

Getech Group PLC

Kitson House, Elmete Hall, Elmete Lane, Leeds, LS8 2LJ

Location: Nicholson Building

Title : Covid-19 Return to Office	Date of Assessment : 13/09/2021	Risk Assessor : Michael Benson
Risk Assessment Reference : RA-COV	People involved in making this assessment : Michael Benson	
Task/ Process : Additional assessment for associated risks of returning to office post-Covid-19	People at Risk : Employees, Contractors	

Hazard : Employee wellbeing The business has a duty of care to minimise transmission and curb the spread of Covid-19.

Control Measures:

1. Office re-arranged to maintain two-metre separation when at desks.
2. Phased return, with members of staff working only two days at office, allowing lower density of staff at any one time.
3. Every member of staff to be fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.
4. Communication warning posters displayed throughout all premises.
5. Use of masks mandated during work day when moving around office or talking with other staff at desks.
6. Employees instructed to avoid close face-to-face or physical contact (e.g. handshakes, hugs) with other employees, visitors, etc. and follow the social distancing rules.
7. Plastic protection screens installed on sites to protect employees unable to social distance at desk.
8. Contractors to sites will be managed and controlled by building management or office services for only essential maintenance.
9. Hand sanitiser to be provided throughout office and use by staff encouraged.

Hazard : Social distancing Social distancing required to be maintained in office to lessen potential virus spread.

Control Measures:

1. Seating arranged to maintain 2 m distance.
2. Walkways to be marked to maintain distance around desks.
3. Meeting Rooms - occupancy capacity to be posted on entrance; social distancing to be maintained during meetings.
4. Food & Drink Preparation Areas - Hygiene standards to be maintained; staggered lunch breaks to encourage low volume of people in areas; Employees to provide own food and drink.
5. Use of showers prohibited.
6. Use of lifts to be limited to movement of equipment or goods and not staff, unless allowing disabled access.

Hazard : Ventilation Ventilation required to control viral spread. Consistent air flow to be maintained.

Control Measures:

1. During Winter, employees may be uncomfortable with colder weather lowering office temperature and measures will need to be taken to lower the adverse effects on such staff.
2. Mechanical distribution of fresh air through office.
3. Minimum working temperature of 16 degrees or greater to be maintained.
4. Use of CO2 monitors to identify areas in need of greater ventilation.
5. Arrangement of desks to allow greater air flow through office.

Hazard : Clean desk policy End of day clean desk policy to be implemented.

Control Measures:

1. Allows deep clean by janitorial staff to aid in virus control..

Hazard : Cold/infections There is a risk that any cold and or infection could be consistent with COVID-19 symptoms and there is a risk that accidental cross infection could be transmitted to other persons.

Control Measures:

1. Employees encouraged to work from home if experiencing cold and flu symptoms.
2. PCR tests to be encouraged if employee suffering Covid-related symptoms.
3. Flu jabs and booster Covid or other vaccinations to be encouraged for at-risk members of staff.
4. Postive Covid infection Policy in place.

Hazard : First aid provision Lack of first aid provision leading to injury, further injury or prolonged pain.

Control Measures:

1. Trained emergency first aid at work and first aid at work employees.
2. All first aiders provided with face guards to reduce risk of cross-contamination.
3. Additional first aid equipment provided in first aid boxes to reduce risk to first aiders. CPR shields and disposable masks provided.

Hazard : Mental health and wellbeing Staff mental health to be monitored during transition.

Control Measures:

1. Encouragement to communicate anxiety and concerns to Line Managers, Human Resources or Health and Safety team.
2. Working from home to be allowed to mitigate in-office anxiety.

Documents Associated with this Risk Assessment:	
Review Date : 13/02/2022	Reviewer : Michael Benson

Getech Group PLC

Kitson House, Elmete Lane, Leeds, LS8 2LJ

Location: Sales

Title : Covid Business Travel	Date of Assessment : 16/09/2021	Risk Assessor : Michael Benson
Risk Assessment Reference : RA-Cov_travel	People involved in making this assessment : Michael Benson	
Task/ Process : Supplemental Covid-19 Business Travel Risk Assessment	People at Risk : Employees	

Hazard : Transport (including public transport, air travel and car-pooling) Travel in enclosed spaces with other members of the public or unable to maintain social distancing with colleagues increases potential to contract Covid-19. Travel to other areas opens up possibilities of varying levels of exposure.

Control Measures:

1. Follow all travel providers' Covid-related rules and guidelines (e.g. facial coverings; hand sanitisation; social distancing).
2. Investigate and follow all Governmental Covid-related rules and conduct if travelling overseas (e.g. facial coverings; hand sanitisation; social distancing).
3. No travel if feeling unwell.
4. Maintain physical distancing and respiratory hygiene measures.
5. Travel off peak or outside the busiest travel times if possible.
6. Be aware whenever they touch handrails, poles, seats, stair banisters and so on to wash hands or use hand sanitiser and avoid contacting face.
7. Minimise eating or drinking whilst travelling.

Hazard : Accommodation and meals Accomodation in hotels raises exposure to Covid-19. Dining in restaurants limits use of facial coverings and social distancing.

Control Measures:

1. Follow all hotel or restaurant Covid-related rules and guidelines (e.g. facial coverings; hand sanitisation; social distancing).
2. Investigate and follow all Governmental Covid-related rules and conduct if travelling overseas (e.g. facial coverings; hand sanitisation; social distancing).
3. Preference for outdoor dining if this is a practical option.
4. Maintain good ventilation indoors (such as opening windows in hotel rooms etc), where possible.

Hazard : Work activities at the host organisation Meetings with clients or attending a conference raises exposure to Covid-19.

Control Measures:

1. Meetings with clients should be conducted online instead of in person wherever possible.
2. Follow all company or conference Covid-related rules and guidelines (e.g. facial coverings; hand sanitisation; social distancing).
3. Investigate and follow all Governmental Covid-related rules and conduct if travelling overseas (e.g. facial coverings; hand sanitisation; social distancing).
4. Avoid physical contact (e.g. handshakes etc) and maintain social distancing.

5. Completion of a negative Lateral Flow test before travel to client or conference.

Documents Associated with this Risk Assessment:	
Review Date : 16/02/2022	Reviewer : Michael Benson