

|   | A  | B  | C  | D   | E                     | F                      | G                     |
|---|--|--|--|---|-----------------------|------------------------|-----------------------|
| 1 |    |  | <b>Coronavirus Workplace Planning Risk Assessment</b>  |   |                       |                        |                       |
| 2 | V3.2 - updated to 20/07/2021   |  |  |   |                       |                        |                       |
| 3 | <p><b>UPDATE: 19/7/2021</b> - no longer legal requirement for Covid-19 secure poster, social distancing or face coverings to be worn. Advice changed to:</p> <ul style="list-style-type: none"> <li>-Working in a well-ventilated area where possible (opening office windows, if possible).</li> <li>-Wearing a face covering where you come into contact with people you don't normally meet in enclosed or crowded spaces.</li> <li>-Washing your hands with soap and water or using hand sanitiser regularly throughout the day.</li> <li>-Wiping down surfaces which people touch regularly.</li> <li>-Covering your nose and mouth when you cough and sneeze.</li> <li>-Staying at home if unwell, to reduce the risk of passing on illnesses onto friends, family, colleagues, and others in your community.</li> </ul> |  |  |   |                       |                        |                       |
| 4 | -Considering individual risks, such as clinical vulnerabilities and vaccination status.  |  |  |   |                       |                        |                       |
| 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.<br><b>See UPDATE 19/7/2021 at start of document</b>                        | 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.<br><b>As of 19/7/2021 - no need to wear PPE per se but see UPDATE 19/7/2021 at start of document</b> | JT                    | Ongoing                | Ongoing               |
| 9 | Mental wellbeing of employees who are being asked to return to work  | 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 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  | JT / CTh              | Ongoing                | Ongoing               |

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| 5  | What are the risks/hazards?   | Who might be harmed?                                       | What is already being done to control the risk?   | Additional controls needed   | Action by who? | Action by when? | Date completed |
| 10 | Clinically vulnerable / extremely clinically vulnerable employees working from an office or on site | Vulnerable employees, members of their household or carers | If possible, clinically vulnerable / extremely clinically vulnerable employees (or those with clinically vulnerable / extremely clinically vulnerable members of their household etc.) should work from home; if it is essential that a clinically vulnerable / extremely clinically vulnerable employee works from an office or on site, Head of HR will assess on a case by case basis whether this is appropriate and what arrangements can be put in place to minimise the risk of the virus to that individual; '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 'vulnerable' (either themselves or members of their household). Definition of "clinically vulnerable" added to General Guidance to assist employees. | Assessment on a case by case basis of those vulnerable employees to consider minimising the risk of the virus to the individual and alternatives if this is not viable. Clinically extremely vulnerable no longer need to shield but are advised to follow advice in <b>UPDATE 19/7/2021 at start of document</b>  | JT / 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.  | 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. As of 19/7/2021, see <b>UPDATE 19/7/2021 at the start of this document</b>                            | 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.   | As of 19/7/2021, see <b>UPDATE 19/7/2021 at the start of this document</b>   | 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 to ensure social distancing at workplace entry/exit points and all employees will be made aware of these; shift patterns being used to manage office numbers in some offices; employees should wear face masks in communal areas.  | Ensure communication with all employees to reinforce the need to socially distance and ensure good hand hygiene on entering the workplace and returning home - specified in guidance documents but will need re-emphasising as employees return to work. <b>see UPDATE 19/7/2021 at the start of this document</b> | CTh            | Ongoing         | Ongoing        |
| 14 | Not being able to socially distance in the workplace whilst working                                 | Employees  | Shift patterns being used to manage office numbers; perspex screens for desks have been installed at the Castle Donington office; they will be put in place across the UK offices for those workstations where social distancing is not feasible; those who can continue to work from home should do so reducing the number of those in a workplace; diary system set up to assist with office numbers and available desks.   | If there is limited space in an office, employees will work back to back or side to side rather than face to face with each other; marker tape should be used if appropriate to highlight 2m distancing (e.g. around workstations). <b>see UPDATE 19/7/2021 at the start of this document</b>                      | JT / CTh       | 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 e.g. one-way system; face masks to be worn in communal areas.  | Communicate plans from the serviced offices to employees so they are aware of expectations - done through Workplace Contingency Planning <b>see UPDATE 19/7/2021 at the start of this document</b>   | JT / CTh       | Ongoing         | Ongoing        |

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| 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   | JT / CTh          | Ongoing         | Ongoing        |
| 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<br><b>see UPDATE 19/7/2021 at the start of this document</b>  | JT / LT           | 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<br><b>see UPDATE 19/7/2021 at the start of this document</b>   | JT / LT / 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   | JT / LT / AA / CP | Ongoing         | Ongoing        |
| 20 | Employees becoming unwell with the virus / emergency  | Employees  | Advice given in 'Coronavirus - General Guidance' document  | Being monitored   | JT / CTh          | 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 but those at particular risk (clinically vulnerable / extremely clinically vulnerable) | Coronavirus - General Guidance' sent out which gives advice about this scenario; office closed only if appropriate and employees to work from home until test results known; otherwise office remains open; if test results positive, self-isolation for all employees for 10 days with those who can working from home during this period.  | Being monitored   | JT / CTh          | 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 with social distancing, good hygiene practices being followed and face coverings worn; if possible, meetings should be held outside or in a well-ventilated area; no sharing of items during the meeting is permitted (e.g. pens); 'Coronavirus - General Guidance' sent out. | Being monitored<br>From 19/7/2021, face to face meetings can take place with no restrictions in place. However, <b>see UPDATE 19/7/2021 at the start of this document</b> | CTh               | Ongoing         | Ongoing        |
| 23 | Employees being unaware of what to do, when to return to work 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 Head of HR 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.        | JT / CTh          | 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<br><b>see UPDATE 19/7/2021 at the start of this document</b>                              | JT / CTh          | Ongoing         | Ongoing        |

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| 25 | Personal concerns  | Employees   | Coronavirus - General Guidance' has been sent out advising employees to contact Head of HR if they have any concerns.   | HR will assess on a case by case basis the appropriate response to employees who express a concern   | JT             | 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.  | JT / JR / CTh  | Ongoing         | Ongoing        |
| 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. Need to also consider 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   | JT / JR / CTh  | 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.   | 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.           | CTh            | Ongoing         | Ongoing        |
| 29 | Spread of COVID-19 through particles in the air  | Employees, other workers in offices, visitors                     | Face coverings to be worn in communal office areas; guidance docs remind employees to ensure there is increased ventilation in work areas; if social distancing difficult in an office, face coverings to be worn.  | Remind employees that they should bring their own face coverings to offices otherwise they cannot attend. As of 19/7/2021, face coverings are no longer required but <b>see UPDATE 19/7/2021 at the start of this document</b> | CTh            | 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.   | CTh            | 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 not being taken up by employees   | Employees, client's customers, other workers in offices, visitors | All employees are encouraged to have vaccinations as appropriate although this is not mandatory.  |  | JT / CTh       | Ongoing         | Ongoing        |
| 33 | Lateral flow testing not being available   | Employees, client's customers, other workers in offices, visitors | The company has registered on the gov.uk website for workplace testing to help monitor any cases of Coronavirus. All employees are encouraged to regularly carry out lateral flow tests to help manage the risks of the Coronavirus, but it is not mandatory.   |  | JT / CTh       | Ongoing         | Ongoing        |