



CORONAVIRUS HEALTH AND SAFETY POLICY

1. General statement

SpanSet Limited regards the health, safety, and welfare of its staff, interested parties and customers who may be affected by its activities as being of prime importance.

It will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this Policy is to provide clear guidance during the coronavirus pandemic and the steps the Company will take to limit the spread of the outbreak.

This Policy applies from the 19.08.20 for such time as the Managing Director requires it to be in place.

2. Legal position

The Company has specific responsibilities under the **Health and Safety at Work etc. Act 1974** and the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. Our employees may also be subject to action by the authorities arising under the **Health Protection (Coronavirus) Regulations 2020**.

3. Management arrangements

The Company recognises the risks associated with coronavirus and will take reasonable steps to ensure that it does not put the health, safety, and welfare of its staff, interested parties or customers at an unacceptable risk. To achieve this:

- The Company will monitor and act upon the latest official guidance produced by the government and the World Health Organisation. The QHSE Manager will review and publish all relevant sources of guidance to the rest of the Company on a regular basis
- The Company will work with its suppliers and industry partners to ensure its actions are in line with others to promote best practice
- The Company will provide regular updates which identify the current risk levels and appropriate control measures
- All Management / Supervisors must follow the relevant Risk Assessments / Cleaning guidance documents as appropriate for their area. Copies can be found on the company website: <https://www.spanset.com/uk-en/section/covid-19>
- All Management / Supervisors must follow the instruction from nominated Senior Management. Failure to do so will be treated as misconduct and Company disciplinary procedures will be implemented
- All Management / Supervisors to ensure Staff, Trainees, Visitors and Contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected
- All Management / Trainers **MUST** ensure the Visitors / Contractors and Delegates procedures are communicated accordingly, and the relevant health screening questionnaires are completed, before entering the premises
- Any functions which can be carried out via remote working will be considered and accommodated where possible

Where work at our premises can continue:

- Management / Supervisors shall oversee the cleaning of the premises, and will liaise with staff and/or contractors as applicable to ensure that appropriate routine cleaning, and where needed deep cleaning, arrangements are in place
- Notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures

- If anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they are to be sent home and to stay at home for at least ten days
- If a staff member reports that someone else in the household has coronavirus symptoms, they are to be instructed to stay at home for at least 14 days, and if they begin to display symptoms themselves, must stay at home for ten days from when the symptoms begin
- For full guidance and support, please follow the latest Government website: https://www.gov.uk/coronavirus?gclid=EAlalQobChMlq_Kg2vGV6wIVia3tCh3cUQDyEAAYASAAEqK_C2fD_BwE
- The Company has implemented staggered break times to reduce the number of staff in one area at any one time
- Measures will be taken to enable social distancing to be maintained between staff, visitors, trainees, and Contractors
- The Management team will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include testing the Fire alarm system, testing Emergency lighting, checking Fire doors, checking Fire extinguishers, and checking First Aid supplies are replenished and maintained.

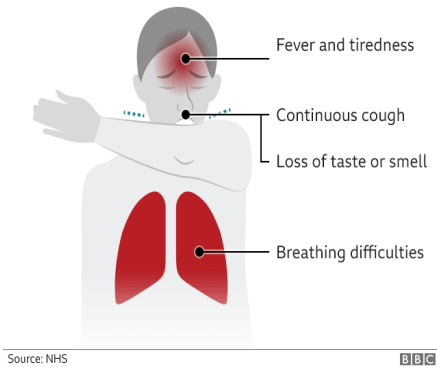
Universal measures:

- Statutory sick pay will be paid from day one instead of day four for those employees who need to take time off work due to coronavirus or coronavirus related self-isolation
- So far as practicable, managers must encourage and enforce the application of the rules described in the “*Employee responsibilities*” section below
- The Management team will plan to ensure that health, safety, and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g. short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up, e.g. rescue arrangements, Fire Safety and First aid, the activity will be stopped until alternative health and safety arrangements can be put in place.
- Where statutory examinations of premises, vehicles and the Fork Lift Truck fall due in a period when such services are scarce or unavailable, the management will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant
- Where all or part of a premises must be temporarily decommissioned, the management will put in place a plan for safely shutting down and subsequent recommissioning
- The Company will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic. These policies include but are not limited to: Emergency Evacuation policy, driving policy, working from home policy and our lone working policy.

4. Employee responsibilities

- All staff and contractors are to follow the government’s published guidance on hygiene
- If anyone believes they have symptoms of coronavirus, however mild, they are to self-isolate for the recommended period. If they need clinical advice, they should visit NHS 111 online or call 111 if they do not have internet access. In an emergency, they should call 999. In addition, they are to contact their line manager/Company contact

Coronavirus: Key symptoms



- If anyone believes they are infected, or infection is confirmed by a medical practitioner, they may not work or complete their contracted duties until they can confirm they no longer present a risk to others.

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- Employees **MUST** use hand sanitiser when entering / leaving the premises. Hand sanitising stations are located at all entrance / exit points.
- Employees **MUST** wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing, and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water



- When employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel



- All Employees **MUST** follow the relevant Risk Assessments / Cleaning guidance documents as appropriate for their areas. Copies can be found on relevant notice boards and the company website: <https://www.spanset.com/uk-en/section/covid-19>
- If staff feel unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave
- If staff have symptoms of coronavirus, however mild, they must stay at home and not leave their house for ten days (if they live alone) from when symptoms started
- If a staff member lives in a household where someone has symptoms of coronavirus, they must stay at home for at least 14 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin
- Staff should practice social distancing as much as possible
- Staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied, as per the relevant Risk Assessments and Cleaning guidance documents
- Where possible, employees may be asked to work from home, and they are expected to co-operate to make this work. If for any reason this is not possible, employees should discuss this with their employer to reach a sensible compromise
- Handling post, packages: Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from specified areas
- Employees should always follow government guidance.

5. Gatherings and meetings

To limit the spread of coronavirus the following steps will be taken to maximise social distancing:

- The use of video links and conference calls should be considered for meetings
- Where physical meetings take place, social distancing must always be observed
- Start times and break times may be staggered to avoid overcrowding and enable social distancing to take place
- Where conditions on site are such that the company considers it preferable for the individual to work from home this will be instigated.
- Non-essential use of public transport by our staff will be avoided
- Please advise anyone attending meetings / training courses that normal protocol of shaking hands is suspended
- Government social distancing measures will be followed.

Signed:



Managing Director

Date: 19.08.20