

TClarke

TClarke Group

Health, Safety and Business Impact Risk Assessment during the COVID-19 Outbreak

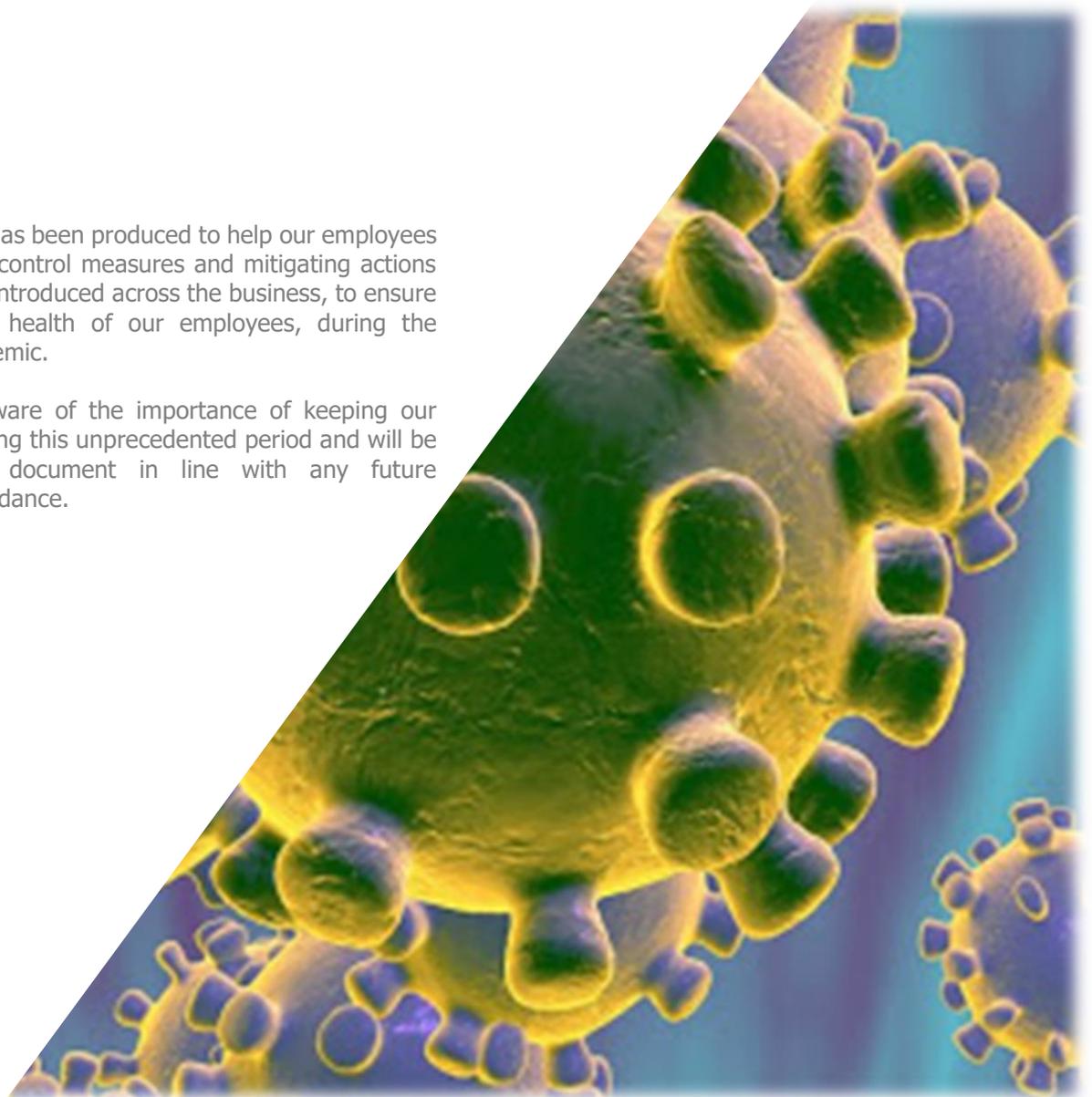
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Original Issue

Introduction

This document has been produced to help our employees understand the control measures and mitigating actions that have been introduced across the business, to ensure the safety and health of our employees, during the COVID-19 Pandemic.

We are very aware of the importance of keeping our people safe during this unprecedented period and will be reviewing this document in line with any future Government Guidance.



COVID-19; Information, Symptoms and General Advice

Coronaviruses are a family of viruses common across the world in animals and humans; certain types cause illnesses in people. For example, some coronaviruses cause the common cold; others cause diseases which are much more severe such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS), both of which often lead to pneumonia.

