

HLS2 Ltd

Risk assessment COVID -19

In line with Government policy HLS2 has carried out risk assessments on the office environment it occupies. Due to the nature of the business HLS2 does not fall into the category of requiring to wear a face covering by law. However, due to the shared nature of the office we feel the following measures are to be adopted:

Office guidance:

Hand washing facilities will be available and all staff to be encouraged to regularly wash hands, specifically on entering the office and before leaving. Signs will be posted to encourage staff and customers about the need for social distancing and regular hand washing.

The office is to be kept locked and will only be opened to visitors by appointment. If you come to the HLS office for an appointment, we must ask that they wear a face covering at all times unless exempt. All staff in the office area must also wear a face covering for the duration of the visit.

When the office is closed to the general public, or in areas that are not open to the public, we encourage staff to continue to wear face coverings although this is not legally required.

The company understands the importance of mental wellbeing during this period of uncertainty and will aim to keep in touch with staff and provide updates so staff are aware of and remain part of HLS.

The company actively encourages employees to discuss with their manager, or a senior manager, any concerns they have regarding their safety or wellbeing.

Regular cleaning of the office has been scheduled.

Cleaning materials to be provided so work surfaces can be wiped down at start and end of each day, and when required. Staff to regularly clean their own work space & equipment. We will ensure communal areas are wiped down twice a day.

With reduced staffing, social distancing guidelines of keeping 2m apart in branch is feasible. Staff will have their own desk space which will not be shared and desks will be 2 meters apart. Controlled access to communal areas will again allow for social distancing with staggered lunch breaks. If staggered start times are required, these will be implemented.

The office will remain locked and customers will only be allowed in to the office on an appointment only basis having confirmed that they are not showing any symptoms of the virus and have not been asked to self-isolate. Appointments will only be made if phone or email communication is not feasible.

In line with Govt guidance we have reviewed the feasibility of enabling staff to work from home but being a service company there is limited scope for allowing staff to work from home. All staff who are in work or on appointments must comply with Govt guidance and if showing any symptoms or have been asked to self-isolate must stay at home and notify their manager as soon as possible. Anyone who is required to self-isolate will be supported as much as possible to be able to work from home. If an employee tests positive, the office will temporarily close until a deep clean has been carried out. If a full lockdown is required staff will be assisted to work from home.