

TClarke

TClarke Group

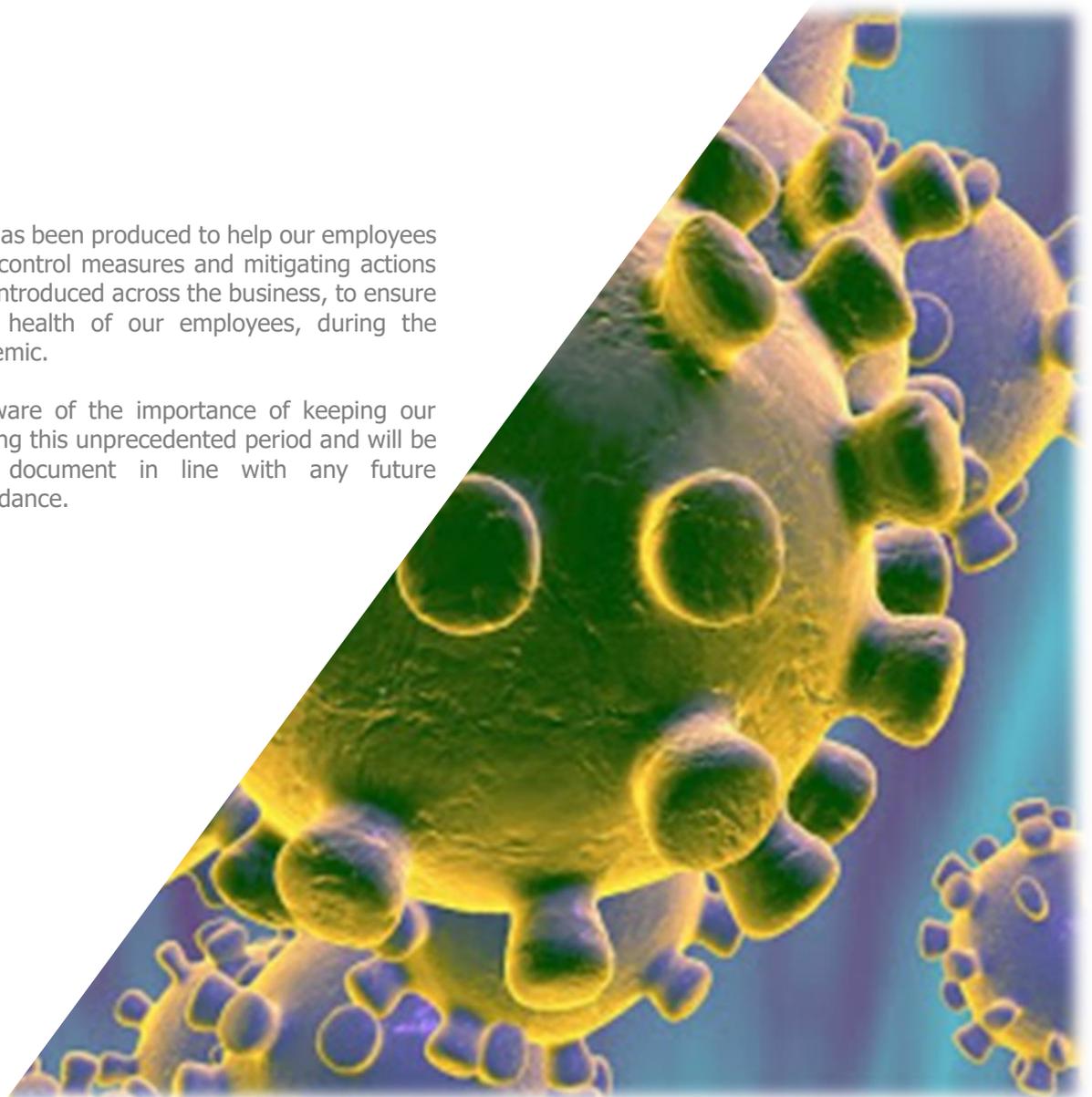
Health, Safety and Business Impact Risk Assessment during the COVID-19 Outbreak

2nd August 2021

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).

What are the symptoms?

The main symptoms of coronavirus (COVID-19) are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.



