

Covid-19 Plan Risk Assessment

A Plan and Risk Assessment to ensure a safe environment within our offices

The COVID-19 risk still remains a major consideration for some time to come and certain measures that have already been adopted, such as social distancing and enhanced cleaning regimes, will continue with some adjustments. This Risk Assessment has been prepared to provide an aid for all of our offices to be prepared at this time and moving into the future.

Please provide feedback and review the effectiveness of the measures on a regular basis, in consultation with the Covid-19 Committee.

Covid-19

This Covid-19 Risk Assessment has been written to provide guidance and consideration on every aspect of our work environment for our offices. The Risk Assessment within this strategy is to provide guidance to our offices to consider individual office requirements for implementing effective social distancing and preventative measures, (wherever possible) that work. It should be read in conjunction with the Covid procedures available on everyone's desktop.

BENEFITS

By providing clarity around the benefits to our business of having a comprehensive back-to-the-office plan, will focus all our minds on the importance of achieving a successful outcome.

Reduce risk of spreading COVID-19

This is the priority driving all your workplace assessments and planning.

Strengthen company culture

Demonstrating leadership tenacity now will engender a future based on trust and a sense of true value for individuals and teams.

Increase staff wellbeing

The wellbeing of our staff is paramount. Our culture of listening and inclusion will drive your people's sense of well-being at work. Our ability to address staff's concerns and take subsequent action will result in an enhanced sense of staff contentment. Hybrid working will allow a balance at home and in the workplace.

Maximise productivity

Identifying capacity, repurposing space, rotating teams, and ensuring people are cared for will contribute to maximum output.

Improved recruitment and retention

New talent will react positively to a business that has put the health and wellbeing of its people high up on their agenda. Existing staff will be more likely to stay if their leadership has met their needs professionally and personally at this difficult time.

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PICK EVERARD

1.0 Planning Team for Covid-19

Please consider and complete your responses in the Risk Assessment below. In planning your office return guidance can be sought from the Compliance and Performance team and or the Covid Committee.

1.2 Return to the Office

From 6th October:

- Everyone must be able to answer “yes” to the question – “Can I work in the office on a regular basis”
- If you have an agreed hybrid working arrangement with your line manager and you have the I.T. equipment you need at home (including your own equipment if you are prepared to use it) you can start hybrid working
- As from 6th October no one should be working from home unless they have a hybrid working arrangement and the I.T. equipment that allows them to do so.

NOTE: IF YOU ARE DISPLAYING COVID 19 SYMPTOMS YOU SHOULD STAY AT HOME AND CONTINUE TO WORK FROM HOME IF YOU ARE ABLE TO.

1.3 Use of Public Transport

For to and from normal work location encourage the use of solitary transport such as own car, bicycle etc or consider car share to avoid public transport and encourage the use of other mediums such as Teams, Skype etc.

2.0 Communication

Life back-in-the-office will be a different business environment. It is important everyone has been consulted with collaboratively and that we openly communicate the new behaviours and rules expected from our people with clarity and integrity.

Regular reviews, refinements and repetition will build on a successful implementation of our ‘Covid-19 Plan and Risk Assessment’.

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2.1 Educate your team on the benefits of hybrid working:

- Face-to-face contact
- Technical amenities
- Re-build rapport and strengthen working relationships
- Visibility in the office
- Benefitting from team dynamics
- We are an office-based company.
- Hybrid working allows us to benefit, as individuals and as a firm, by providing flexibility to our office-based work lives.
- Our strength and future is rooted in our culture and behaviour and these are the definition of Being Pick Everard.
- Being Pick Everard requires us to get together to teach, learn, socialise, share and interact. Acting as one firm is vital to us
- Hybrid working is not a part time or home working contract or arrangement

2.2 Adopt different channels of communication as well as different mediums to host what would have otherwise been face-to-face meetings:

- Email
- Intranet
- SharePoint
- MS Teams, Skype
- Conference calls
- Newsletters/leaflets
- Posters

Repeat the Key Messages.

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2.3 Develop Messaging Tools

For Staff:

- Protocol reminders – keeping a safe distance
- Hand washing instructions
- DIY cleaning guidelines
- FAQ postings
- Stay safe etiquette guides

For Clients and Visitors:

- Entry point tools to reassure guests and communicate how procedures are being implemented in the building

For Deliveries:

- Documents for external personnel on our protocol for receiving inbound deliveries
- Guidelines for our teams setting out procedures for receiving external mail
- Advertise guidelines setting out procedures for handling internal mail

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2.4 Ongoing Communication - Remind your team of:

- Continuous feedback loop support forums
- Mental Health and Wellbeing concern contacts
- Support information available on the People Hub for people needing support with Personal Resilience
- Contact with HR as a supportive colleague

2.5 PPE

PPE (*gloves & masks as a minimum*) will be made available for when working in both common, occupier areas and in third party offices. Separate bins to be provided to dispose of PPE. Ensure cleaners have been contacted and made aware of the 'PPE bin'. There may-be specific additional PPE required for third party offices which can be provided by contacting the Health & Safety Manager – Allisonbentley@pickeverard.co.uk

Lateral Flow Testing

- Please look after your Colleagues and respect their safety.
- Please ensure that you have taken a Lateral Flow Test (LFT) and have achieved a negative test result within 72hrs prior to visiting any of our offices, irrespective of your vaccination status
- Please provide your own LFT kits by obtaining them free from a pharmacy or other public source. A limited supply of LFT kits will be available for use at the office should you be unable to test before you arrive.
- Register your LFT results using the Government website. Details of how to create an account is noted in the Covid procedures located on desktops.
- Feel free to wear one of our blue and pink lanyards if you would like your colleagues to afford you additional consideration in respect of COVID-19
- If you are closer to another person than one metre for more than one minute please wear a face covering.

