

Covid 19 Health and Safety

Risk Assessment Results

23rd July 2021

1. Introduction

- 1.1. A Covid 19 Health and Safety Risk Assessment has been produced for STB Group in accordance with UK government guidance.
- 1.2. The objective of the Risk Assessment is to assess the risks associated with the Covid 19 pandemic and to identify measures that will be implemented across STB Group premises to enable the Group to mitigate those risks.
- 1.3. The four key risks identified are:
 - Covid 19 virus coming into STB Group premises.
 - Person to person transmission of the Covid 19 virus.
 - Surface to person transmission of the Covid 19 virus.
 - Adverse impact of the Covid 19 pandemic on the mental health and wellbeing of employees.
- 1.4. The Risk Assessment has been reviewed and updated at each change of government guidance and whenever circumstances change significantly.
- 1.5. This document sets out the results of the Covid 19 Health and Safety Risk Assessment following the most recent review, including a summary of the measures that have been implemented across all sites to mitigate the risks identified.

2. Prevent the Virus coming into STB Group Premises

- 2.1. STB Group, working with landlords where appropriate, has implemented measures that seek to prevent the virus coming into STB Group sites.
- 2.2. These measures include:
 - i. Employees with symptoms, or in a household with symptoms, or advised to self-isolate by the NHS must stay at home.
 - ii. Employees developing symptoms at work are sent straight home and the affected areas are isolated and disinfected.
 - iii. Individual risks are assessed and reasonable measures implemented to support clinically extremely vulnerable employees and employees at higher risk.
 - iv. Employees are encouraged to use MS Teams for external meetings but may visit other STB Group sites or third party premises if business needs require, subject to following appropriate Covid 19 measures.
 - v. Employees are encouraged to use MS Teams for internal meetings but may arrange for third parties to visit STB Group sites if business needs require, subject to third parties following appropriate Covid 19 measures.
 - vi. Employees are asked to follow travel guidance provided by the UK government.

3. Prevent Person to Person Transmission

3.1. STB Group, working with landlords where appropriate, has planned and implemented measures that seek to prevent person to person transmission of the virus on STB Group sites.

3.2. These measures include:

- i. Personal hygiene such as washing hands regularly, coughing into a tissue and dispose safely.
- ii. A mix of home and office working for most employees to reduce office occupancy and to enable social distancing.
- iii. Social distancing to maintain 2m distance between people in the office. Measures considered and implemented where applicable include:
 - a. Desks closed to ensure minimum 2m between open desks.
 - b. Set up cohorts or office zones to limit contact of groups of employees.
 - c. Clear screens between desks, in reception areas and in canteens.
 - d. 'Stop and wait' system for office aisles, corridors and staircases.
 - e. 'One at a time' system for toilets, kitchens, locker areas and lifts.
 - f. Staggered start and finish times to ease pressure on entrances / exits.
 - g. Close supervision of essential contractors to ensure 2m distance maintained.
 - h. Guidance and measures to support the provision of first aid and fire safety.
- iv. Wearing of face coverings when entering, leaving and moving around the offices.
- v. Offices well ventilated by opening windows, ventilation systems drawing fresh air in from outside and CO2 monitors to check ventilation levels.

4. Prevent Surface to Person Transmission

4.1. STB Group, working with landlords where appropriate, has planned and implemented measures that seek to prevent surface to person transmission of the virus on STB Group sites.

4.2. These measures include:

- i. Employees avoid touching surfaces, e.g. use corner of ID card to operate printers.
- ii. Contract cleaner coverage significantly increased:
 - a. Use antibacterial / antiviral cleaning agents and following cleaning guidance.
 - b. Clean kitchens, toilets, canteens and common areas daily.
 - c. Clean high touch points (e.g. door handles) frequently.
 - d. Clean every desk (including keyboard, phone, mouse) daily.
- iii. Antibacterial / antiviral cleaning materials provided for employees' optional use.
- iv. Goods delivery cleaning procedure implemented.

5. Mental Health and Wellbeing

5.1. STB Group recognises that the mental health and wellbeing of employees may be adversely affected at this time. Employees working from home may feel isolated from their colleagues and employees working from the office may feel anxious about their working environment.

5.2. To help employees at this time, STB Group is providing a range of communications, training and guidance to support their mental health and wellbeing.

5.3. Mental Health First Aiders, the Employee Assistance Line and team leaders are also available to support employees by:

- providing Covid 19 health and safety updates and reminders;
- listening to employees and responding to their concerns;
- promoting good behaviours and working practices.