COVID-19 is the illness seen in people infected with a new strain of coronavirus not previously seen in humans. On 31st December 2019, Chinese authorities notified the World Health Organisation (WHO) of an outbreak of pneumonia in Wuhan City, which was later classified as a new disease: COVID-19.

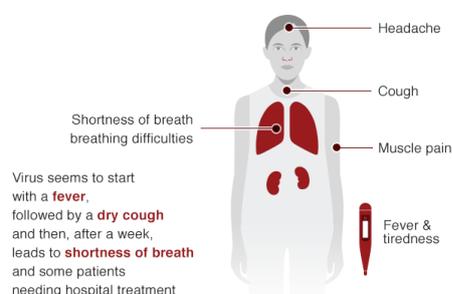
On 30th January 2020, WHO declared the outbreak of COVID-19 a "Public Health Emergency of International Concern" (PHEIC). As it is a new virus, the lack of immunity in the population (and the absence as yet of an effective vaccine) means that COVID-19 has the potential to spread extensively.

What are the symptoms?

It can start with a fever which is followed by a dry cough. After a week, it leads to shortness of breath and some patients require hospital treatment.

The incubation period - between infection and showing any symptoms - lasts up to 14 days, according to the World Health Organization (WHO).

Symptoms of coronavirus (Covid-19)



How does it Spread?

People can catch COVID-19 from others who have the virus. The disease can spread from person to person through small droplets from the nose or mouth which are spread when a person with COVID-19 coughs or exhales. These droplets land on objects and surfaces around the person. Other people then catch COVID-19 by touching these objects or surfaces, then touching their eyes, nose or mouth.

People can also catch COVID-19 if they breathe in droplets from a person with COVID-19 who coughs out or exhales droplets. This is why it is important maintain social distancing guidelines.

The World Health Organization (WHO) is assessing ongoing research in relation to the ways COVID-19 is spread and will continue to share updated findings.

COVID-19 Guidelines

The advice from the Government, Public Health England, NHS/NHS Scotland and the World Health Organization, is as follows:

- Wash your hands thoroughly for at least 20 seconds
- Cover your mouth and nose when coughing or sneezing - ideally with a tissue, or a flexed elbow - and wash your hands afterwards, to prevent the virus spreading
- Avoid touching your eyes, nose and mouth - if your hands touch a surface contaminated by the virus, this could transfer it into your body
- Don't get too close to people coughing, sneezing or with a fever - they can propel small droplets containing the virus into the air.
- Maintain 2 metres social distancing from other people at all times.
- Where possible avoid the use of Public Transport.
- Self-isolate when you or family members suffer from COVID-19 Symptoms.

Business Risk Assessment for the COVID-19 Outbreak

Hazard/ Risk/Consideration	Affected Parties	Risk Level	Control Measures	Controlled Risk Level	Monitoring/ Review
<p>Outbreak of COVID-19</p> <p><i>Mild 'Flu-like' symptoms, Ill Health, Fatal in Severe Cases</i></p> <p><i>Absenteeism, Interrupted Business Operation, Reduced Productivity</i></p>	<p>Organisational Operations, Employees, Key Supply Chain, Members of Public</p>	H	<ul style="list-style-type: none"> - Maintaining regular hand hygiene practices including Cleaning Hands with warm water and soap for approximately 20 - Avoid Touching your nose, eyes or mouth with unwashed hands. - Cover your mouth/nose with a flexed elbow or paper tissue when sneezing/coughing and disposing of the issue immediately. - If you are feeling unwell, report to your supervisor you may be requested to leave work then seek medical advice. - Maintain Social Distancing of 2m between individuals. - Avoid contact with people who are likely to be vulnerable including elderly people and those with an underlying health issue. - Follow the Government's guidance and advice from the World Health Organisation. Adhere to NHS Advice - Seek TClarke Guidance Documents for assistance 	M	Ongoing Review
<p>Variable Status of COVID-19 and Providing Communication/ Informational Updates</p>	<p>Organisational Operations, Employees, Key Supply Chain, Members of Public</p>	H	<ul style="list-style-type: none"> - A number of TClarke COVID-19 Committee Teams have been established throughout the Group of Companies to continuously review the COVID-19 scenario, and implement necessary change following new guidelines or guidance issued by the Government. Updates and any required changes to protect the health and wellbeing of all staff are communicated via HR Updates and Documentation sent via the Internal TClarke Employee Portal 'Tommy'. - Office Risk Assessments have been overhauled to incorporate the changes that were required following the Government's announcements and 'Plan to Rebuild' Documents. 	M	Ongoing Review
<p>Controlling the Spread of COVID-19</p> <p><i>Infecting other colleagues, personnel, members of Public</i></p>	<p>Organisational Operations, Employees, Key Supply Chain, Members of Public</p>	H	<ul style="list-style-type: none"> - Where possible, Employees have been permitted to work from home. - TClarke Offices have been amended to adhere to the 2 Metre Social Distancing, including removing and rearranging desks, introducing one-way access routes, 'one in, one out' systems implemented, increased hygiene provisions, encouraged increase of hand washing and use of Hand Sanitiser. - 2 Metre Social Distancing is enforced within the Business Offices. - Office Risk Assessments have been amended and reviewed to meet the Government's Guidance. - The Cleaning frequencies of the Offices has been increased, more specifically 'frequently contacted areas' to prevent the potential cross contamination. - Employees have been sent educational guidance relating to identifying potential signs of COVID-19, and the Self-Isolation Requirements. - Avoid customary contact, such as handshakes. - Phased Return to work for employees at all TClarke Offices. 	M	Ongoing Review

