

# COVID-19

## RISK ASSESSMENT

**Location:** Devonshire House, 4<sup>th</sup> Floor, 1 Mayfair Street, London, W1J 8AJ

**Assessment date** 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.

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Hazard	People at Risk?	Controls Required	Additional Controls/ Information
Spread of COVID-19	<ul style="list-style-type: none"> <li>• Employees</li> <li>• Visitors to Devonshire House</li> <li>• Contractors</li> <li>• Delivery drivers/couriers</li> <li>• Vulnerable groups</li> <li>• Anyone else who physically comes in contact with HPS</li> </ul>	<p><b><u>Avoidance</u></b></p> <ul style="list-style-type: none"> <li>• All employees who can work effectively from home are encouraged to continue to do so until further notice.</li> <li>• Any employee who has (i) tested positive for COVID-19 or who is experiencing COVID-19 symptoms or (ii) who shares a household or is in a support bubble (as defined in UK Government guidance) with someone, or who has come into close contact with a person, who has tested positive for COVID-19 or 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.</li> <li>• All employees who are 'clinically extremely vulnerable' (as defined in UK Government guidance), or who share a household with (or care for) someone who is clinically extremely vulnerable are strongly encouraged to continue working from home for the foreseeable future.</li> <li>• All employees who are 'clinically vulnerable' (as defined in UK Government guidance) or who share a household with (or care for) someone who is clinically vulnerable can work from the office if they are unable to do their role from home but should discuss their situation with Human Resources to explore what steps HPS can take to support home-working in their case.</li> <li>• Employees who are 'clinically extremely vulnerable' or 'clinically vulnerable' should inform Human Resources so appropriate steps can be taken to support these employees upon their return to the workplace.</li> <li>• The return to work in the office by an employee should be approved 24 hours in advance by Human Resources to ensure social distancing parameters can be maintained within the office.</li> <li>• Human Resources shall take appropriate steps, including communicating via email, to make employees, contractors and consultants aware of the actions, protocols and procedures that need to be followed to minimise the risk.</li> </ul> <p><b><u>Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap, water and hand sanitisers available in the office.</li> <li>• Hand washing instructions displayed in all HPS washrooms and kitchens.</li> <li>• Employees should wash their hands regularly, including when entering and before leaving the office.</li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers shall be made available.</li> </ul> <p><b><u>Cleaning:</u></b></p> <ul style="list-style-type: none"> <li>• Frequent cleaning and disinfection of objects and surfaces that are touched regularly particularly in areas of high use such as door handles and items in the reception area using appropriate cleaning products and methods.</li> <li>• Employees should use disinfectant wipes/suitable sanitisers provided to disinfect communal equipment and facilities (such as printers, photocopiers and kitchen equipment after use) and should keep doors and windows open where possible, to ensure good ventilation of the workplace.</li> </ul>	<p>Human Resources to provide reminders, as appropriate, to employees of the public health advice and other materials available for display/distribution.</p> <p>Office management to ensure that necessary cleaning procedures are being followed.</p> <p>Employees to be reminded on importance of social distancing both in the workplace and outside of it.</p> <p>Regular internal communication to reassure and support employees in a fast-changing situation.</p> <p>Support offered to staff who are or have family affected by COVID-19.</p> <p>Communication to staff of mental health information and open-door policy for those who need additional support.</p>

**Social Distancing**

- The number of employees permitted in the office has been reduced to comply with the applicable social distancing guidance, including by encouraging working from home and requiring prior HR approval before any employee returns to the office.
- Social distancing measures have been put in place to allow workers and visitors to maintain 2m social distancing guidelines (or 1m where 2m is not viable, with risks mitigated by the introduction of protocols for the use of common areas and increased frequency of hand washing and cleaning).
- Redesigned processes to facilitate social distancing.
- Restricting external guests and visitors, and instead using conference/video calls. Prior HR approval is required before external guests and visitors can attend the office.
- Use of conference rooms requires prior HR approval. Certain conference rooms within the office have been designated as isolation rooms, where an employee should move to if they experience COVID-19 symptoms.
- Travel between offices and attendance (in person) of events, conferences and meetings prohibited for the foreseeable future and until further notice.
- Limiting the number of employees in the office at any one time to provide for appropriate social distancing.
- Protocols for usage of common spaces in the office (including kitchens).
- Office prepared with social distancing signage including markers on the floors.
- Utilising all offices to assist with social distancing space planning.

**PPE:**

- Employees must wear a face covering when travelling as a passenger on public transport in England (unless an exception applies, for example for health or age reasons).
- Wearing a face covering is not compulsory in the workplace, but employees and visitors who want to wear a face covering are welcome to do so.
- Individuals are asked to observe social distancing measures and practice good hand hygiene behaviours regardless of whether they choose to wear a face covering or not.

**Entering the workplace (employees):**

- Separate and designated routes in and out of Devonshire House introduced.
- Hand sanitising stations will be provided in the workplace.
- Occupancy limits in the lifts, changing rooms, and shower facilities have been introduced by building management.

**Symptoms of COVID-19:**

- Any employee who: (i) has or lives with someone or is in a social bubble (as defined by UK Government Guidance) with someone who has tested positive for or has any symptoms of COVID-19; or (ii) has recently come into close contact with someone who has tested positive for or has symptoms of COVID-19 should not come into work and should self-isolate in accordance with relevant Government guidance.
- Employees may be required to complete a health questionnaire before coming into the office and relevant details of this shall be communicated to employees.
- If anyone develops any symptoms of COVID-19 while in the office, they should immediately clear their desk and move to a designated isolated room, taking all precautions necessary to avoid the spread of infection (including avoiding touching anything and using a separate bathroom from others, where possible). Once in the isolation room they should contact Human Resources to inform them they are experiencing symptoms. Human Resources will assist the employee in getting home safely (including avoiding public transport to the extent possible). Employees should then follow the stay at home guidance.
- Those with symptoms of COVID-19 are strongly encouraged to get tested for COVID-19 wherever practicable.
- Human Resources will maintain contact as appropriate with unwell employees during this time.
- If an employee/ consultant/ contractor has a confirmed case of COVID-19 and they were recently in the office, a deep clean and decontamination of relevant areas shall be arranged by our third-party cleaning contractor.

**Mental Health:**

Human Resources will promote mental health & wellbeing awareness to employees and will offer support, where appropriate.

Human Resources will communicate as appropriate with other employees/ consultants/ contractors in line with applicable Government guidance.

Hazard	People at Risk?	Controls Required	Additional Controls/ Information
Employees travelling to work	Employees/consultants, office contractors.	<p>When travelling to the office, employees should follow the latest Government and HSE travel guidelines and where practicable, find alternative means of travel such as cycling and walking rather than using public transport.</p> <p>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. Wearing a face covering is required by law when travelling as a passenger on public transport in England (unless an exception applies, for example for health or age reasons). .</p> <p>Cyclists should use disinfectant wipes/suitable sanitisers to remove contaminants from handlebars and wash their hands for at least 20 seconds or sanitise their hands before and after cycling.</p>	Human Resources to remind employees, consultants and contractors to follow relevant Government guidance in relation to travel arrangements.
Infection whilst travelling abroad	Employees/consultants, office contractors.	Those returning from abroad should self-isolate in accordance with any applicable Government guidance.	Human Resources to remind employees, consultants and contractors to follow relevant Government guidance in relation to travel arrangements

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*

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**Managing Director**