

# DAC BEACHCROFT COVID-19 RISK ASSESSMENT



We are committed to maintaining a safe workplace and to meeting our duty of care to all of our staff and all those who visit our offices.

We want to reassure employees, contractors, and visitors that we are taking our Covid-19 response measures and our duty of care to our people extremely seriously. We are following all the latest guidance provided by the HSE & Government in relation to Travel, Welfare and Office Re-Occupation.

In accordance with health and safety law and our health and safety policy we have carried out an assessment of the risks of COVID-19 transmission within our UK offices and identified measures to control those risks as far as reasonably practicable.

The controls identified will be regularly reviewed, taking into account the current Government guidance.

The full risk assessment has been published on our intranet.

Following Government guidance published on 17 May 2020 we are publishing the results of our risk assessment.



## DAC BEACHCROFT

- Employees must report suspected or diagnosed Covid-19 conditions and follow government guidance on isolation.
- We have instructed our employees to continue to work from home if possible.
- We are allowing a small number of employees to return to our offices subject to individual risk assessment to undertake essential support functions and to support those who find it difficult to work from home.
- We are advising our staff to avoid public transport where possible if travel is necessary.
- To ensure social distancing we are introducing a number of working arrangements to spread arrival and departure times to reflect the anticipated increased return of employees to our offices.
- We have put in place social distancing and hygiene measures and sanitising stations throughout the offices, including entrances, tea points and washrooms.
- We have segregated entrances/exit routes and clearly defined one-way routes.
- We are supplying personal protective equipment to those employees who need it such as first aiders and to employees who need to travel for business purposes on public transport.
- We have clear signage in place, including barriers, social distancing floor stickers and signage to remind employees to maintain social distancing and hand washing procedures.
- We maximise the use of technology to enable meetings to take place remotely and visitors are only allowed at our offices if remote meetings are not possible - such meetings can only take place in designated rooms with restricted numbers, social distancing and hygiene measures in place.
- All external meetings, Court and other attendances are individually risk assessed.
- We have additional cleaning procedures in place to ensure regular cleaning including deep cleans.
- Lifts have been limited to one or two persons per lift dependant on lift size.
- Cafes, kitchens and other social spaces are closed.
- We have a dedicated hub for Covid-19 related information and updates on our intranet.
- We carry out employee surveys to identify issues and concerns and act on them.