

COVID 19 RISK ASSESSMENT

ENDAVA UK LTD – LONDON OFFICE

Version 1.3 – 16 July 2020

Hazard	Who might be harmed	Controls Required	Additional Controls
Spread of Covid-19 (Coronavirus)	<ul style="list-style-type: none"> • Staff • Visitors to the premises • Cleaners • Contractors • Delivery people • Water and plant maintenance staff • Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions • Anyone else who physically comes in contact people in business – clients, etc. 	Cleaning: <ul style="list-style-type: none"> • Daily cleans, periodic deep cleans and carpet cleans. 	<ul style="list-style-type: none"> • The cleaner’s hours have been extended to ensure the office is kept as clean as possible during the day, and after staff leave in the evening. • Rigorous checks will be carried out by the facilities team to ensure that the necessary procedures are being followed. • The office will be deep cleaned before people are invited to work in the office and periodically thereafter.
		Hand Washing: <ul style="list-style-type: none"> • Hand washing facilities with soap and water in place. • Drying of hands with disposable paper towels. • Gel sanitisers provided around the office 	<ul style="list-style-type: none"> • Posters will be put up to remind staff of handwashing etiquette. • Tissues will be made available. • Hand sanitiser dispensers will be checked regularly and replenished as needed. • Wipes will be provided at various points around the office to allow staff to wipe down their workstations. • Additional waste disposal bins will be made available

			<ul style="list-style-type: none"> • People are advised to bring their own PPE should they choose to wear it.
		<p>Social Distancing:</p> <ul style="list-style-type: none"> • Reducing the number of persons in any work area to comply with the 2-metre gap recommended by Public Health England • Conference calls to be used instead of face to face meetings. • Social distancing also to be adhered to in kitchen and toilets with a maximum capacity of two people. • Staff reminded to avoid non-essential contact with others and avoiding physical contact (hugs, handshakes etc) • Entry/exit doors will be separated with hand sanitiser at each. • Limiting the number of occupants using the elevators at any one time 	<ul style="list-style-type: none"> • Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. [who is doing this?] • All Management responsible for to ensuring this is adhered to. • Office and meeting rooms etiquette and revised maximum occupancy limits to be defined and circulated to staff on a regular basis
		<p>Symptoms of Covid-19:</p> <ul style="list-style-type: none"> • If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and asked to follow the guidance as outlined in the 'Office Activity During COVID-19 Pandemic - Employee Guide (London Office)' until cleared to return by HR. • Line managers will maintain regular contact with staff members during this time. • Contactless thermal detectors will take temperature of all persons entering 125 OBS. If a high temperature is recorded (above 37.8°C), the individual will be asked to leave the building and return home. 	<ul style="list-style-type: none"> • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation. • Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. • HR will inform management if anyone has symptoms.

		<ul style="list-style-type: none"> • Staff who have or have had Covid will be asked to inform HR and to stay at home until cleared by HR to return to the office. • Anyone in contact with a person who has been diagnosed with Covid or suspected to have Covid within a 14-day period must not come into the office and inform HR and their Line Manager. 	
		<p>Mental Health:</p> <ul style="list-style-type: none"> • Various resources are available to staff if they are suffering from mental health issues. 	<ul style="list-style-type: none"> • Regular communication of mental health information and open-door policy for those who need additional support. • Regular “water cooled” meetings to be promoted • Remind staff of the options offered by the company if they are suffering from mental health issues.
		<p>Visitor access:</p> <ul style="list-style-type: none"> • Staff will be asked to keep visitors to a minimum. Any visitors to the office should wash their hands, on arrival. • Visitors register at the building reception on the ground floor and the office manager is notified of their arrival. 	<ul style="list-style-type: none"> • The Building Management Team have asked that visitors do not come to the office at the following hours: • Before 10.30am, after 4.00pm or during the lunch period (1.00 – 2.00pm)
		<p>Limiting the number of staff in the office: Staff are being encouraged to work from home where possible.</p> <p>A limit to the maximum number of staff working in the Endava offices at any one time will be introduced. The limit will be reviewed and communicated regularly and may be revised accordingly.</p> <p>Desk Spacing</p> <p>Distancing between each desk and workspace has been introduced and maintained to ensure physical distancing requirements are met.</p>	<ul style="list-style-type: none"> • System to be set up for staff to notify the office manager when they would like to come into the office. The office manager will ask staff not to come to the office once the limit has been reached. • Staff will be asked to keep a minimum of 2 metres apart. • Signs will be put on the doors of enclosed spaces advising of the room limit. • Signs will be put on toilet doors advising how many people can use them at the same time. • Entry to, and exit from, the floor will be via different doors, if possible.

		<p>Deliveries:</p> <ul style="list-style-type: none"> The building will be accepting deliveries as normal. However, staff should not have personal deliveries sent to the office 	<ul style="list-style-type: none"> If any personal deliveries are sent to the office, you will be asked to collect them from the post office yourself. Fruit deliveries to be suspended for the time being. Ask building management and suppliers to leave deliveries in the building delivery bay. The office manager will organise their collection. Where possible, items should be wiped down immediately on arrival.
		<p>Clear desk:</p> <ul style="list-style-type: none"> All desks are cleared at the end of the day 	<ul style="list-style-type: none"> To enable workstations to be cleaned thoroughly, all workstations (desktops, space under desks, chairs) must be cleared <u>completely</u> at the end of the day. All items should be stored in a cabinet or locker so that the workstation can be cleaned thoroughly. The only items on a desk or desk divider should be a monitor, keyboard, docking station and mouse. The only items under the desk should be electrical and network cabling. Shoes, coats, jumpers, post-its, mementos, etc. must be removed.
		<p>Building Access:</p> <ul style="list-style-type: none"> Accessing the building has now changed to adhere with government guidelines 	<ul style="list-style-type: none"> The Building Management Team have a strict entrance and exit policy. Individuals will enter the building via doors on the East side of the building; exit via the west side. <i>Note: in the event of a fire or fire alarm, all exits and fire escape routes can be used.</i> Hand sanitiser will be provided on arrival. New signage advising social distancing guidance will be provided. There will be a contactless thermal imaging camera monitoring the entrance doors and staffed by security personnel. Any person showing 'high' on the thermal imaging camera will be asked to go home.

			<ul style="list-style-type: none"> • Building Management has created a Recovery Readiness and is available on request. • This document will also contain information on the buildings fresh air and clean water supply policy.
		<p>Fresh air and clean water supply: The landlord is responsible for the supply of fresh air and clean water.</p>	<ul style="list-style-type: none"> • Ask the landlord to increase the proportion of fresh air supplied to the office space and to thoroughly and regularly clean, service and maintain building infrastructure. • We regularly check the water quality
Reviewed and approved by	Rohit Bhoothalingam (General Counsel); Rob Machin (Chief Operating Officer) On Friday 10th July 2020		
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