
COVID-19 – CLIENT VISITS RISK ASSESSMENT

SCOPE: Anyone visiting or working on clients' premises
STAFF IMPACTED: Project/functional consultants; Field staff; Pre-sales; Sales; DC engineers

General notes:

- This risk assessment covers risk to our own staff as well as risks to clients and members of the public
- This latest version focuses on field staff only as all other staff are currently working from home
- For Netwise Data Centre staff – Measures communicated by Netwise apply and are deemed suitable

Current information and advice on COVID-19 – 5th June 2020

- Transmission of the virus from human to human increases with proximity and duration of contact
- The best protection against the virus are to wash hands/use hand sanitiser frequently and keep to the 2m social distance rule.
- Testing is available to anyone showing symptoms of COVID-19. You do not have to go through your employer to request a test.
- If showing symptoms or living with someone with symptoms or diagnosis of COVID-19, you should stay at home.
- There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not yet developed symptoms. This is most relevant for short periods indoors in crowded areas. If you can, wear a face covering in an enclosed space where social distancing isn't possible and where you will come into contact with people you do not normally meet. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and after taking them off. Update 5th June: face covering will be compulsory on Public Transport from 15th June

- If you are clinically extremely vulnerable, you are strongly advised to stay at home at all times and avoid any face-to-face contact ('Shielding')
- If you are clinically vulnerable, you are advised to stay at home as much as possible and, if you do go out, take particular care to minimise contact with others outside your household

Date: 12th May 2020

I = 'Instructions'

What are the hazards?	Who might be harmed and how?	Control measures
Passing virus to car passenger	Any van passenger in van	I-Avoid carrying passenger in van. If unavoidable, disinfect contact surfaces. Ensuring good ventilation (keeping the car windows open) and facing away from each other may help to reduce the risk of transmission. Where possible, consider seating arrangements to optimise distance between people in the vehicle. I-Only travel if necessary. Consider walking or cycling instead
Catching or spreading virus during pick-up or drop-off of items from and to the Tun Wells or London office	Field Staff, Infinity staff, Contractors	I-Wash hands and/or sanitise when arriving and leaving Provide hand sanitiser to field staff I- stay away if showing symptoms or if living with someone with symptoms or diagnosed with COVID-19. If symptoms, request testing. I- Avoid social contact; If unavoidable, maintain 2 m distance I-Whenever possible, get items delivered to site
Catching or spreading virus whilst working on client site	Field Staff, Client staff	I-Check if cases of COVID-19 reported on site in last 14 days. If so request a specific risk assessment from client. I- Wash hands and/or sanitise when arriving and leaving Provide hand sanitiser to field staff I- Stay away if showing symptoms or if living with someone with symptoms or diagnosed with COVID. If symptoms, request testing I- Avoid social contact; If unavoidable, maintain 2 m distance. If necessary, request temporary removal of staff from area I-If 2m distancing is not possible limit proximity and duration of contact; Face away from each other

Catching or spreading virus whilst working in Tun Wells or London office	Field Staff, Infinity Staff, Contractors	<ul style="list-style-type: none"> I- Wash hands and/or sanitise when arriving and leaving Provide hand sanitiser and disinfectant wipes I- Stay away if showing symptoms or if living with someone with symptoms or diagnosed with COVID-19. I- Avoid social contact; If unavoidable, maintain 2 m distance. If necessary, request temporary removal of staff from area I-If 2m distancing is not possible limit proximity and duration of contact; Face away from each other I-Disinfect any shared work surface
Catching or spreading virus whilst using public transport	Field staff, Members of the public	<ul style="list-style-type: none"> I-Consider walking, cycling or using a car I-Travel during off-peak times I-Book travel online or use contactless payments I-Wear face covering. Cloth coverings are suitable. I-Allow longer time for travelling I-Use hand sanitiser often