

Mark Walker (Grounds Maintenance) Ltd

COVID-19

SAFE WORKING POLICY

REVISION: 02 – 15TH MAY 2020

1. REVISION HISTORY

Page	Issue	Revision History	Date	Approved By
All	01	Initial Issue	01/04/2020	E.Hussein
All	02	Revision in line with new guidance	15/05/2020	E.Hussein

2. POLICY

The health and wellbeing of our staff and operatives is of the utmost importance to us, whether it be within our offices, factory and yard, or on one of our sites. We have made a number of changes to enable our management and office staff to work remotely, when/if required, ensuring that we only have the minimum required members of staff in the offices at any time. Anyone who falls in the 'high risk' category for infection will work from home 100% of the time.

All sites that are operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that you continue to comply with all existing obligations including those relating to individuals with protected characteristics.

These are exceptional circumstances and we will continue to comply with the latest Government advice on Coronavirus at all times.

STAY SAFE EVERYONE

Mark Walker

Managing Director

3. RETURNING TO WORK

We have planned for the minimum number of people needed on site to operate safely and effectively

We shall make every reasonable effort to enable working from home as a first option. Where working from home is not possible, we shall make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, we shall consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between our employees.

Further mitigating actions include:

- Increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)
- Ensuring all new procedures detailed in this policy and risk assessments are communicated to all staff

Any member of staff considered High-Risk are to work from home only.

We shall monitor the wellbeing of all staff working from home and keep regular contact with them.



4. SOCIAL DISTANCING

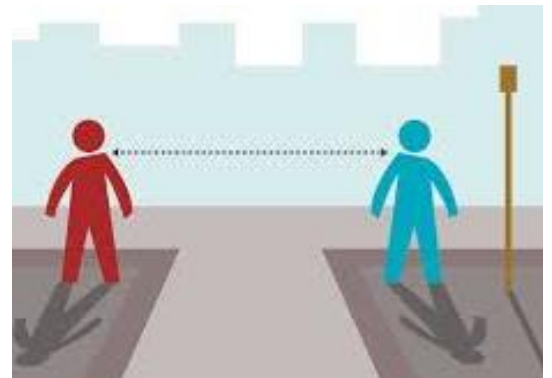
We aim to implement social distancing measures throughout our business wherever possible, this includes maintaining 2m separation at all times from other, including while arriving and departing from work, while in work and when travelling between sites

Where social distancing guidelines cannot be followed in full, we shall assess whether the activity needs to continue for the business to operate, and if so, take the mitigating actions possible to reduce risk of transmission.

Mitigating actions could include:

- Increase frequency of hand washing and surface cleaning
- Keeping the activity time involved as short as possible
- Using screens or barriers to separate people from each other
- Using back-to-back or side-to-side working (rather than face to face) where possible
- Implement fixed teams or partnering to reduce contact between staff

Social Distancing applies to all parts of the business, including entrances and exits, break rooms, canteens and similar settings.



5. PROCEDURE IF SOMEONE FALLS ILL

If a worker develops a high temperature or a persistent cough while at work, they should:

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.



Self-Isolation

Anyone who meets any of the following criteria should not come to site

- Has a high temperature or a new persistent cough - follow the guidance on self-isolation
- Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)
- Is living with someone in self-isolation or a vulnerable person

Any workers who are self-isolating will be permitted to work from home whilst self-isolating



6. TRAVELLING TO WORK

Wherever possible employee should travel to site alone using their own transport.

As a company we will consider the follow measures where practicable:

- Parking arrangements for additional cars and bicycles
- Other means of transport to avoid public transport e.g. cycling
- Providing hand cleaning facilities at entrances and exits. This should be soap and water wherever possible or hand sanitiser if water is not available
- Cleaning vehicles after use with disinfectant products
- Using markings and introduce one-way flow at entry and exit where possible
- How someone taken ill would get home
- Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines
- Minimise non-essential travel

Where one person per vehicle travel is not possible, we will consider;

- Using fixed travel partners
- Increase ventilation in vehicle, i.e. keep windows open



7. SITE ACCESS & VISITORS

Workplace/Site Access will be controlled in such a way that maintains social distancing in the workplace:

When controlling site access, we will consider:

