

Summary of EY's COVID-19 Risk Assessments for UK offices

Date: September 2020

Version: 2.0



Introduction

This assessment is a summary of the specific risk assessments we have undertaken for each of the properties in our UK portfolio.

EY has reviewed and implemented the Governments COVID-19 secure guidance, which requires employers to do everything 'reasonably practicable' to manage risks from COVID-19 in the workplace.

The risks from COVID-19 in the workplace

COVID-19 is an infectious disease caused by a newly discovered coronavirus. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment.

Older people, and those with underlying medical problems like cardiovascular disease, diabetes and chronic respiratory disease are more likely to develop serious illness.

The main route of transmission is from cough and sneeze droplets. These droplets fall on surfaces which can then be picked up on the hands and transferred when someone touches their face. It is also possible for people in close contact with an infected person to directly inhale droplets.

PHE state 'Coronaviruses can be spread when people with the virus have close, sustained contact with people who are not infected. This typically means spending more than 15 minutes within two metres of an infected person, such as talking to someone for instance.'

How long any respiratory virus survives will depend on a number of factors, for example:

- ▶ what surface the virus is on
- ▶ whether it is exposed to sunlight
- ▶ differences in temperature and humidity
- ▶ exposure to cleaning products.

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to have decreased significantly by 24 hours, and even more so by 48 hours, although some evidence suggests the virus can survive on surfaces for periods of up to 72 hours in the right conditions.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. The Government issued guidance provides a practical framework of areas that employers must think about in order to manage COVID-19 risks in the workplace.

Summary of Government position

The Government states that 'businesses and workplaces should make every reasonable effort to ensure their employees can work safely. From 1 August 2020, this may be working from home, or within the workplace if COVID-19 secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable). Date of assessment

August 2020 based on Government guidance issued 12 August 2020.

Scope of assessment

This is a summary of the site specific risk assessments which assess the risk of transmission of COVID-19 at each of EY's offices.

Description of task or activity being assessed

General office work is carried out by EY staff including, computer work, conference calls and physical meetings. Other activities carried out by EY staff and appointed contractors include post and records management services, reception tasks, cleaning, maintenance and engineering activities.

People involved

EY people (Partners and employees), visitors, service partners, work experience students, young people and subcontractors authorized to complete essential work onsite.

Consultation

EY held focus groups with over 1265 employees, the groups were consulted on the controls outlined in this risk assessment.

Methodology

EY risk assessments are created by comparing current controls with the relevant health and safety legislation, for example the:

- ▶ Health and Safety at Work Act, 1974
- ▶ Management of Health and Safety at Work Regulations 1999
- ▶ Regulatory Reform (Fire Safety) Order 2005
- ▶ Workplace (Health, Safety and Welfare) Regulations 1992.

Our criteria - good practice

We used guidance and standards published to help responsible people with managing risks posed by COVID-19 in the workplace:

- Offices and contact centres - Guidance for people who work in or run offices, contact centres and similar indoor environments.
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

