

Coronavirus (Covid-19) Managing Risks within our premises and for Site Work: Policy Statement

Managing health risks is no different to managing safety risks. This information provides our current policy for working within this premises, both for shop floor and factory operations in relation to the hazards and risks from Coronavirus COVID-19.

As we make a staged return to work, we are looking to maintain a workplace environment that is a safe a reasonably practicable. As a Company and also as a key part of our local community, we will work to ensure good management of health and safety remains our primary objective. In respect of current restrictions for the workplace due to Coronavirus (COVID 19) this means that we have reviewed welfare provision and hygiene arrangements.

We will ensure that our premises will operate as follows:

- Maintain social distancing when entering or leaving our offices;
- Our premises will be set out to allow for social distancing to be achieved;
- Office based colleagues will work from home where this is possible to minimise the number of persons at our premises at any one time;
- Enhanced cleaning arrangements for communal areas within our Company premises including common touch e.g. door handles, toilet flush handles, desks and tables, as well as kettles, microwave etc. will be in place;
- Customers and Contractors attending the premises must only do so by pre arrangement. For welfare provision;
- Approved premises visitors attending our premises will have access to our toilet and washing facilities, for which an enhanced cleaning process will be in place;
- Staff and approved visitors will be required to sign a medical declaration form stating they are clear of symptoms of Coronavirus Covid-19;
- We will review procedures as lockdown procedures are reviewed by the Government for England and other regions of the UK where we might operate, to ensure we meet current requirements.

As a Company, we will further ensure that:

- Workers who are unwell with symptoms of Coronavirus (Covid-19) must not attend the workplace;
- For site work all employees or sub-sub contractors working on our behalf are advised to maintain social distancing at the recommended 2 metres from each other where this is possible;
- Where social distancing for site work cannot be applied for safety reasons, e.g. manual handling of materials or equipment, look to minimise time on task;
- As a further control measure, where social distancing cannot be applied, operatives will wear respiratory protective masks, gloves and close fitting eye protection. Masks to be of FFP2 or FFP3 level of protection and worn as a good face fit;
- In respect of shared vehicle journeys for work, we will look to put no more than 2 persons in a vehicle at one time, look to crew the same individuals together and ensure that suitable gloves and face masks remain in place for use during journeys;
- As part of our control measures, the Coronavirus (Covid-19) the Risk Assessments for our premises operations and site work will be read and signed off on to confirm this information has been communicated.

If you have any concerns on arrangements in place, or have suggestions to make improvements, please raise this with your Manager.



Miss Melissa Potente (Director)

27/07/2020