- Staggering start times for staff to reduce peak flow of personnel entering and leaving the premises
- Discouraging non-essential trips within buildings and sites
- Reducing job and equipment rotation
- Reducing maximum occupancy for lifts and encourage use of stairs wherever possible
- Floor marking tape to keep 2m distance



We will manage external visitors on site by:

- Limiting the number of visitors at any one time
- Stopping all non-essential visitors and encourage visits via remote connections
- Requiring all workers and visitors to wash or clean their hands before entering or leaving the site
- Assigning host responsibilities for staff member to host visitors, and review entry and exit routes for visitors
- Providing guidance on social distancing and hygiene for all visitors with use of visual aids and signage
- Maintaining a record of all visitors

8. WORK AREAS & WORKSTATIONS

We will ensure social distancing between individuals when at their workstations.

We will achieve this by:

- Reviewing layouts or processes to allow people to work further apart from each other
- Reviewing the organisation of work, split staff into teams or shift groups to reduce the number of contacts each worker has and move workstations further apart
- Where this is not possible, we will arrange people to work side-by-side or facing away from each other
- Considering the use of screens to separate people from one another and use tape or paint to keep 2m distancing
- Staggering break times to reduce pressure on break rooms or places to eat
- Encourage staff to stay on site during working hours and during breaks.



9. COMMON AREAS & WELFARE

We will control all common areas and welfare facilities in order to prevent cross contamination and spread of Covid-19

- Restrict the number of people using welfare facilities at any one time, stagger breaks as much as possible. Ensure that surfaces are wiped down between uses
- Wash hands before and after using the facilities
- Ensure any portable toilets are cleaned and emptied more frequently
- Provide sufficient bins for hand towels and ensure they are emptied regularly.
- Ensure that all door handles, kettles, microwaves and toasters are cleaned after every use – where this is not possible, remove them from site. Bring pre-prepared meals wherever possible.
- Maintain 2m separation at all time.
- Encourage staff to stay on site during working hours including break times
- Use safe outside areas for breaks
- Where possible, provide paper towels as an alternative to hand dryers in handwashing facilities
- Set clear cleaning guidance for showers, lockers and changing rooms
- Introduce enhanced cleaning of all facilities regularly during the day and at the end of the day



10. CLEANING & HYGIENE

Cleaning

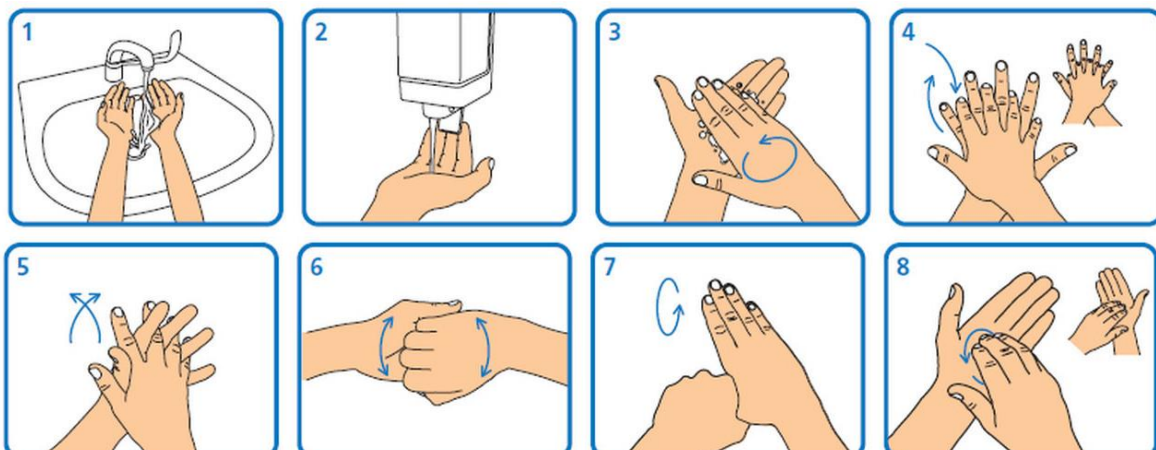
To make sure any site or location that has been closed or partially operated is clean and ready to restart we will ensure the following measures are implemented:

