

STEAMSHIP MUTUAL COVID-19 RISK ASSESSMENT AND CONTROLS

Updated February 2022

Summary

In line with Government Guidance, Steamship senior management continues to assess the risks involved in conducting office operations at Aquatical House. The fundamental risk under consideration remains that of infection or reinfection by the Covid-19 virus. This risk assessment has then sought to address potential causes of reinfection involved in travelling to/from Aquatical House and the activities occurring in a normal working day including desk-based work, meetings (external and internal) and eating arrangements. Preventive controls have been developed to reduce the risk of infection as far as practicably possible. Whilst no one can - or ever could - guarantee that office-based working will be entirely risk-free, the following should give non-vulnerable employees comfort that management has taken significant steps to facilitate safe office working. This risk assessment will be updated as necessary following discussions with the Employee Forum.

Vaccination and office attendance

Vaccines are the primary control against infection, effectively reducing (although not eliminating) the likelihood that known variants of the Covid-19 virus will cause serious illness in the majority of individuals. There is evidence to suggest that whilst vaccines do not eliminate the likelihood of the vaccinated person infecting others, they are effective in reducing transmission. For these reasons Steamship Management continues to encourage employees to keep their vaccination status up to date in accordance with Government guidance. However, as Covid-19 moves from a pandemic to an endemic phase in line with many public and other commercial institutions, and having consulted its Employee Forum, Steamship Management has now lifted all previous staff vaccination requirements. As such, all Aquatical House-based staff should now attend the office on at least three days of each working week unless they are:

- Clinically Extremely Vulnerable¹; or
- suffering from Covid-like symptoms.
Part-time employees are subject to the same policy, but should pro-rate the time spent at the office as agreed with their line manager.
- On the same basis, mask wearing is also now optional.

Employees are also reminded that:

- Staff, who are not vaccinated are to test daily before coming to office, they may attend following a negative result.
- It is recommended that all members of staff undertake regular LFTs
- Staff testing positive, are not permitted to attend the office until the day of a negative test. If well enough during the intervening period they should wfh. If not well enough to work, then sick leave applies.

Cause
Commuting

¹ "Clinically Extremely Vulnerable": As defined in the final section of [this UK Government webpage](#)

- A Cycle to Work scheme is available to all employees, which provides a tax-efficient method of purchasing a bicycle, spreading repayments over a period of months.
- When using public transport, in order to limit commuting during peak hours, office start times are flexible. The office will be open between 8:00am and 8:00pm. Start times will be coordinated and agreed with line management to maximise the efficient use of time spent in the office.
- When travelling on public transport employees should always follow the latest UK Government and transport providers guidance and whatever precautions they themselves feel are prudent to ensure that they travel safely.

Cause
Entering and leaving Aquatical House

- The access control system will be operating as normal at the front doors. Proximity access cards can reduce the number of touchpoints and employees are reminded to bring them into work.
- The Reception area is protected by a wrap-around Perspex screen.

Admission to Aquatical House

Within the office, the following requirements continue to apply:

- Social distancing should be observed: where the number of people in Reception would create overcrowding, wait outside until Reception has cleared and a comfortable level of social distancing can be achieved.

Proceeding into and leaving Aquatical House

- Before proceeding from Reception into the building all employees and visitors are to use the hand-sanitising gel which is available from an automatic dispenser.
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Cause
Using workstations

- Your desk or an allocated workstation at which you can use your laptop will be sanitised/cleaned and available in the office on days that are pre-agreed with your line manager.
- Following the familiar pre-pandemic arrangements, most desks are arranged diagonally opposite each other.
- Each workstation has been provided with a supply of anti-bacterial wipes which should remain at the desk.
- To avoid the transmission of the virus on documents, as far as possible workflow should be administered by electronic means (Outlook, Teams).
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Generally

- All employees are encouraged to wash their hands regularly throughout the day.

- A clear desk policy is in operation and employees should therefore bring to the office only those items which they need for that working day.
- Personal belongings must be kept at workstations.

Cause

Moving around Aquatical House

- The lifts are available for use , however staff should be mindful of overcrowding and are encouraged to use the stairs whenever possible.
- The number of touch points (for example, door handles and finger plates) in the building has been reduced as far as possible; touch points that continue to be actively used have been identified and placed on the cleaning schedule. Hand sanitiser, which must be used, will be in close proximity to all active touch points.

Cause

Visitors and meetings

- Users are reminded of the overall need not to exceed the capacity of meeting rooms and be mindful of social distancing whilst in meetings. In particular:
 - Each meeting room will have a sign denoting the number of people that it can hold. Participants are advised not to exceed the number indicated or add chairs to a room. If the meeting exceeds the numbers indicated, a larger room is to be used or alternatively, ask some people to join the meeting virtually.
 - For the occupants of most offices within the building, meetings should be kept to a minimum necessary number of attendees, usually no more than four people comfortably. More than four attendees may meet in larger offices provided always that a safe social distance is maintained.

Cause

Other common areas

WCs and shower

- Locks have been fitted to the main door of each toilet facility. Whilst no longer compulsory, doors may be locked after entering, limiting occupation to no more than one person at a time.
- Users are requested to close the toilet lid before flushing.
- The basement shower room is available for use.

Kitchens and food

- The kitchens on the office floors will be available for use and consideration to social distancing should be made if multiple people are using the kitchen at any one time.

Cause

Ventilation and Air Supply

- Following an inspection by an independent specialist, it has been confirmed that the ventilation and air supply system is set to provide 100% fresh air to the office, and hence without recirculation of air, at a fixed temperature.

- The ventilation system will run for 20 hours a day to ensure appropriate fresh air changes. High Efficiency Particulate Absorbing (HEPA) filters have been installed to improve the filtration of the air supplied to the building.