

Covid 19 Health and Safety

Risk Assessment Results

2nd June 2020

1. Introduction

- 1.1. A Covid 19 Health and Safety Risk Assessment has been produced for STB Group. This is something that UK government guidance contemplates should be done.
- 1.2. The objective of the Risk Assessment is to identify measures that will be implemented across STB Group premises to enable the Group to do all that is reasonably practicable to protect its employees from the risks associated with Covid 19.
- 1.3. The Risk Assessment is based on a three part strategy:
 - Part 1 – Prevent the virus coming into STB Group premises
 - Part 2 – Prevent person to person transmission
 - Part 3 – Prevent surface to person transmission
- 1.4. The Risk Assessment also considers the mental health and wellbeing of employees.
- 1.5. This document sets out the results of the Covid 19 Health and Safety Risk Assessment, including a summary of the measures that have been implemented across all sites.

2. Prevent the Virus coming into STB Group Premises

- 2.1. STB Group, working with landlords where appropriate, has planned and 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, have been instructed to stay at home.
 - ii. Employees developing symptoms at work are sent straight home and the affected areas are disinfected.
 - iii. Clinically extremely vulnerable and shielding employees should stay at home.
 - iv. Employee visits to other STB Group sites or third party premises are restricted and are only authorised if essential.
 - v. Third party visits to STB Group sites are restricted and are only authorised for the provision of essential services.
 - vi. Travel is restricted and is only authorised if essential.

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; wash hands regularly, cough into a tissue and dispose safely.
 - ii. Employees work from home wherever possible.

- iii. Social distancing to maintain 2m distance between people:
 - a. 2 in 3 desks closed
 - b. 'Stop and wait' system for office aisles, corridors and staircases.
 - c. 'One at a time' system for toilets, kitchens, locker areas and lifts.
 - d. Staggered start and finish times to ease pressure on entrances / exits.
 - e. Close supervision of essential contractors to ensure 2m distance maintained.
 - f. Canteen service suspended, some tables and chairs removed, staggered break times.
 - g. Guidance and measures to support the provision of first aid and fire safety.
- iv. No personal protective equipment (PPE) provided, as it is not effective in non-clinical settings. Guidance provided for optional employee face coverings.

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 plus colleagues also have free access to a confidential telephone counselling service.

5.3. Mental Health First Aiders, Employee Council representatives 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.

6. Risk Assessment Review

6.1. STB Group will continue to monitor UK government and HSE guidance and will update the Covid 19 Health and Safety Risk Assessment as required.

6.2. STB Group will also continue to engage and consult with all key stakeholders in relation to the Covid 19 health and safety measures across all STB Group sites including through the Employee Councils.