- Regularly cleaning common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, door handles, telephone handsets, desks, particularly during peak flow times
- Frequently cleaning work areas and equipment between uses
- Frequently cleaning objects and surfaces that are touched regularly
- Ensuring that rubbish is being removed from working area and site regularly
- Implementing procedure for plant/equipment/tools to be cleaned with disinfectant wipes after each use
- Using signs and posters to build awareness of cleanliness and hygiene



In order to maintain high level of hygiene in the workplace

- Ensure soap and fresh water is readily available and kept topped up at all times.
- Provide hand sanitiser where hand washing facilities are unavailable
- Regularly clean the hand washing facilities and check soap and sanitiser levels
- Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.



11. MEETINGS & EMERGENCIES

Face to face meetings should only be conducted where absolutely necessary. Employees are encouraged to try to arrange meetings electronically via telephone or video conferencing as first option.

Where face to face meetings cannot be avoided the following controls should be implemented:

- Consider the meeting to be outdoors, maintaining the 2m rule
- Attendees should be two metres apart from each other
- Rooms should be well ventilated / windows opened to allow fresh air circulation
- Consider holding meetings in open areas where possible.
- Avoid transmission during meetings i.e. avoid sharing pens
- Provide hand sanitiser in meeting rooms



In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands

12. DELIVERIES & HANDLING OF MATERIALS

In order to prevent the spread and cross contamination of Covid-19 we will consider the following measures in respect to the handling of packages and deliveries coming to and from site:

- Revise pick up and drop off collection points, procedures, signage and markings
- Minimise person to person contact during deliveries
- Wash hands immediately after handling delivered goods
- Where possible and safe, have single workers load or unload vehicles
- Where possible, use the same pairs of people for loads where more than one is needed
- Consider methods to reduce frequency of deliveries
- Enable drivers to access welfare facilities when required, consistent with other guidance
- Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice



13. PERSONAL PROTECTIVE EQUIPMENT

All employees must continue to use any PPE identified in the risk assessment for your work activity including safety helmets, gloves, eye protection, high-visibility clothing, safety footwear safety harnesses, and respiratory protective equipment.

Re-usable PPE should be thoroughly cleaned after use and not shared between workers. Single use PPE should be disposed of so that it cannot be reused.

Additional PPE beyond what is usually worn for your work activity is not beneficial, as Covid-19 needs to be managed effectively through social distancing, hygiene and fixed teams/partnering.

We do not encourage the use of extra PPE to protect against Covid-19 outside clinical settings or when responding to a suspected or confirmed case of Covid-19.

Face coverings may be marginally beneficial as a precautionary measure. Evidence suggests it will not protect but may protect others if you are infected but have not developed symptoms.

Evidence of the benefits of face covering to protect others is weak, therefore measures outlined in this policy are the most effective controls in minimising the risk of Covid-19.

Face Covering can be used if requested (face covering is not respiratory protective equipment. It is optional and not required by law). If using face covering:

- Ensure hands are washed thoroughly with soap and water
- Avoid touching face or face covering
- Change face covering if it becomes damp
- Wash face covering if material is washable, if not dispose of it carefully in your usual waste



14. WORKSITE ACTIVITIES

We shall ensure social distancing is maintained in the workplace and the consider the following whilst people operate on the worksite:

- Reducing non-essential movement on site, e.g. restrict access to some areas and encourage use of telephones where permitted.
- Reducing job rotation and equipment rotation by implementing single tasks for the day
- Implementing one-way systems where possible on allocated walkways
- The use of signage such as ground markings or barriers to mark out 2m distancing to allow controlled flows of people moving throughout site
- Separating sites into working zones to keep different groups of workers physically separated as much as practical
- Planning site access and 'area of safety points to enable social distancing
- Reducing number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing
- Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing
- Avoid directly passing things to each other, such as shared tools, materials or job instructions to remove direct contact. Use drop-off points or transfer zones

Cleaning

- Sanitisation of all hand tools, controls, machinery and equipment after use
- Providing additional handwashing facilities, for example pop-ups, particularly on a large site or where there are significant numbers of personnel on site
- Cleaning procedures for the parts of shared equipment you touch i.e equipment, tools and vehicles

