

# RISK ASSESSMENT OUTCOMES

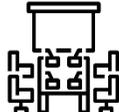
## COVID-19

	Work from home if possible	<ul style="list-style-type: none"><li>• In August, we safely welcomed back more desk-based employees. We had approximately 29% working between home and the office on a rotation.</li><li>• From November, we will reduce those desk-based employees by 41% with more working from home on a rotation basis.</li><li>• The factory and factory facing roles remain on site with various measures in place.</li></ul>
	Consult with workers on Covid-19 risk assessments	<ul style="list-style-type: none"><li>• Risk Assessments carried out on 23<sup>rd</sup> March, 12<sup>th</sup> May, 28<sup>th</sup> May, 29<sup>th</sup> June &amp; 29<sup>th</sup> September, 3<sup>rd</sup> November, &amp; 20<sup>th</sup> December.</li><li>• Internal Committee reviewing guidance and requirements as required and actioning accordingly.</li><li>• 4 Covid Information Stations set up at key points in the building with general information &amp; updates for employees.</li></ul>
	Maintain two metres' social distancing where possible	<ul style="list-style-type: none"><li>• Staggered shifts, breaks and lunches.</li><li>• Implementation of in-house designed and manufactured desk dividers for all desk-based employees.</li><li>• Assembly lines staggered to maintain two-metre distances between colleagues.</li><li>• Redesigned layout of canteen to ensure two-metre distance between colleagues &amp; removed additional furniture.</li><li>• Established rules for only 1 person in shared kitchens at a time.</li></ul>
	Manage transmission risk	<ul style="list-style-type: none"><li>• Barriers in place in Assembly.</li><li>• Staggered shifts to avoid crowding at entrances / exits.</li><li>• Workers facing away from each other in factory &amp; office.</li><li>• Maintaining adequate stock of PPE.</li></ul>

		<ul style="list-style-type: none"> <li>• Dividers in place between desks / work stations for desk-based employees.</li> <li>• Anti-viral masks to be worn when carrying out essential 1 to 1 Competence/Safety training for New/Temporary staff or staff extending their expertise/competence.</li> </ul>
	Reinforcing cleaning processes	<ul style="list-style-type: none"> <li>• Workspaces cleaned more frequently, including more regular cleaning during day of common surfaces and high-contact objects.</li> <li>• Handwashing facilities &amp; hand sanitizer provided; posters / information distributed around facility.</li> <li>• Protocol established for suspected or infected colleagues for cleaning facility as per guidelines.</li> </ul>

## Other Actions Taken:

	Stock & Components	We purchased additional components and electronics from Asian suppliers as a contingency stock.
	Coronavirus Committee Established	Committee established to review guidance, establish best practices and implement internally with a focus on communications and regular updates to all employees.
	Travel Ban	Group wide travel Ban in effect from 13 <sup>th</sup> March 2020
	Meetings & Visitors	<p>All non-urgent training, visitors and meetings are moved from face to face to video or audio from 2<sup>nd</sup> November.</p> <p>All essential visitors to site (eg, maintenance and servicing), will be required to wear masks.</p>
	Employee Communications	Regularly updating all employees via email & announcements about business & trading, government guidance, and best practices & policies. Provided employees with a letter if travelling to / from the office.

		Information Stations set up around the building with specific guidance relating to Covid.
	Travel Disruptions	In anticipation of travel disruption, offered all employees the option to be collected (face masks to be provided).
	Training & Development	Designplan CPDs now offered online instead of face to face.
	Meeting Rooms	Maximum capacity levels for meeting spaces as we begin our “new normal.” Cleaning regimes in place & supplies provided to room users.
	Employee Wellbeing	Regularly checking in with our teams – whether work from home or on site with calls and wellbeing surveys.  Introduction of an Employee Assistance Program to provide additional support.
	Pool Car	Guidance provided for use, along with cleaning kit and PPE available to employees utilizing vehicle for site visits & surveys.
	Working in the office	On a limited and controlled basis, employees are working from the office. We have issued guidance on working in the office, social distancing and other various measures.  Hand sanitizer and anti-bacterial wipes are provided to all employees and available at the end of each bank of desks, entrances & common areas.  Employees travelling on public transport will be provided face masks, upon request.