

Coronavirus (COVID-19) company policy

NORTHERN STEEPLEJACKS (EDINBURGH) LTD

At Northern Steeplejacks Ltd we recognise our duties under the current Health and Safety at Work etc act 1974 and The Management of Health & Safety at work regulations 1999 legislation and we will endeavour to meet the requirements of the legislation and maintain a safe and healthy working environment. Our Directors, Managers and Supervisors are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by the operation of our business.

Northern Steeplejacks (Edinburgh) Ltd recognises its duty to make regular assessment of the hazards and risks created in the course of our business.

In the current COVID-19 pandemic we have adopted and implemented the following procedures to ensure the Health, safety and welfare of our staff. This list is non exhaustive and will be amended and updated as an ongoing task.

Policy brief & purpose

This company policy includes the measures we are actively taking to mitigate the spread of coronavirus. You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email.

Scope

This coronavirus policy applies to all of our employees who physically work in our office(s) and to all site personnel employed by the company. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

Policy elements

Here, we outline the required actions employees should take to protect themselves and their co-workers from a potential coronavirus infection.

Work Stations and Work areas:

- Each workstation must be cleaned daily using anti-bacterial disinfectant supplied by Northern Steeplejacks Ltd – this includes all Computer equipment, desk telephones and desk areas.
- The office Mobile telephone use will be restricted to one person and must be cleaned daily using anti-bacterial disinfectant after each use.
- Each workstation has been assigned an individual waste bin which must be emptied daily – These will be double bagged and then placed into bag bags for placing into waste management bins within the yard area.
- The main office has been redeveloped in line with maintaining as far practicable social distancing. This office block is now a restricted area to only administration staff based in that office and no access is permitted to any other member of staff ensuring that social distancing is maintained and general hygiene procedures are maintained.
- All communication between administration dept and other depts will be maintained by means of email, telephone.
- Toilet areas will be maintained as follows – Administration staff to use the internal office facilities only – All other personnel will use the toilet located next to the back door entrance to the main office block.
- All sperate office locations now have individual Hot water/Cold Water and fridge as well as Hot/Cold drink access – Only the staff in each office location is permitted to use this equipment, which must be cleaned on a daily basis, and after each use using Anti-Bacterial disinfectant.
- Items of stationary must be kept to single user at all times and cleaned on a daily basis
- On a weekly basis all office areas will undergo a deep clean regime by means of a third party cleaning company.

Sick leave arrangements:

- If you or someone you live with have COVID-19 symptoms, such as a new continuous cough/fever/ loss of sense of smell or taste, you must stay at home, self-isolate and undertake a coronavirus test
- If you or someone you live with have a positive COVID-19 diagnosis, you can return to your duties only after you've fully recovered or the person you live with is symptom free, with a doctor's note confirming your recovery ensuring that all symptoms have subsided.

Work from home requests:

- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself you should self-isolate for 14 days as per all requirements.
- You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, you should speak to a Director about your options.

- If you need to provide care to a family member infected by COVID-19, request work from home (Administration/business development staff) – confirmation of this will be made at Director level. You will only be permitted to return to the office 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.
- Where possible in order to ensure social distancing is maintained staff able to do so will work from home on hours/ regime established by Senior management – these members of staff will be provided with the required equipment/software to allow them to work from home. Where employees are requested/ permitted to maintain regular work from their home they will maintain close contact with their line manager/senior management daily through electronic mail/telephone. Regular assessment on how work equipment and software is operating will be overseen by IT dept who will also provide remote IT support.

Travelling/commuting measures:

- All work commuting will be arranged and overseen at Director level – Squads will be permanently allocated and travel in pairs only – this is done under the current guidance as issued by all government agencies.