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What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Actionee	Date Actioned	Actioned
		<p>BOOTHS/PODS/BREAKOUT AREAS</p> <ul style="list-style-type: none"> • Ensure strict rules around use • Ensure cleaning materials are available <p>Ensure signage for DIY cleaning and supply hand sanitiser and wipes</p> <p>COMMON WALKWAYS</p> <ul style="list-style-type: none"> • Implement one-way corridors where possible: • Widen walkways where possible • Identify pinch-points and areas for queuing 	<p>Staff to be advised of allocated desk positions as part of first day induction on arrival.</p> <p>Ongoing</p>	<p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

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What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Actionee	Date Actioned	Actioned
		<ul style="list-style-type: none"> Ensure complete compliance with building regulations and fire regulations <p>Ensure signage for DIY cleaning and supply hand sanitiser and wipes</p> <p>COMMON AREAS) Kitchens, bathrooms, prayer area, drinks machines, mail room etc)</p> <ul style="list-style-type: none"> Establish protocols for the common areas Reinforce personal cleaning habits in washing hands 	<p>On-going</p> <p>Leicester – 5th floor currently not to be used. 3rd floor available for use with 1 M, 1 minute SD in place and for individuals to ensure surface area kept clean etc</p> <p>Signage in place in all areas and reminders to further assist and encourage</p>	<p>C19 Comm</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> • Control entry and exit areas • Encourage people to bring in their own lunches and AVOID meeting lunches provided by outside caterers • Protocols for use of fridge well wrapped, minimise touching, wash hands, use gloves 	<p>regular hand washing for a minimum of 20 seconds.</p> <p>To reduce contact between our people and the communities in which they work we are encouraging those staff who are working in our offices to bring their own lunch and to eat it at their desk. Staff should not share any food with others in the office.</p> <p>All surfaces contacted during the visit must be cleaned with sanitised wipes before and after contact. This includes door handles, desks, chair arms and IT equipment</p>	<p>All</p> <p>All</p>	<p>Ongoing</p> <p>Ongoing</p>	

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		<ul style="list-style-type: none"> Establish protocols on cycle to work arrangements and shower facilities <p>Ensure signage for DIY cleaning and supply hand sanitiser and wipes</p> <p>Cleaning/Services</p> <ul style="list-style-type: none"> Review when normal cleans can be undertaken and liaise with cleaning contractors Full and rigorous inspection prior to returning to the office including security, air conditioning etc. 	<p>Cycle park is open and Leicester shower rooms. But one in and one out system in place</p> <p>Daily cleaning in place both in Pick Everard Offices and communal areas</p> <p>In place and reviewed and monitored daily</p>	<p>Julie Bolton/ Innes England</p> <p>Julie Bolton/ Innes England</p>	<p>Daily</p> <p>Daily</p>	

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		<ul style="list-style-type: none"> • Refocus away from conference rooms towards public and common areas and bathroom area including toilet, showers, taps and sinks. • Establish if and where deep cleans are undertaken • Increase housekeeping during office hours: <ul style="list-style-type: none"> - maintaining a visible presence will reassure employees <p>Develop protocols for frequent touchpoints such as light switches, door handles, lift buttons, equipment, desks etc</p>	Daily cleaning in place both in Pick Everard Offices and communal areas	Julie Bolton/ Innes England	Daily	

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What are the hazards?	Who might be harmed?	Controls Required	Additional Controls	Actionee	Date Actioned	Actioned
		Ensure signage for DIY cleaning and supply hand sanitiser and wipes				

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		<p>Hire Cars/Pool cars</p> <ul style="list-style-type: none"> • Protocols to be established and checked when hiring cars and using any pool cars. Ensure government guidelines have been followed and appropriate cleaning of the cars has been undertaken. Use appropriate PPE such as gloves for protection <p>Ensure signage for DIY cleaning and supply hand sanitiser and wipes</p>	<p>Protocol is in place and all employees advised. Procedures included within site/premises visit risk assessment.</p>	<p>ALL</p>	<p>Ongoing</p>	

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		<p>First Aiders/Fire Marshalls</p> <ul style="list-style-type: none"> Establish protocols when working from home to ensure that there is sufficient coverage in the offices with regards to first aiders and fire marshalls. Establish protocols and acceptance that in the case of an emergency situation the 1M, 1minute rule may have to be compromised <p>Ensure signage for DIY cleaning and supply hand sanitiser and wipes</p>	<p>Fire wardens and first aider and rota shift has been communicated and placed on noticeboards. Reviewed and monitored on a fortnightly basis (as a minimum) to ensure sufficient support. Fire alarms continue to be tested weekly.</p> <p>Confirmed that the 1M, 1minute SD will be compromised in the case of emergencies, face masks to be worn if possible in the event of evacuation</p>	<p>ABE</p> <p>ABE</p>	<p>Ongoing</p> <p>Ongoing</p>	

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