Hazard/Risk	Affected Parties	Risk Level	Control Measures	Controlled Risk Level	Monitoring/ Review
Employee Wellbeing <i>Morale, Mental Health, Risk Perception, Furloughed Staff</i>	Employees, Organisational Operations	H	<ul style="list-style-type: none"> - Employees are issued regular HR Updates with associated documentation sent via the Internal TClarke Employee Portal 'Tommy'. - TClarke have a number of Mental Health First Aiders who are able to discuss any issues employees may have. - Wellbeing tips have been issued to employees to raise awareness for taking care of your physical and mental health during the times we are required to 'stay home as much as possible'. Mind.Org website link below: https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ 	M	Ongoing Review
Vulnerable and Extremely Vulnerable People	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - Individuals classified within one of these categories have been informed that they must stay at home for the minimum of 12 weeks since they received notification. - Efforts will be made to equip Vulnerable workers to work from home. If this not achievable the Company will act in line with the Governments advice for Vulnerable workers. This may include 'Sick pay' or Furlough options. - The company will aim to identify vulnerable groups and ensure their workloads are managed to protect them from the 'frontline' duties. 	M	Ongoing Review
Travelling to Work <i>Cross Contamination</i>	Employees, Members of Public	H	<ul style="list-style-type: none"> - Employees are encouraged to avoid Public Transport wherever possible. However, where Public Transport is used, adhere to the 2m Social Distancing. - Employees are advised to wear Face Coverings on Public Transport - Employees are to avoid touching their face, wash their hands where there are provisions and use Hand Sanitiser in-between hand washing. - Where individuals are required to travel together, they must remain in the same travel groups and adhere to the control measures detailed in the Governments guidance. 	M	Ongoing Review
Office Working <i>Cross Contamination, Mild 'Flu-like' symptoms, Ill Health, Fatal in Severe Cases</i> <i>Absenteeism, Interrupted Business Operation, Reduced Productivity</i>	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - Government Guidance to be followed at all times. - One Way Systems introduced with Office Spaces. - Work Bays have been restricted with desks rearranged or removed. - Signage displayed informing personnel of the relevant control measures. - Each Regional Office Risk Assessment has been independently reviewed and amended to suit the specific requirements of the Business Unit. - Maintain 2 Metre Social Distancing, wherever possible. - Employees encouraged to maintain a good standard of Personal Hygiene. - Office Cleaning Frequencies have been increased. - Non-essential Visitors have been restricted and Meetings are encouraged to be held electronically. - Introduction of Staged Return to Work - Safety Supervision specific to COVID-19 will be increased to monitor the requirements placed upon us by the Virus, in addition to the existing Supervision. 	M	Ongoing Review

