

COVID-19 Valentine Place Risk Assessment

11 September 2020

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WestonWilliamson+Partners

Summary

In recent weeks we have been making plans to return to working from our Valentine Place studio in a safe and managed way. We have used your feedback from our May 2020 employee survey to inform this planning alongside current government and industry guidance.

This risk assessment provides an overview of the COVID-19 related hazards and measures we have put in place for a return to working from the studio.

People who can work from home (WFH) should continue to do so if at all possible. In the event you are unable to fulfil your role working from home, for all or part of the time, you may work from the studio in accordance with this risk assessment and by following our latest published studio protocols. Our usual Emergency Evacuation Procedures remain in place.

We will follow three reintegration phases to working from the studio.

Phase 1: Controlled and limited use with 2m social distancing- Leadership and Management Teams, or others who are unable to work from home (max .20 people)

Phase 1b: Controlled and limited use with 2m social distancing for everyone choosing to work in the studio, or visitors.

Phase 2: Increased capacity with reduced social distancing measures in place

Phase 3: Post Covid-19 agile working without social distancing

We are currently in Phase 1b.

We will continually monitor the arrangements we have put in place to ensure they reflect any changes in guidance and also your ongoing feedback to support how we work and do all we can to provide a safe workspace.

If you have any concerns or feedback please contact Philip Breese, UK Managing Partner.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- 01** We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- 02** We have cleaning, **handwashing and hygiene procedures** in line with guidance
- 03** We have taken all reasonable steps to **help people work from home**
- 04** We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- 05** Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Who to contact:
For and on behalf of Weston Williamson + Partners - Philip Breese, UK Managing Partner (or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

WestonWilliamson+Partners | 06.07.2020

What are the hazards?	Who might be harmed and how?	What are we already doing to control the risks?	What further action do we need to take to control the risks?	Who needs to carry out the action?	When is the action to be completed or reviewed?
<p>Contracting COVID-19 through physical objects and surfaces</p>	<p>Anyone in our studio or model shop</p>	<ul style="list-style-type: none"> • Surveyed our Employees to understand their thoughts and concerns with working from Valentine Place (VP) and communicated the headline findings and data to all. • Review of and following current government guidance for working safely in offices. • Signage in accordance with government guidance provided at entrance. • Promoting regular hand washing and personal hygiene advice throughout VP. • Completed deep clean of VP (06.07.20) prior to reintegration • Provide hand sanitiser at all entrances, ground and first floors plus printer locations and any shared areas. Soap and hand drying facilities in WC's. • Maintain appropriate stock levels of cleaning and sanitising products to meet demand. • Daily (overnight) cleaning regime of all spaces and surfaces in use with deeper clean at weekends. Localised daytime cleaning in shared areas after use. • Closure of kitchens, except for water provision, and associated storage including fridges, and all cutlery, mugs, plates etc. • Protocol issued for use of water taps with supplied protective gloves only or wipes only. • Protocol issued for bringing of food and drink into VP- no food or drink (apart from water) is to be prepared, or containers washed 	<p>Regular monitoring and checks throughout the day.</p> <p>Clear communication</p> <p>Adjust controls or mitigation to suit changing guidelines or user feedback</p>	<p>Covid-19 working group with studio manager</p>	<p>Ongoing</p>

		<ul style="list-style-type: none"> Any concerns regarding hygiene or cleanliness to be reported immediately to the Studio manager or UKMP. In the event there be any instance of a confirmed case of COVID-19 we will temporarily close the studio and ensure a deep clean is completed before re-opening. Define and communicate WW+P COVID-19 Studio Protocols 			
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Contracting COVID-19 through contact with other people	Anyone in our studio or model shop	<ul style="list-style-type: none"> If anyone appears to have, or discloses that they have, symptoms consistent with COVID-19, they will not be permitted to enter VP or the model shop. If anyone has suffered from or been exposed to others with symptoms of COVID-19 in the last fourteen days they will not be permitted to enter VP or the model shop Anyone in a higher risk group, or exposure to, should not use the studio. Define and communicate WW+P COVID-19 Studio Protocols. Adapted VP to provide a safe working environment for those who request to use the space by adopting current social-distancing guidelines. Measures include- <ul style="list-style-type: none"> - adherence to a strict 'one-way' circulation route through VP- clockwise on entry. - controlling workstations available for use to enable individuals to maintain a minimum physical distance of 2m from each other and avoiding face to face arrangements wherever possible 	<p>Regular monitoring and checks throughout the day.</p> <p>Clear communication</p> <p>Adjust controls or mitigation to suit changing guidelines or user feedback</p>	Covid-19 working group with studio manager	Ongoing

		<ul style="list-style-type: none"> - supporting flexible arrangements through changing working hours where possible, to support employees travelling at earlier or later times to reduce contact with other people -centrally manage and record occupancy levels (max 28 people in phase 1b) and communication of pre-allocated weekly seating plan. - promoting staggered lunch and drink breaks - introducing team rotational work patterns, where practical, to allow people to travel to and from the studio on different days and/or alternate weeks <ul style="list-style-type: none"> • Provision of disposable face masks, gloves and wipes for people to use at their discretion, or allowing use of own face coverings • External meetings may take place with a limit of 6 people in total unless otherwise otherwise agreed with the UKPM • All meetings, presentations and training to be on remote platforms wherever possible 			
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Health and well-being		<p>Working from Home (WFH)</p> <ul style="list-style-type: none"> • Promotion of well-being activities during these particularly challenging times for employees and their families. • Regular communication from Team Leads to employees who are working from home. • Circulation of WW+P Lockdown document with tips and suggestions to enhance the WFH experience. 	Continual monitoring and using responses and feedback to data from our May 2020	Team Leads, HR Manager, UKMP	Ongoing

		<ul style="list-style-type: none"> • Supported access to remote mental health advice. • Increased regularity of studio wide presentations via VC platforms • Consideration of WFH ergonomic requests and response if appropriate <p>Working from the Studio (WFtS)</p> <ul style="list-style-type: none"> • Published and shared our Valentine Place Covid-19 Risk Assessment and Studio Protocol's to reassure everyone risks have been controlled where protocols are adhered to by all. • Prepared the physical studio environment following Government and other industry related guidance. • Communication on how to raise any specific COVID-19 related concerns. 	employee survey		
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