

COV003 Covid-19 Risk Assessment - Employee Safety

| Hazard | Who is affected | Risk | Control Measures | Likelihood |
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| Suspected cases of Covid-19 | All employees | HIGH | <p>Report any suspected cases to your line manager:</p> <ul style="list-style-type: none"> • If you have symptoms – a persistent cough or fever, lack of taste or smell - tell your line manager immediately who must then immediately inform the COO, HR and Head of Facilities & Maintenance. <ul style="list-style-type: none"> ○ Your line manager will support you in leaving the building and going home. ○ Do not touch anything. ○ Wear a face covering during your journey out of the building and on the way home. ○ If you experience any Covid-19 symptoms whilst at home DO NOT COME TO WORK, call your line manager to discuss the next steps. • Follow Government guidelines on self-isolation and testing before returning to work. • You should self-isolate and arrange for a PCR test asap. | LOW |

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| Presence on site | All employees and all Contractors | HIGH | <ul style="list-style-type: none"> • We will support employees to be able to work from home for part of their hours where this is appropriate. All home working needs to be agreed with the appropriate HOD and signed off by the COO. Only then will employees be permitted to work from home. • Video conferencing such as MS Teams will continue to be used, as will remote event room viewings if required, via mobile phone and tablet cameras. • IMPORTANT: Employees that have symptoms will be advised by us to follow government advise and remain home and self-isolate and arrange for a Covid-19 test asap. • If employees that are contacted under the governments track and trace process, they must follow government guidance which is law andself-isolate at home for the amount of days instructed. This will be communicated via phone, email or text. If an employee is pinged via the NHS App this is advisory. The employee should get a PCR test and if negative can attend work as long as they carry out a lateral flow test daily and evidence this prior to starting their shift. • All contractors should pre-book site attendance with agreed timings. When contractors arrive on site, they will be asked tosign a declaration stating that neither they nor any of their household are experiencing symptoms of Covid-19. They will have access to hand sanitiser and everyone entering the back of house areas will also be temperature checked on arrival. • We will require employees to notify us if they have developed any symptoms or their households or others with whom they have been in regular contact. All employees will be required to sign to say that they have read, understood and will comply with the policy. Temperature checks will be taken upon entering the building. If any employee fails the temperature check, they will need to discuss this with their line manager and a decision will be taken as to the appropriatecourse of action. | LOW |
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| | | | <ul style="list-style-type: none"> Brighton i360 employees on site have a duty to set a strong example in this battle against the coronavirus. The measures set out need commitment and cooperation from ALL on site, both employees and contractors and it is vital that we work together to enable us all to have a safe workplace. All line managers have a responsibility to monitor and enforce responsible social distancing and strict hygiene measures across the site. | |
| Travelling to site | Workforce | HIGH | <p>If at all possible, all employees will travel to site individually, using their own transport:</p> <p>If sharing a vehicle is unavoidable, we will recommend that wherever possible all employees should</p> <ul style="list-style-type: none"> Wash hands thoroughly before entering the vehicle Wear face coverings while in the vehicle Keep it as well ventilated as possible during the journey Wipe down shared surfaces before use (including door handles, dashboard etc.) Keep windows opened where possible <p>If using public transport, we will recommend that wherever possible all employees should</p> <ul style="list-style-type: none"> Wear face coverings Keep a sensible distance from other passengers wherever possible Avoid touching surfaces where possible Take hand sanitiser/ wipes and use these frequently <p>We will provide guidance to subcontractors to observe these measures.</p> | LOW |

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| Entry to Site | All employees and contractors | HIGH | <p>We will implement the following measures to reduce risk to employees on site:</p> <ul style="list-style-type: none"> • We strongly recommend that all employees are to carry out 2 Lateral Flow Tests at home every week and report the results into their line manager and also record the results as directed to the Gov website, these tests are available free of charge from all pharmacies, or through the mail via the NHS website. • Sanitisation at the site entrance. This will consist of either washing facilities or alcohol gel. • Upon entry to the site every employee will be required to have their forehead temperature taken to ensure they are not currently displaying signs of a fever, employees that fail this check will have a discussion with their line manager and may be asked to return home. • All employees will have to sign in along with details of the shift hours and take their own forehead temperature, if the temperature is outside of the allowed tolerances the employee needs to contact the duty manager immediately for further guidance. • Signs will be displayed reminding personnel of the need for social distancing. • Shared surfaces such as push plates, metal gates, door handles, desks at the entrance will be cleaned with disinfectant by a member of the cleaning crew at regular intervals of 2 Hours • Employees will only be able to enter the building via the employees' entrance on the west side. The site entrance may at times be monitored by a nominated person and they will conduct the temperature check and sign people in. Employees should record their presence on the signing in sheet and take their temperature to ensure it is not too high. Hand sanitiser should then be applied. The signing in sheets will be retained for at least 21 days. | MEDIUM |
|---------------|-------------------------------|-------------|---|---------------|

Covid-19 Risk Assessment - Employee Safety

Issue Date: 19/07/2021

Document Number: COV003

Version: 4.0

Page 5 of 11

Toilet Facilities

All employees and
contractors

HIGH

We will put the following toilet management measures into place:

- Signs will be posted above each wash basin showing best hand washing technique. Personnel will wash with soap and hot water for a minimum of 20 seconds in accordance with NHS guidelines BEFORE and AFTER using the facilities.
- Our cleaning crew will keep the facilities cleaned frequently, in with line with the site cleaning rota. This will include cleaning down with disinfectant: door handles, cubicle locks, cistern tops, flushes, toilets, soap dispensers, paper towel dispensers, hot water taps/ water heater controls.
- Signage will be posted to remind workers to inform their manager immediately if any concerns are noted with the toilet facilities.

