



COVID-19 RISK ASSESSMENT- PHASE 1 STUDY HALL

In accordance with Government Guidelines our Health & Safety policy, we have conducted a risk assessment to identify controls to reduce the risk of COVID-19 transmission within Nova South, 160 Victoria Street, London, SW1E 5LB to the lowest reasonably practicable level. The controls identified will be regularly reviewed, taking into account the latest Government guidance. The full risk assessment is available on request from Tracey Alexander - t.alexander@lek.com. Examples of the areas considered and the relevant controls are as follows:

EXAMPLE OF AREAS CONSIDERED: WHO SHOULD GO TO WORK - Controls:

- Staff should work from home where possible. Those returning to the office do so on a voluntary basis
- Additional consideration given to those at higher risk or with individual requirements (e.g. vulnerable persons, expectant parents, those with disabilities or those shielding).
- Those unwell or part of the NHS Test and Trace procedures to self-isolate.
- Those returning from countries where the Government requires self-isolation to self-isolate
- Those feeling unwell or with COVID-19 symptoms not to come in to the office and work from home

EXAMPLE OF AREAS CONSIDERED: SOCIAL DISTANCING - Controls:

- Social distancing must be practised at all times where possible (as per the clear signage).
- Separate entrance/exit.
- One way/directional routes, which are clearly identified.
- Appropriate distancing indicators (e.g. queuing for and entering lifts).
- Occupancy volume controls (e.g. total numbers on site, use of showers etc.).
- Single person workstation occupancy. Clear identification of available workstations.
- Meetings not permitted.
- Individual risk assessments and associated controls for activities where social distancing cannot be achieved.
- Revised procedures for evacuations communicated to fire wardens and staff.

EXAMPLE OF AREAS CONSIDERED: VISITORS - Controls:

- No visitors except for cleaning and essential repairs.
- Safety information provided to visitors both in advance and upon arrival.

EXAMPLE OF AREAS CONSIDERED: CLEANING - Controls:

- Increased cleaning regime (including touchpoints).
- Good hand hygiene to be practised (appropriate facilities and clear signage).
- Hand sanitiser provided in all common areas (including entrance/exit).

EXAMPLE OF AREAS CONSIDERED: PPE - Controls:

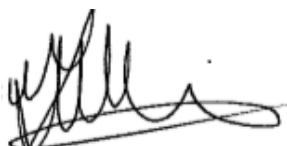
- Receptacles provided for disposing of single use masks/gloves used to travel to work.



- Best practice mask/glove removal guidance provided.
- PPE can be provided according to risk assessment requirements for specific activities when social distancing cannot be achieved.

**EXAMPLE OF AREAS CONSIDERED: WORKFORCE MANAGEMENT -
Controls:**

- Staggering arrival/departure times.
- Provision of bicycle storage.
- Unnecessary travel to be avoided.
- Foreign & Commonwealth travel advice to be followed at all times.
- Consider remote options (Teams/Zoom) before travel agreed.
- Returning to the Office Guidelines provided to all staff detailing COVID-19 safety related procedures.
- Dedicated intranet page for information updates.
- Consultation with employees and Taskforce involvement over reoccupation arrangements.

Signed:  (Tracey Alexander)

For and on behalf of L.E.K. Consulting LLP

Dated: 1st September 2020