Table 1: COVID Secure Risk Assessment - summary of business wide controls

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
Travelling to our offices				
Risk of contracting virus due to contact with person with COVID while travelling to/from work.	EY people	<ul style="list-style-type: none"> • Government guidance regarding use of face coverings while travelling explained to staff. • Working from home option for all staff. • Staff supported to walk, cycle or drive to our offices where possible. 	Yes	None
Entering and existing our offices				
Risk of contracting virus due to inability to social distance when	EY people, service partners and	<ul style="list-style-type: none"> • Our offices are operating on reduce occupancy limiting the number of people who need to access our buildings. • Only those staff who have booked a desk can visit the offices. • Staff allocated an arrival time to prevent crowding at entrances / exits. 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
entering or leaving our buildings	visitors.	<ul style="list-style-type: none"> Staff advised to use sanitiser/wash hands as soon as they enter the building. Occupancy of lifts is restricted to prevent crowding. Staff required to complete a self-declaration to access the building to confirm they do not have symptoms of COVID 19. Comprehensive cleaning regime in place for all entry / reception areas and touchpoints. 		
Risk of contracting virus in common parts in offices under landlords' control e.g. receptions	EY people, service partners and visitors.	<ul style="list-style-type: none"> All EY landlords have been contacted and their COVID-Secure measures reviewed to ensure they adequately manage the risks from transmission in common areas. Where controls have fallen short, landlords have been asked to improve safety measures before EY people can return to site. 	Yes	None
Moving around our offices				
Risk of virus transmission - traffic routes within the office.	EY people, service partners and visitors.	<ul style="list-style-type: none"> Reduced occupancy to allow people to move around safely. One-way systems implemented where required / practical. Signage in place to direct staff around the office safely. 	Yes	None
Risk of person to person transmission.	EY people, service partners and visitors.	<ul style="list-style-type: none"> Employees must complete a health declaration confirming they do not have the symptoms of Covid-19 and have not been in contact with anyone who has COVID-19 before they can access the office. Temperature testing in place at all offices. Physical distancing reminders throughout the office. Employees have been trained in social distancing behaviours in the offices. Face to face workstations removed from use. All workstations are socially distanced and Physical barriers in place where face to face communication cannot be avoided 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
		e.g. reception desks. <ul style="list-style-type: none"> Enhanced cleaning of touchpoints and general workplace. 		
Risk of transmission of COVID 19 from workstation surfaces	EY people and service partners.	<ul style="list-style-type: none"> Desks are cleaned and sprayed after each use. Desks are allocated to individuals, hotdesking is prohibited. Staff advised to wash or sanitize their hands before eating and regularly throughout the day. Sanitising stations available around the office. 	Yes	None
Risk of transmission of COVID-19 due to insufficient social distancing at workstations.	EY people and service partners.	<ul style="list-style-type: none"> Desk booking system permits only those workstations which are socially distanced to be used. Signage in place to remind staff to follow the physical distancing as per government guidelines and personal hygiene guidance of washing hands. Office behaviour rules introduced and communicated to staff. WPCs monitor employee behaviours and identify and report non-conformance. 	Yes	None
Risk of spread of COVID 19 due to contact with visitors to the firm	EY people and service partners.	<ul style="list-style-type: none"> A risk assessment for clients and visitors coming into an EY building has been undertaken. Visitor information and guidance has been developed to inform all visitors of our Covid-19 procedures, this is attached to the booking system. Visitors will be asked to sign a health declaration before arrival to all sites to confirm that they do not have any symptoms of Covid-19 or have not been in close contact with anyone else who has symptoms or has been confirmed to have Covid-19. No visitors will be permitted to any EY office should they declare that they have been experiencing Covid-19 symptoms with the past 14 days or that they have been in close contact with anyone who has. All events with external clients and visitors will be subjects to an individual risk 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
		<p>assessment, should the event deviate significantly from a normal low-risk meeting.</p> <ul style="list-style-type: none"> All client rooms and areas have been reviewed for safe maximum capacities. Meeting rooms will be clean sealed. 		
Risk of transmission 19 in toilets, OSCs, restaurants, meeting rooms breakout and other communal areas of the buildings.	Partners & Staff	<ul style="list-style-type: none"> Signage in place to remind staff to social distance and hand washing rules in communal areas. Restaurants provide packaged food. Measures in place to maintain physical distancing while people queue in communal areas. Payment is restricted to contactless to reduce likelihood of transmission. Our Service Partners complete their own COVID risk assessments for the work under their control, which EY reviews to ensure they are adequate. Sanitising wipes are provided throughout communal areas to enable staff to follow instructions to clean surfaces after use. 	Yes	None