LOW

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| Use of breakout Facilities | All employees and contractors | HIGH | <p>When using the breakout area employees will be required to:</p> <ul style="list-style-type: none"> • Wash their hands or use the hand sanitiser provided at the entrance when entering and leaving the area. • Employees are strongly advised to bring their own mug and drinks bottle to work, if using shared crockery and utensils extra care should be taken to ensure the items being used are clean and sanitary. • The vending machine will be able to be used, employees will be required to sanitise hands before and after use, the shared fridges can also be used. Employees must remove all items from fridges at the end of the day, failure to do so will result in fridges being placed out of use. • Access to the staff area will now be available, however we will need to maintain high standards of hygiene. The total number of people should be kept to a minimum and people should not sit next to each other • Put all rubbish straight in the bin – extra bins will be provided • Be aware of shared surfaces such as door handles, tables, work surfaces, kettles, microwaves, worktops, fridges and report any cleanliness issues immediately. | LOW |
| Experiencing Symptoms/ falling ill | All employees and contractors | HIGH | <p>Employees showing symptoms:</p> <ul style="list-style-type: none"> • If any person displays or reports symptoms of Covid-19 they must inform their line manager immediately and if on site should the leave by the closest possible exit and return home. • Once home the worker must follow the government guidance on self-isolation and testing. They should not return to work until their period of self-isolation has been completed or a negative test is confirmed. | LOW |

Working on Site

All employees and Contractors

HIGH

Working on site:

- We will observe responsible social distancing guidelines that have been put in place for all on site
- Notices and signage will be posted to this effect.
- We will wash hands frequently and thoroughly throughout the day and encourage others to do the same.
- Smokers should use the designated areas outside and must always maintain social distancing.

- Specific circumstances and controls will vary depending on the nature of the individual job role. Sub-contractor RAMS should reflect measures agreed.

- Where possible Managers must eliminate risks associated with working closely by:
 - Rearrangement of tasks to enable them to be done by one person
 - Avoiding skin-to-skin and face-to-face contact
 - Using stairs in preference to lifts
 - Using mechanical aids, such as trolleys etc. to avoid using more than one person.

- Where social distancing measures cannot be applied:
 - This will mainly include but not limited to technicians carrying out essential maintenance in close proximity with each other, this and any other scenario must be signed off by the relevant HOD before work commences and a dynamic RA will need to be carried out.
 - Masks are to be worn where any specific work activity cannot be carried out whilst observing the 2m rule.
 - Minimise the frequency and time workers are within 2-metres of each other;
 - Minimise the number of workers involved in these tasks
 - Arrange for workers to work side-by-side, or facing away from each other, rather than face-to-face;
 - Keep groups of workers that must work within 2-metres of each other together in teams e.g. (do not change workers within teams);
 - Ensure teams are as small as possible;
 - Ensure teams work away from other workers where possible.

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| Working on site | All employees | <p style="text-align: center;">HIGH</p> <p>Work on site will be divided into AREAS, ACTIVITIES and SURFACES</p> <p>AREAS where we cannot observe 2m distancing include corridors, control room and CCTV room.</p> <p>We will ask employees to work with us to address these issues and expect to see their control measures detailed on risk assessments.</p> <p>ACTIVITIES where we cannot observe social distancing include activities where people need to stand closely such as looking at and discussing mechanical issues</p> <p>Face coverings will prevent us from spreading the disease to others, FFP3 respirators will prevent us from catching the disease from others.</p> <p>SURFACES that may be shared will be cleaned frequently with disinfectant. These will include:</p> <p>Access ladders, scaffold handrails, entry gates and doors, PPE storage and dispensers, first aid equipment including eye wash stations, fire extinguishers, barriers, temporary electrics equipment such as transformers, lighting</p> <p>In the office this will include: Computer equipment, printers, desk surface, filing cabinets, document racks, folders and laminated documents, keys and key boxes.</p> <ul style="list-style-type: none"> • Ensure you are sitting at least 2-metres away from colleagues unless a screen has been provided. • Only sit at the desk you have been designated. Do not touch anyone else's desk or equipment. • Wipe down everything you are going to touch whilst at work (desk, phone, laptop or computer, screen, mobile phone etc.). also wipe down at the end of the day. • Desks to be completely free of clutter and only the equipment required to perform the role should be situated on the desk. Where possible equipment that can be packed away should be each end of each day. | LOW |
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| <p>Cleaning on site and the Pod</p> | <p>All employee and visitors</p> | <p>HIGH</p> | <p>Cleaning Regime:</p> <ul style="list-style-type: none"> • Cleaning regime will include cleaning of all touch points and high-risk surfaces of the Pod every 2 hours. • Thorough clean of building every 2 hours with high focus on all door handles and touch points both front and back ofhouse. • Daily clean of employee changing areas • All employees to sanitize hands when entering the building using hand gel provided at west employee entrance as well asvarious sanitiser stations around the building. | <p>LOW</p> |
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| Covid-19 Risk Assessment - Employee Safety | |
| Issue Date: 09/12/2021 | Document Number: COV003 |
| Version: 3.0 | Page 9 of 11 |