HM Government



If you have any of the following symptoms:



A new, continuous cough



A high temperature



A loss or change to your sense of smell or taste

Get a test as soon as possible.
Stay at home until you get the result.

How does it Spread?

COVID-19 is spread through close contact with people who have the virus. People with the virus can spread it even if they do not have symptoms. When someone with the virus breathes, speaks, coughs or sneezes, they release small droplets containing the virus.

You can catch COVID-19 if you breathe in these droplets or touch surfaces covered with droplets. The risk of catching COVID-19 is highest indoors and in crowded places.

What to do if you have symptoms?

If you have any of the main symptoms of COVID-19, even if they're mild, you are to:

- Get a PCR test (test that is sent to a lab) to check if you have COVID-19 as soon as possible.
- You and anyone you live with should stay at home and not have visitors until you get your test result – only leave your home to have a test.

If you have taken a Lateral Flow Test for Covid-19 and it gives a 'positive' result, you must then get a PCR test to confirm, and ensure the Test and Trace Route is followed.

When to Self-Isolate

Self-isolate immediately if:

- you have any symptoms of COVID-19 (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
- you've tested positive for COVID-19
- someone you live with has symptoms or tested positive
- you've been told (By NHS Test and Trace) you've been in contact with someone who tested positive
- you have arrived in England from abroad from a 'red list' country, or from an 'amber list' country and not been fully vaccinated

If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days. Anyone you live with will also need to self-isolate at the same time (for 10 Days)

If you are contacted by NHS Test and Trace and told you are a Close Contact, you will be required to isolate for 10 Days or the time that has been stipulated. You may need to self-isolate for longer if you get symptoms while self-isolating or your symptoms do not go away.

COVID-19 Guidelines

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

- Meet people outside if possible
 - Open doors and windows to let in fresh air if meeting people inside
 - Limit the number of people you meet and avoid crowded places
 - Whilst it is optional the NHS maintain that Face Coverings should be worn when it's hard to stay away from other people – particularly indoors or in crowded places
 - Wash your hands with soap and water or use hand sanitiser regularly throughout the day
 - 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
 - Self-isolate when you or household members suffer from COVID-19 Symptoms.
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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 showing symptoms of COVID-19 you must stay at home and get a PCR Test. - 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"> - Office Risk Assessments have been amended and reviewed to meet the Government's Guidance. - Open fresh air ventilation throughout the offices. - 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. - 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
Travelling to Work <i>Cross Contamination</i>	Employees, Members of Public	H	<ul style="list-style-type: none"> - Employees are advised to wear Face Coverings on Public Transport, and will be required to on TFL Transport. - Employees are to avoid touching their face, wash their hands where there are provisions and use Hand Sanitiser in-between hand washing. 	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. - 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. - Open doors and windows to let in fresh air - Perspex screens have been installed between desks - Employees encouraged to maintain a good standard of Personal Hygiene. - Office Cleaning Frequencies have been increased. - 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
Construction Work <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 and the CLC Operating Procedures are to be adhered to/referenced when undertaking Construction Work. - TClarke will adhere to the Client/Principal Contractor Site Operating Plans. - All Task Risk Assessments and Method Statements have been reviewed and amended to include the specific COVID-19 Mitigating actions and control measures. - Operatives to be grouped into set 'working teams'. - TClarke will provide Face Coverings for those who wish to wear them whilst working. - 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. - 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

Hazard/Risk	Affected Parties	Risk Level	Control Measure	Controlled Risk Level	Monitoring/ Review
Meetings & Regional Visits	Organisational Operations, Employees, Key Supply Chain,	M	<ul style="list-style-type: none"> - When using the Meeting Rooms , ensure windows are opened for fresh air. 	M	Ongoing Review
Cleaning	Organisational Operations, Employees, Key Supply Chain,	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
Personal Hygiene	Organisational Operations, Employees, Key Supply Chain, Members of Public	H	<ul style="list-style-type: none"> - 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 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'/Have 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 10 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 10 days and obtain a PCR Test. You must enter your absence via TOMMY and state you are self-isolating. 	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. - Cleaning Provisions and Hand Sanitisers will be kept in plentiful supplies. - Any essential travel/accommodation to be purchased with refundable options. - Business Continuity Plans amended and updated. 	M	Ongoing Review