the need to wipe down their workstation and any equipment they have used after they have been in the office. | Office managers      | Ongoing         | Ongoing        |
| 29 | Spread of COVID-19 through particles in the air                                     | Employees, other workers in offices, visitors                     | Face coverings advised to be worn in communal office areas; guidance docs remind employees to ensure there is increased ventilation in work areas.   | Being monitored.   | Office managers      | Ongoing         | Ongoing        |
| 30 | Poor ventilation in an office   | Employees, other workers in offices, visitors                     | Increased ventilation through opening the windows in the office area; internal office doors being left open if possible to increase ventilation; 'Coronavirus - General Guidance' sent out which contains advice for employees.  | Being monitored.   | Office managers      | Ongoing         | Ongoing        |
| 31 | Sharing offices supplies such as pens, staplers etc.                                | Employees   | Updated 'Coronavirus - General Guidance' to let employees know not to share office supplies and that if they need further supplies they should contact Head of HR.   | Being monitored.   | CTh                  | Ongoing         | Ongoing        |
| 32 | Vaccinations / boosters not being taken up by employees                             | Employees, client's customers, other workers in offices, visitors | All employees are encouraged to have vaccinations / boosters as appropriate although this is not mandatory.  |  |                      |                 |                |
| 33 | Lateral flow testing not being carried out  | Employees, client's customers, other workers in offices, visitors | All employees are encouraged to regularly carry out lateral flow tests to help manage the risks of the Coronavirus, but it is not mandatory.   | Being monitored  | Office managers      | Ongoing         | Ongoing        |
| 34 | New variants of concern being discovered  | Employees, clients, clients' customers                            | Signed up to regular updates for UK Government and HSE advice; regularly checking websites and information for other international offices.  | Being monitored  | CTh                  | Ongoing         | Ongoing        |