

# COVID-19

## RISK ASSESSMENT

2 July 2020

**Coronavirus (“Covid-19”) is a new illness that can affect your lungs and airways. Symptoms can be mild, moderate, severe or fatal.** Government advice to workplaces can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>.

## Description

This risk assessment covers actions and measures taken by HPS Investment Partners (UK) LLP and its affiliates (“HPS) to avoid or reduce the likelihood and impact of the transmission of the COVID-19 virus in the workplace. The health and safety of our people, contractors and visitors is our main priority.

## Scope

This risk assessment covers our office at Devonshire House, 4<sup>th</sup> Floor, 1 Mayfair Street, London W1J 8AJ and shall apply unless and until such time as there is a significant change in the matters to which this relates or is otherwise updated by HPS. It includes measures being taken by our landlord’s building management.

## Avoidance

1. All employees who can work effectively from home are encouraged to continue to do so until further notice.
2. Any employee who: (i) has tested positive for COVID-19 or who is experiencing COVID-19 symptoms or (ii) shares a household or is in a support bubble (as defined in UK Government guidance) with someone who has tested positive for COVID-19 or is experiencing COVID-19 symptoms or (iii) has otherwise come into close contact with someone who has tested positive for COVID-19 or who is experiencing COVID-19 symptoms should (in each case) isolate in accordance with relevant guidelines and inform Human Resources so that any recent close contacts of such person in the workplace can be traced.
3. Any employee who develops any symptoms of COVID-19 while in the office should isolate themselves immediately (in a designated isolation room) and contact Human Resources, who will put in place arrangements for the employee to leave the office safely. Once home, the employee should follow the stay at home Government guidance.
4. The return to work in the office by an employee should be approved by Human Resources 24 hours in advance to ensure social distancing parameters can be maintained within the office.

## Mitigation – summary for office-based working

1. Redesigned processes to facilitate social distancing.
2. Enhanced and regular cleaning regimes.
3. Communicated the actions, protocols and procedures that need to be followed to minimise risk to staff.

## Risk mitigation actions

1. Travel to workplace
  - a. Employees should avoid public transport if possible.
  - b. If employees cannot avoid using public transport, alternate start and finish times requests should be discussed with Human Resources, and HPS will reasonably consider any such requests to help employees to avoid peak-time travel.
  - c. Employees should use a face covering when using public transport (unless an exception applies, for example for health or age reasons).
2. Entering the workplace – staff

- a. There will be separate and designated routes in and out of Devonshire House.
  - b. Hand sanitising stations will be provided.
  - c. Occupancy limits in the lifts, changing rooms, and shower facilities have been introduced by building management.
3. Operating in the workplace
- a. The office has been prepared with social distancing signage including markers on the floors.
  - b. The number of employees permitted in the office has been reduced to comply with the applicable social distancing guidance, by encouraging working from home and requiring prior HR approval before any employee returns to the office.
4. Cleaning
- a. An enhanced cleaning schedule has been put in place, focusing on high touch points including door handles and kitchen taps.
5. Communication of action, procedures and protocols
- a. We have conducted and continue to conduct appropriate risk assessments in compliance with our legal obligations and to minimise the risks arising to our employees and others who may come into contact with our undertaking.

**Assessment carried out by**

**Faith Rosenfeld**

**Chief Administrative Officer**