

BrightHR

Risk Assessment

BrightHR has taken steps to ensure it's managing the risk of COVID-19 across the business. We have:

1. Continue to engage with all of our employees currently working from home including those in the higher risk category (Clinically Extremely Vulnerable).
2. Continue to implement a safe return to work for remaining employees to the office complying with all COVID-19 secure measures.
3. Continue to implement staggered start and finish work times.
4. Safe operating procedures in place for any employee displaying or experiencing symptoms.
5. Additional PPE has been issued to employees where required.
6. Implemented social distancing in our office spaces and implemented increased hygiene controls.
7. Introduced safe operating procedures for field based employees visiting client's premises or visiting other premises.
8. Updated employees as we make changes to our working practices on sites, through information and training.
9. Communicated all of the requirements to our employees.
10. Limited to only essential visitors to all our sites and utilized virtual software to reduce risk of face to face contact.
11. Continued to support our employees' health & wellbeing through regular communication and access to our award winning Employee Assistance Program (EAP).
12. Adjusted business policy for employees to conduct twice weekly lateral flow testing if working in the office or field based.

We will continually review our COVID secure risk assessments and safe operating procedures on Covid-19 to ensure they reflect our commitment to our workforce and current government guidance.