Current procedures which are in place are as follows:

- In the process of travelling to and from site in Northern Steeplejacks vehicles where it is not practical to allow use of more than one vehicle to maintain social distancing operatives will adopt the following procedures:
- Vehicles will not contain work squads containing more than two persons – These will be permanent work squads.
- At all times vehicles will be well ventilated by ensuring windows are left open unless the vehicle is left unattended – this includes whilst driving.
- Operatives will wash their hands or use appropriate sanitizer prior to getting into company vehicles, and immediately after leaving company vehicles.
- Regular deep clean of all vehicle surfaces will be maintained ensuring that all rubbish is always discarded in appropriate receptacles on a daily basis. The squad allocated to each vehicle is responsible for ensuring all rubbish must be removed and all surfaces cleaned down daily using anti-bacterial wipes. If the cleanliness of the vehicles is not maintained to a high standard The company will have the vehicle valeted, with costs passed to the squad members.
- Where more than one operative is required to travel to and from site in the same vehicle they will adopt the following procedures:
- They will avoid all physical contact.
- They will at all times avoid direct face to face contact.
- Where possible and practicable operatives will maintain social distancing at all times, or where working closer together is required these will include working Back to Back, or wearing suitable face covers – Face masks supplied by NSJ will have disposable filters and must be sanitized before and after each use

- Should any member of the squad develop COVID symptoms they will advise their Line manager immediately and distance themselves immediately from their colleague/Squad mates before the entire squad enters into mandatory self-isolation for a period of 14 days
- Company vans will be restricted to work commuting only – no unauthorised persons other than that of the work squad will be permitted to enter the vehicle under any circumstances.
- There will be no private use of vehicles at any time other than traveling to and from your place of work.
- No unnecessary personal items are to be left in the vehicle at any time or brought from your place of residence – This allows the level of cross contamination to be reduced.
- In-person meetings should be done virtually until further notice in order to reduce the impact of cross contamination or contracting the virus.
- If you normally commute to the office by public transportation and do not have other alternatives, you must observe all social distancing and government issue advice for safe travel.
- If you are planning to travel voluntarily to a high-risk European country with increased COVID-19 cases, we'll ask you to self-isolate for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time. This will be in line with the Government's current guidelines

Working away from home:

In order to ensure that social distancing is maintained whilst work squads are working away from home the following procedures have been adopted and must be followed at all times by all personnel.

- Northern Steeplejacks Ltd will locate, book and pay for suitable lodgings as and where required – This will generally where possible be single rooms to allow for social distancing to be maintained, however where this is not possible squads may have to continue to use twin rooms.
- Each operative will be provided with a daily subsistence amount which receipts must be returned to the office on a weekly basis – If this is not complied with the company reserves the right to deduct subsistence amounts from your next pay amount.
- Should any operative develop COVID-19 symptoms whilst working away from home they must inform their Line manager/Director immediately and the squad will then enter into mandatory 14 calendar day self-isolation.

General hygiene rules:

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20-second hand-washing rule). You must also use the sanitizers you will find around the office, in company vehicles and installed throughout all Head office/Yard areas – Written clear and concise instruction on how to clean your hands is also located at all sanitizer points.

- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis or develop COVID-19 symptoms, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave) – The Directors reserve the right to send home any person they feel is unfit for work.

Cross contamination prevention measures:

- In order to prevent cross contamination through paperwork distribution between Administration staff, operatives and client staff we have now removed all paperwork usage from day to day running of contracts with all contract documentation being available to operatives on company owned electronic devices.
- All work and inspection documentation will be emailed to staff for completion on electronic devices and compiling of reports, which will then be emailed back to the Administration dept on a daily basis.
- Users of company electronic devices will be required to clean each device on and after each use using anti-bacterial wipes.
- Unauthorised use of company electronic devices will be monitored by IT dept, and any subsequent damage to electronic devices through neglect, misuse or loss will be reclaimed from the relevant employee.

We also recognise: our duty to co-operate and work with other employers when we work at premises or sites under their control to ensure the continued health and safety of all those at work; and our duty to co-operate and work with other employers and their workers, when their workers come onto our premises or sites to do work for us, to ensure the health and safety of everyone at work.

To help achieve our objectives and ensure our employees recognise their duties under health and safety legislation whilst at work, we will also inform them of their duty to take reasonable care for themselves and for others who might be affected by their activities. We achieve this by explaining their duty and setting out our company health and safety rules in an Employee Safety Handbook which is made available to every worker employed by us. In support of this policy a responsibility chart and more detailed arrangements have been prepared.



12th June 2020

Signature **Date**

Director

Position

The policy is reviewed on a periodic basis, as and when legislation dictates, upon advice from HSE, Company restructuring.