

COVID-19 Risk Assessment

Arval UK

Scope: This risk assessment covers activities in Swindon, Solihull and Manchester, throughout ongoing risk management, 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, 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

A return to hybrid working is now in place, with a mixture of working remotely and on Arval Premises. Employees are encouraged to work with their Line Managers to consider the Operational needs for their role.

Vulnerable workers continue to be supported in line with GOV.UK guidelines. Homeworking capability (inc. home office setup) continues to be provisioned with a structured ergonomic programme for support and escalation route for virtual assessment.

Working collaboratively with landlords and other tenants to ensure, continued management of spaces and facilities for air quality and ventilation, following the latest GOV.UK Guidance for CO2 management and where appropriate, monitoring.

Single entry point established with distancing reminders and landlord installed screens at security to mitigate where entry gates necessitate close proximity for employees.

Individuals may store items at their desks if allocated, all employees are allocated personal lockers to encourage good housekeeping and hygiene standards.

Visiting engineers and contractors: approved by Arval and access through the site management team.



A place to care

Operational Teams will remain in cohorts to minimise contact numbers and work to allow maximum space and encourage side by side working, social distancing, allowing additional space and personal comfort.

Employees on site use their current or specified desks and are in neighbourhoods according to desk plans enabling comfortable choices for distancing. Non-essential trips around the building are discouraged.

Phased re-occupancy is complete and hybrid working is now in place for operational roles where this is practicable.

Signage to assist distancing across choke points and stairwells as well as reminders for hygiene and masks in the communal spaces remain in place.

Face coverings are mandated in transit within the restaurant, maintaining distance is encouraged and hygiene reminders are present at each table. A combination of pre-prepared foods and food to order is available. Physical barriers segregate the Restaurant cashier from contact points with customers.

Post contact remains restricted with collection/drop off points.

Employees are reminded to use the hygiene stations to wipe down and clean surfaces before and after use in shared spaces.



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, touchless 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.

Hygiene best practice, and face covering reminders are communicated to staff via email and posters across the buildings.

Disposable towels or touchless driers in place. 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.

Frequent touch points for all equipment have sprays and wipes available and are supported with increased cleaning, concentrated in high touch areas, employees also have access to cleaning products around the building where to support their wish to clean their work-areas/desks/collaboration tables between uses.



A place to go further

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

Review in line with GOV.UK updates, Manager brief will include a prompt to check in with employees as part of standard practice and escalate to HR business partners where necessary for early identification of team, or individual issues requiring attention.

Communication of COVID-19 Case Response, close contact identification and isolation and emergency protocols as well as best practice measures are reviewed continuously, via onsite and HR/Facilities teams.

Communications to employees to support the NHS Test and Trace services. Reminder to employees of importance of regular testing for asymptomatic individuals.

All testing decisions and strategies shall be communicated and fully documented.



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.

Arval UK Covid-19 crisis management meetings to recommend in the event of invocation of Plan B, to review effectiveness of measures 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 limiting contacts, personal risk management and employee engagement for minimising risk taking behaviours, 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.



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