

Covid Risk Assessment – Intel

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| Document Title | Inntel Ltd – Covid Risk Assessment |
| Version | 1.0 |
| Author | Sian Sayward |
| Classification | EXTERNAL |
| COPS | Sian Sayward, Jake Murrells, Callie Richards, Carmella Smith |
| First release | 05/08/2020 |
| This release | 05/08/2020 |

| What are the hazards | Who might be harmed | Controls required | Action by | Action deadline | Status |
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| Getting or spreading coronavirus whilst in the office. | Employees Visitors | <ul style="list-style-type: none"> •Hand washing facilities with water, soap and drying facilities in place. •Provide hand sanitiser in any area where washing facilities not readily available •Hand sanitiser stations to be situated at all building entrances and exits • Provide sufficient paper towels in toilet areas and encourage use of paper towels rather than jet/air dryers:(https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/) • Identify areas where employees may congregate (kitchens, toilets, smoking areas, corridors, meeting rooms). •Identify areas and equipment where people may touch the same surfaces (shared condiments, cutlery, toasters etc.). •Ensure adequate ventilation throughout the building • Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. •Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre advice • Avoid sharing work equipment •Put in place arrangements to clean if someone develops coronavirus whilst at work | Set up by COP's team. Maintained by Inntel Senior Leadership & Management Team and the cleaning staff depending on task. | Monday 3rd August 2020 | Completed |

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| | | <ul style="list-style-type: none"> • Limit all visitors to Inntel House, only visitors involved in Business Critical activities are permitted into the building. | | | |
| | | Additional Controls | Actioned by | Date Actioned | Status |
| | | <ul style="list-style-type: none"> • Put in place monitoring and supervision to make sure people are following controls • Updated policy sent to all staff with advice and instruction on what to do if they develop any signs or symptoms of coronavirus. • Put signage up to remind people to wash hands for at least 20 seconds • Identify how we will replenish hand washing/sanitising facilities • Make sure people are checking their skin for dryness and cracking and report any issues to their line manager | Set up by COP's team. Maintained by Inntel Senior Leadership & Management Team and the cleaning staff | 03/08/2020 | Completed |

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| | | <ul style="list-style-type: none"> • Tissues will be made available throughout the workplace to ensure people follow 'catch it, bin it, kill it' Govt advice. <p>Employees will be temperature checked prior to entering Intel House.</p> <ul style="list-style-type: none"> • All communal areas are laid out to only facilitate a limited number of people in line with social distancing measures. • The building operates a one way system for everyone to avoid corridor congestion. • Non fire doors are propped open to improve ventilation • Management & Leadership teams, First Aiders and anyone dealing with deliveries or visitors have been provided basic PPE. • Cleaner's regime and time in office has been increased • Air conditioning units have been switched off so they do not re-circulate used air. Windows will be open instead throughout the building at all times when building is in use. • New policy in place for deliveries to Intel House to minimise external contact. • Antibacterial wipes have been provided to each member of staff so they can wipe down frequent use objects and surfaces themselves. • Where possible we have put in place physical impervious barriers at employee desks to reduce contact. • Only 1 person allowed in the lift at any time. | <p>depending on task.</p> | | |
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| | | <ul style="list-style-type: none"> •Floor and wall signage has been used to indicate social distancing measures and one way systems • Areas of the building have been marked as 'not in use' to discourage congregation. •Clear desk policy has been 're-introduced' and updated to ensure surfaces remain as clear as possible to allow for frequent cleaning •Social distancing signage has been placed around the building •New desk layout reflects social distancing measures •Employees are working in 'bubbles' to limit number of people required at Inntel House each day. •Employees shift times will be staggered to avoid congestion at the start and end of the day. •Employees will all be parking at Inntel House rather than car sharing into the office. •The company 'pool car' is not to be used. •No desk sharing or sharing of equipment is allowed. Equipment such as keyboards, headsets etc. are taken home by individuals at the end of their shifts. •Non essential shared equipment (microwaves, toasters, lockers, showers etc.) have all been put out of use. •Senior Management team have been briefed on our coronavirus policy and what to do if someone becomes ill or shows symptoms whilst at the office. SPOC is Sian Sayward who has responsibility for liaising with Public Health England teams if required. | | | |
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| | | <ul style="list-style-type: none"> • We have companies sourced that can deep clean (anti-fog) the entire office should we need them. • Meeting rooms and kitchen areas have new maximum capacities that must be adhered to. Virtual or online meetings should be used wherever possible. • Briefing email to be sent out to all visitors outlining new protocols that must be followed prior to them arriving at Intel House, on arrival and whilst in the building. • The following policies have been updated to encompass additional coronavirus measures: Fire and emergency evacuation, opening and closing the building, first aid, printing, deliveries, visitors. • Separate guidance/risk assessment protocols are in place to cover Mental Health & Wellbeing of employees. • Employees that are due to work back in the office have been issued a guide 'Returning to Intel House' which highlights the new policies and processes and have been asked to agree to these as it forms part of their Employee Handbook. | | | |
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