Risk of death or ill health due to potential areas where staff can group	Partners & Staff	<ul style="list-style-type: none"> Meeting rooms to be clean sealed. Partners and staff to follow government guidance in respect to physical distancing. WPC team to monitor areas and break up any groupings. Maximum head count set for individual rooms. 	Yes	None
Risk of death or ill health due to dealing with persons who may carry the virus	Partners & Staff	<ul style="list-style-type: none"> 2m distance marked to keep staff away from reception/security desk. Client meetings reduced to 'essential only', which must be socially distanced. Barriers in place between Front of House team and staff. Front of House team have been instructed how to maintain physical distancing between themselves and staff / visitors. Controls in place to ensure social distancing in areas where crowding may occur. Hand sanitisers issued to welcome team. 	Yes	None
Risk of contracting	Partners &	<ul style="list-style-type: none"> Number of staff allowed into the office controlled to reduced numbers 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
virus due to contact with infected staff while working	Staff	<ul style="list-style-type: none"> Access to office controlled so as not to have staff grouping on entry Self-declaration by staff due to access the building required prior to entry to confirm they do not have symptoms of COVID 19 and will not be a risk to others. Staff to book date and time of access to office Guidance provided to staff when in the office 		
Risk of ill health or death due to contracting COVID 19 in shower areas	Partners Staff Cleaning staff	<ul style="list-style-type: none"> Where EY control the building, a booking process is in place where staff have to book to use the showers to ensure social distancing can be maintained. Showers cleaned between uses. The maximum capacity of the changing rooms has been reviewed and there are limits on the number of people allowed into changing rooms at any one time. In offices where EY are tenants, and the landlord has provided assurance that landlord control shower facilities are subject to increased cleaning and weekly deep cleans. Antibacterial wipes and hand sanitizers in the dry changing areas where there are no soap and water facilities. 	Yes	None
Risk of ill health or death due to dealing with staff and IT equipment	Technology team	<ul style="list-style-type: none"> Staff required to log a call with IT to discuss their initial issue and therefore avoid face to face contact. If IT are offering a courier service where items can be picked up from staff homes if they need repairing and delivered back to them. If the staff member is in the office, they will have been asked to complete the Covid declaration form before access is permitted. IT counters in EY offices have been fitted with sneeze screens. All laptops are cleaned by IT staff before repair work is commenced. 	Yes	None
Risk of ill health or death due to contracting COVID 19 due to contact with contaminated	Cleaning staff Partners & staff	<ul style="list-style-type: none"> EY have provided dedicated PPE and waste bins on each floor so that cleaning staff are aware when they are handling contaminated waste. EY have contracted service providers who have developed their own risk assessments and will be providing their own PPE for cleaning staff. Contaminated waste is stored in designated spaces in the waste disposal areas of buildings. 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
waste				
Risk of spread of virus via air conditioning system	All in building	<ul style="list-style-type: none"> Airconditioning systems have been switched to fresh air intake only, rather than recirculation. Air monitoring has been completed in all offices. Air monitoring will continue on an ongoing basis 	Yes	None
Risk of contracting virus due to having pre-existing medical condition	Staff who have an immune deficiency condition Pregnant staff	<ul style="list-style-type: none"> Self-isolation introduced in line with UK governments guidance Attendance at the office is not compulsory for most staff, who can continue to work from home. Staff falling into the higher-risk categories to remain in self-isolation or be cleared by Occupational Health. 	Yes	None
Risk of death or injury due to lack of 1st aiders/Fire wardens	All in office	<ul style="list-style-type: none"> EY has undertaken separate first aid / fire risk assessments for each of the buildings in its portfolio. Each building has an action plan to ensure enough team members are available to manage fire evacuation and 1st aid response. 	Yes	None
Risk of ill health due to first aiders being in contact with suspect infected persons	First aiders	<ul style="list-style-type: none"> Guidance provided to first aiders on actions to be taken if a staff member exhibits symptoms Specialist cleaning arrangements in place for areas in which potentially unwell staff have been working. PPE provided to first aiders. 	Yes	None
Risk of outbreak of coronavirus within EY UK	All partners and staff	<ul style="list-style-type: none"> Health and Safety and Business Resilience teams act as point of contact for all COVID related ill health reports, aided by EY's talent teams. Response plans in place, including plans to notify relevant authorities of linked or clusters of cases, and to provide support to health authorities requiring track and 	Yes	None

Hazard or activity	People at risk	Existing controls	Risks controlled	Comments
		test support.		