| | | | | |
|------------------------|---------------|------|--|-----|
| PPE and Face Coverings | All employees | HIGH | <p>All employees will be provided with appropriate PPE:</p> <ul style="list-style-type: none"> ○ Guidelines and training will be given for the correct wearing and use of PPE. ○ All necessary employees will be provided with their own PPE and must never share PPE with another employee. ○ Any disposable gloves and masks that are used are to be used only once and then disposed of. ○ If required Full face visors will be issued to specific employees and are multi use. ○ All employees (unless exempt) have been issued with personal black, re-usable anti-microbial face coverings. ○ The following roles can all have access to the PPE outlined below. It is their choice as to whether they wish to wear this or not: <p>Security – Patrolling</p> <ul style="list-style-type: none"> ○ Face mask in all indoor & outdoor public spaces with-in the Venue (full-face visor for those who are exempt from wearing mask for medical reasons) <p>Security – Security and Temperature Checks</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Guest Experience Team – Boarding process</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Guest Experience Team – On the Pod</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) <p>Guest Experience – Food & Drink Servers</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Face covering in all indoor & outdoor public spaces with-in the Venue <p>Cleaning Crew – Pod:</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ T-shirts | LOW |
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|---|-------------------------|
| Covid-19 Risk Assessment - Employee Safety | |
| Issue Date: 09/12/2021 | Document Number: COV003 |
| Version: 3.0 | Page 10 of 11 |

| | | | | |
|-----------------------------|---------------|------|---|-----|
| | | | <p>Cleaning Crew – General:</p> <ul style="list-style-type: none"> ○ Face masks (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ T-shirts ○ Plastic apron when required <p>Cleaning Crew -Deep Clean:</p> <ul style="list-style-type: none"> ○ Face mask (full-face visor for those who are exempt from wearing mask for medical reasons) ○ Gloves ○ Full face visor ○ Full body disposable coveralls & overshoes | |
| Mental Health and Wellbeing | All Employees | HIGH | <p>Stress and mental health issues caused by changes to working practices including additional pressures created by the pandemic</p> <ul style="list-style-type: none"> ● Managers to monitor mental health of team members and take appropriate action where required ● Teams to be made aware to access suitable mental health support through the HR dept. ● Managers to consider ways of increasing team engagement | LOW |
| Mental Health and Wellbeing | All Employees | HIGH | <p>Hazard of dermatitis caused by frequent hand washing, sanitising and glove use</p> <ul style="list-style-type: none"> ● Line managers to monitor hands of workers to identify signs of dermatitis ● Hand moisturiser to be provided for employees on request in needed ● Employees symptomatic with dermatitis to be provided with appropriate gloves in enough numbers to allow them to be regularly changed throughout shift ● Any dermatitis cases should be individually risk assessed to identify the necessary controls to protect them (and suitably reported if work related) | LOW |

Covid-19 Risk Assessment - Employee Safety

Issue Date: 01/04/2021

Document Number: COV003

Version: 3.0

Page 11 of 11

| | | | | |
|-----------------------------|---------------|------|---|-----|
| Mental Health and Wellbeing | All Employees | HIGH | <p>Hazards caused by wearing PPE for long periods (E.g. Overheating, dehydration, slips & trips)</p> <ul style="list-style-type: none"> • Employees trained on correct use and wearing of PPE to allow full visibility and prevent slipping, tripping or striking objects/equipment. This training was conducted when we re-opened in May 2021 and will be covered as part of induction for any new starters • Regular breaks provided for those required to wear PPE for extended periods • A suitably accessible supply of water made available to employees wearing PPE, employees are reminded to bring their own drinks bottle to work | LOW |
| Inbound/Outbound Goods | All employees | HIGH | <p>Handling deliveries:</p> <ul style="list-style-type: none"> • Only security personnel to accept deliveries into the building, this will include mail. • All deliveries are to be contact free using West entrance door. The only exception to this is food deliveries which can be delivered to the kitchen through the East doors. • All employees to thoroughly wash hands following the receipt of any delivery and once stock has been stored away. | LOW |

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| Author: | Ian Hart / Anthony Resse | Signature: | | Date: | 9 Dec 2021 |
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