

# COVID-19 Risk Assessment

## Arval UK

**Scope:** This risk assessment covers activities in Swindon, Solihull and Manchester, as the next step of our staged return plan, to minimise transmission risk of COVID-19 so far as is reasonably practicable, subject to review upon release of additional GOV.UK Guidance.

**Hazard:** Transmission of Covid-19; coronavirus within the workplace from person to person, or surface to person.

### People Affected:

- Arval employees
- Visiting contractors eg site engineers
- Drivers eg goods in or waste collection
- First Aiders/ Emergency Responders
- Visitors
- Vulnerable persons of all the above as defined in <https://www.gov.uk/coronavirus>



### A place to feel at home

Emphasis is on a blend of priority return of Operational employees with dependencies on site specific systems, employees requiring additional interpersonal support and homeworking for the next step of the return plan.

Vulnerable workers continue to be screened for suitability for return in line with GOV.UK guidelines. Homeworking capability (inc. home office setup) continues to be provisioned.

Working collaboratively with landlords and other tenants to ensure, no Arval business visitors and adequate parking for planned capacity to accommodate social distancing.

Single entry point established with social distancing rules and queuing system in place with monitoring at peak times. Landlord installed screens at security mitigate for short duration reduction of social distance.

Electric Vehicle points subject to extra cleaning.

Individuals may store items at their desks or if already allocated a locker.

Visiting engineers: limited to agreed response activities only, approved by Arval and access through the site management team.



### A place to care

Occupying Teams will remain in cohorts to minimise contact numbers and shift exposure and maximum space for social distancing, to the standard of 2m, or 1m with risk mitigation where 2m is not viable.

Employees on site use their current or specified desks and are in zones, according to desk plans enabling social distancing rules and where possible teams are structured to reduce transit within the building.

Planned re-occupancy to increase to 45% across all sites within phased returning, calculated the maximum density to maintain the 2m rule.

One directional travel routes remain in place with signage to assist distancing.

Restaurant services are permitted with on-line ordering and collection. There is no dine in option., social distancing remains in place for microwave use in the canteen and face covering use is now mandated within these spaces.

Post contact remains restricted with collection/drop off points.

Frequent touch points for all equipment have sprays and wipes available and are supported with increased cleaning, concentrated in high touch areas.



### A place to set standards

COVID-19 sick leave process updated in line with GOV.UK guidelines to manage case response and tracing.

Landlord liaison to ensure ventilation systems are used in line with the latest GOV.UK guidelines for COVID-19.

Sanitisers installed, touch less entry system to further reduce risk.

Enhanced cleaning regime from the Landlord for shared areas. Arval continues with enhanced cleaning in line with guidance for Arval UK demise.

Set out in social distancing rules and hygiene best practice, communicated to staff and physically placed in the building.

Disposable towels or touchless driers in place & 2 persons in larger washrooms or single occupancy. Single shower rooms only. Antiseptic spray available for use.

Contactless deliveries enabled via Goods in.

Emergency responders shall align with current Gov.UK guidance for COVID-19 exposure prevention.



### A place to go further

Communications will continue to cover rules and expectation for employees returning, e.g focus for social distancing rules, face covering and hygiene best practice, verbally communicated to staff and signage to support social distancing measures provided by Landlord and Arval UK.

The updated HSE Poster shall be displayed via electronic communications and physically in the work area.

Review weekly for alternatives and improvements, Manager brief will include a prompt to check in with employees weekly and escalate to HR business partners where necessary for early identification of team, or individual issues requiring attention.

Any breach of social distancing rules to be reported to a central inbox for management oversight/action (AskHR).

Communication of COVID-19 Case Response, emergency protocols and best practice measures to be reviewed continuously, via onsite and HR/ Facilities teams.

Provision of information to support regular users of local transport for alternatives and flexibility to allow staggered start times if reasonable.



### A place to be proud

Communication with key stakeholders to prevent excessive demands on personnel whilst maintaining Arval Customer Focus.

Support for employees available from BNPP benefits and local AUK offerings.

Frequent email updates for progress of phased return and business plan, linking to the Arval UK Covid-19 crisis management meetings to review effectiveness of what's in place, review questions and make decisions on forward plans with regular communications across the workforce and opportunity for consultation.

Arval UK continue to prioritise social distancing as robust controls, supported with mitigation measures and advice for face coverings.

Arval UK are also committed to avoiding unfair impact on those with specific needs or protected characteristics and continue to work with individuals and teams to understand, educate and include.

! Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus that causes COVID-19 is mainly transmitted through droplets generated when an infected person coughs, sneezes, or exhales. These droplets are too heavy to hang in the air, and quickly fall on floors or surfaces. You can be infected by breathing in the virus if you are within close proximity of someone who has COVID-19, or by touching a contaminated surface and then your eyes, nose or mouth. Symptoms can be mild, moderate, severe or fatal.

