

# Covid 19 Health and Safety

## Risk Assessment Results

Updated 7<sup>th</sup> December 2021

### 1. Introduction

- 1.1. At the beginning of the Covid 19 pandemic, a Covid 19 Health and Safety Risk Assessment was produced for STB Group in accordance with UK government guidance.
- 1.2. The objective of the Risk Assessment was to assess the risks associated with the Covid 19 pandemic and to identify and implement measures across STB Group premises to mitigate the identified risks.
- 1.3. The four key risks identified were:
  - Covid 19 virus coming into STB Group premises.
  - Person to person transmission of the Covid 19 virus.
  - Surface to person transmission of the Covid 19 virus.
  - Adverse impact of the Covid 19 pandemic on the mental health and wellbeing of employees.
- 1.4. A Covid 19 Working Group was set up to monitor government guidance and to continually assess national and local conditions:
  - The Risk Assessment has been reviewed and updated at each change of government guidance and whenever local or national conditions change significantly.
  - In partnership with our landlords and tenants, Covid 19 measures may be relaxed from time to time, subject to government guidance and local conditions.
- 1.5. This document sets out the results of the Covid 19 Health and Safety Risk Assessment, including a summary of the measures that are implemented as required to mitigate the risks identified.

### 2. Prevent the Virus coming into STB Group Premises

- 2.1. The following measures have been identified and implemented as required to mitigate the risk of the virus coming into STB Group premises:
  - i. Employees with symptoms, testing positive or in close contact with others that have symptoms or have tested positive must follow the government's self-isolation guidance.
  - ii. Employees developing symptoms on STB Group premises must self-isolate in accordance with government guidance and the affected areas of the office must be isolated and disinfected.
  - iii. Risks are assessed and reasonable measures implemented in accordance with government guidance to support clinically extremely vulnerable employees and employees at higher risk.
  - iv. Employees are encouraged to use MS Teams for external meetings. However, if business needs require, employees may either visit other premises or arrange for third parties to visit STB Group sites, subject to following appropriate Covid 19 measures.
  - v. Employees are asked to follow travel guidance provided by the government.

### 3. Prevent Person to Person Transmission

3.1. The following measures have been identified and implemented as required to mitigate the risk of person to person transmission of the virus in STB Group premises:

- i. Follow good personal hygiene guidance, such as washing hands regularly, coughing into a tissue and disposing safely.
- ii. A mix of home and office working for most employees has been implemented to reduce office occupancy and to enable social distancing.
- iii. Social distancing in accordance with government guidance, or employees spreading out to make the best use of the available space when formal social distancing is not required.
- iv. Follow Covid 19 guidance and measures to support the provision of first aid and fire safety.
- v. Wear face coverings when entering, leaving and moving around the offices.
- vi. Ensure offices are well ventilated by opening windows, setting ventilation systems to draw fresh air in from outside and using CO2 monitors to check ventilation levels.

### 4. Prevent Surface to Person Transmission

4.1. The following measures have been identified and implemented as required to mitigate the risk of surface to person transmission of the virus in STB Group premises:

- i. Employees avoid touching surfaces, e.g. use the corner of ID cards to operate printers.
- ii. Contract cleaner coverage significantly has been increased:
  - Use antibacterial / antiviral cleaning agents and following cleaning guidance.
  - Clean kitchens, toilets, canteens and common areas daily.
  - Clean high touch points (e.g. door handles) frequently.
  - Clean every desk (including keyboard, phone, mouse) daily.
- iii. Antibacterial / antiviral cleaning materials have been provided for employees' optional use.
- iv. Goods delivery cleaning procedure have been implemented.

### 5. Mental Health and Wellbeing

5.1. STB Group recognises that the mental health and wellbeing of employees may be adversely affected during the pandemic. 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 the mental health and wellbeing of its employees.

5.3. Mental Health First Aiders, the Employee Assistance Line 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.