Hazard/Risk	Affected Parties	Risk Level	Control Measure	Controlled Risk Level	Monitoring/ Review
<p>Construction Work</p> <p><i>Cross Contamination, Mild 'Flu-like' symptoms, Ill Health, Fatal in Severe Cases</i></p> <p><i>Absenteeism, Interrupted Business Operation, Reduced Productivity</i></p>	<p>Organisational Operations, Employees, Key Supply Chain, Members of Public</p>	H	<ul style="list-style-type: none"> - Government Guidance and the CLC Operating Procedures to be followed at all times. - TClarke will adhere to the Client/Principal Contractor Site Operating Plans. - Staggered Start times allow entering sites in accordance with Social distancing Requirements, and all Trade Contractors have a reduced number of operatives onsite to reduce the potential risk of transmission. - Maintain 2 Metre Social Distancing, wherever possible. - All Task Risk Assessments and Method Statements have been reviewed and amended to include the specific COVID-19 Mitigating actions and control measures. - Where Social Distancing cannot be maintained, and tasks are essential to the site operations, TClarke will ensure that the Governments mitigation actions are implemented, to reduce the risk of transmission. - Operatives to be grouped into set 'working teams'. - TClarke will provide Face Coverings for those who wish to wear them whilst working within 2 Metres of others. - Job/Equipment rotation will be reduced/restricted. Equipment that is commonly shared is to be cleaned at regular intervals. Cleaning Regimes will be enhanced in all areas. - Welfare Provisions have been restricted to allow social distancing to be adhered to e.g. one seat per table in canteen. - New Safe Working Practices will need to be communicated to all employees to be used as the new 'working norm'. - Safety Supervision specific to COVID-19 will be increased to monitor the requirements placed upon us by the Virus, in addition to the existing Supervision. 	M	Ongoing Review
<p>Meetings & Regional Visits</p>	<p>Organisational Operations, Employees, Key Supply Chain,</p>	M	<ul style="list-style-type: none"> - Non-essential meetings must be postponed or undertaken using Video Conference Calling (Skype, Zoom or Microsoft Teams etc.). - When using the Meeting Rooms permitted, attendees must only sit where there are designated markers as these are in accordance with the 2m distancing rule. - Where possible, online meetings should be 'invite only' or have a password. - Non-essential visits to other TClarke offices must be restricted until 'Social distancing' requirements are eased/no longer required. 	M	Ongoing Review
<p>Cleaning</p>	<p>Organisational Operations, Employees, Key Supply Chain,</p>	M	<ul style="list-style-type: none"> - TClarke Offices will be cleaned thoroughly following the completion of every shift, but areas of the office classed as 'frequently contacted areas' (Door Handles/plates, Drinks Machines, Taps, Kettles, Printers etc.) will be subject to continual cleaning throughout the shift. - As detailed above, Staff must regularly wash their hands and clean their desks/equipment at suitable intervals. - The Office HVAC systems will be regularly monitored with increased servicing where required. 	M	Ongoing Review

Hazard/Risk	Affected Parties	Risk Level	Control Measure	Controlled Risk Level	Monitoring/ Review
Personal Hygiene	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - Skin to Skin contact with other personnel must be avoided at all times. This includes not shaking hands with others. - Staff members are encouraged to wash their hands at regular and frequent intervals. The use of hand sanitiser should also be undertaken and can be used in between hand washing. Informational signage has been displayed. - All staff members must be respectful of their colleagues' personal space and ensure they do not impede the 2m social distancing rule. Every effort must be made to move to a distance greater than 2m at all times. - All individuals must follow the advice from the Government and Public Health England in relation to maintaining a good Coughing/Sneezing Etiquette, by covering with a flexed elbow or tissue and discarding the tissue. - All staff members are reminded of the importance to be respectful of their colleagues and make every effort to remove themselves from the vicinity of others when coughing or sneezing. 	M	Ongoing Review
Persons Suspected of Having Covid-19	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - Individuals who have symptoms of COVID-19 must stay at home and self-isolate for 7 Days. They are required to contact the TClarke Absence Line to report this. If your symptoms worsen seek medical advice from 111. Inform your Line Manager. - If Employees live with a member who is showing symptoms, they are required to self-isolate for 14 days which represents the potential incubation period. You must ring the TClarke Absence Line and state you are self-isolating. - If a member of staff starts to have symptoms whilst at work, they must put on a face cover, they must inform their Line Manager via telephone. If the symptoms of COVID-19 persist, they must adhere to the self-isolation requirements. 	M	Ongoing Review
Planning for the Potential of a 'Second Wave'	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - The company must prepare a potential second wave, of potentially more severe case of COVID-19 which may include mutated viruses. This includes for ill employees, impacted productivity, further 'lock downs' and increased social distancing measures. - Governments Advice and Guidance must continue to be adhered to and followed by all employees. - Employees are advised to wear face covers for travelling to and from work and maintain good hygiene practices at all times. - Cleaning Provisions and Hand Sanitisers will be kept in plentiful supplies. - Any essential travel/accommodation to be purchased with refundable options. - 2m Social Distancing Guidelines continuously adhered to. - Business Continuity Plans amended and updated. 	M	Ongoing Review