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Revision History

| Ver | Date Submitted | Authored / Revised By | Document Owner | Description of Changes |
|-----|----------------|-----------------------|----------------|------------------------|
| 1 | 25.03.2020 | D Trembath | D. Trembath | Pandemic response |
| 2 | 27.05.2020 | D. Trembath | D. Trembath | Updated |
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NOTE 1: The actual released date of the document resides within the documentation management system.
NOTE 2: Only the last 5 versions are required to be shown above.



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1 Introduction

This risk assessment details how we aim to protect our employees and contractors working within the switch environment and anybody they might come into contact with from the Coronavirus (COVID-19). We have completed a risk assessment and managed the risk of Coronavirus. This includes taking measures to work at home where possible, maintaining social distancing, cleaning and hygiene.

2. How The Risk Assessment Completed?

To identify the hazards we:

- Examined switch based tasks, to identify where hazards can occur,
- Talked to members of staff to learn from their knowledge and experience, and listened to their concerns and opinions about health and safety issues

3 Generic Covid19 Controls Measures

All employees are reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Sanitiser and wipes will be made available throughout the workplace.

To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.gov.uk/coronavirus>.

4 Specific Covid19 Control Measures for Switch Based Activities

All aspects of Switch Based operations were examined to deem what was essential and what could be postponed to when the Pandemic restrictions were lifted.

Project Work – Only essential/business critical project work to continue

PPMI – Suspended

Faults – Deemed essential

Electrical Inspections - Suspended




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5 Risk Assessment

| Hazard Description | Risk | Controls | L | S | Risk |
|--|---|--|---|---|------|
| Driving to site | Not adhering to social distancing. Contamination from refilling fuel | Sole occupancy of vehicle. Provision of Hand wipes, Sanitiser, Gloves and Facemasks | 1 | 4 | 4 |
| Installation and decommissioning of racks and equipment. | Not adhering to social distancing. | Installation of new equipment should be done where possible individually but might require two people in some scenarios for manual handling purposes. If it is not possible to observe social distancing masks and PPE to be worn. Sanitiser Points installed in switch | 2 | 5 | 10 |
| Control Room Working | Not adhering to social distancing. | All desks to be placed 2m apart and to allow access and egress into the areas without compromising the 2m guidance. Sanitiser Points installed in switch | | | |
| Faults | Not adhering to social distancing. | Lone working for fault analysis where possible. Safe system of work for lone working is in place. Provision of Hand wipes, Sanitiser, Gloves and Facemasks. Adhere to customer site rules for hygiene and PPE Observe social distancing guidance at all times | 1 | 4 | 4 |

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| | | Sanitiser Points installed in switch Wipe down equipment | | | |
| Project Working | Not adhering to social distancing. Contractors working within the switch | All contractors to submit their COVID19 Risk assessment and must adhere to Motorola Solutions site rules for hygiene and PPE. All projects must adhere to social distancing guidance and keep a record of how many people need to attend a site at any one time. Wipe down equipment Sanitiser Points installed in switch | 2 | 5 | 10 |
| Switch PPMI | Not adhering to social distancing. Customer sites and contact with members of the public | PPMI can be done 99% of the time by lone working; if it cannot then it can be postponed. Adhere to site rules for hygiene and PPE Observe social distancing guidance at all times Wipe down equipment Sanitiser Points installed in switch | 1 | 4 | 4 |
| Electrical Testing | Not adhering to social distancing. Customer sites and contact with members of the public | Fixed wiring testing of switch postponed | 1 | 4 | 4 |
| Mental Health Issues | Isolation Anxiety Stress | Regular communication of mental health information and open door | 1 | 3 | 3 |

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| | Grief | <p>policy for those who need additional support.</p> <p>Mental health support made available and Mental Health First aiders appointed within the business.</p> | | | |
|--|-------|--|--|--|--|

6 Emergency Process

Action in the case of suspected symptom(s)

Employees or contractors working within the switch who experience a new continuous cough or high temperature will be asked to withdraw from work and advised to go home and follow the published Government staying at home guidance.

(Employees will notify their line manager for the reason and their subsequent actions)

(Contractors that are or have worked at a Motorola Switch must report to their employer who subsequently must inform Motorola Solutions of the possible infection)

Any employee who has had close contact with a person will wash their hands thoroughly. If any follow up actions are required, this will be taken in accordance with advice from health agencies.

Any person who has become unwell should follow current government guidance.

Any case of suspected symptoms in a candidate will be reported immediately to senior management.

PPE

Masks, Sanitiser, wipes and gloves are available on the MMX portal for home delivery and available from offices

Hygiene

All employees are reminded to maintain personal hygiene standards by washing hands or using sanitiser where soap and water is not available.

All equipment to be wiped with alcohol based wipes.