



ACTIVE STAFF LTD

COVID-19 Policy

Active Staff Ltd accepts its responsibilities for premises & sites operating during the Coronavirus Covid-19 pandemic need to ensure they are protecting their workforce and minimising the risk of spread of infection.

This policy is intended to introduce consistent measures in premises and sites of all sizes in line with the Government's recommendations on social distancing.

These are exceptional circumstances and we will always comply with the latest Government advice on Coronavirus.

The Management have at the first instance carefully looked at the business and enabled all those who can and who should work from home to do so. Where this has not been possible, the business has undertaken a risk assessment to make the working environment as safe as it possible can to follow the Government's guidance on Corona Virus. A risk assessment has been undertaken prior to any business activities resuming, a copy of this is available at our Andover office, has been shared with all staff and is also available on our website.

The health and safety requirements of any business activity must also not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it should not take place.

We are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

Managers should remind the workforce at every opportunity of the Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If a premises is not consistently implementing the measures set out below, it may be required to shut down.

This policy will be reviewed *annually* and revised as necessary in response to changes in legislation or guidance on methods of working. Employee's, contractors, suppliers, and consultants are all required to cooperate with us in making this policy work.

Procedure if Someone Falls Ill

Please see the following pages for further information on the procedures we put in place to operate safely during the

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

- Report to Line Manager

Hand Washing

- Additional hand-washing facilities are provided to the usual welfare facilities if a large spread-out site or significant numbers of personnel on site
- Soap and fresh water is readily available and soap is kept topped up at all times
- Hand sanitiser is provided where hand washing facilities are unavailable
- Hand washing facilities are regularly cleaned and soap and sanitiser levels checked
- Suitable and sufficient rubbish bins are provided for hand towels with regular removal and disposal.

Toilet Facilities

- The number of people using toilet facilities at any one time is restricted e.g. Signage
- Washing hands before and after using the facilities
- Enhancing the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush
- Providing suitable and sufficient rubbish bins for hand towels with regular removal and disposal.

Canteens and Eating Arrangements

Whilst there is a requirement to provide a means of heating food and making hot drinks, these are exceptional circumstances and where it is not possible to introduce a means of keeping equipment clean between use, kettles, microwaves etc. must be removed from use.

Meetings

- As per government guidelines
- Rooms should be well ventilated / windows opened to allow fresh air circulation.

Cleaning

- Enhanced cleaning procedures will be in place across the site, particularly in communal areas and at touch points including:

- o Taps and washing facilities
 - o Toilet flush and seats
 - o Door handles and push plates
 - o Handrails on staircases and corridors
 - o Lift and hoist controls
 - o Machinery and equipment controls
 - o Food preparation and eating surfaces
 - o Telephone equipment
 - o Keyboards, photocopiers and other office equipment
- Rubbish collection and storage points will be increased and emptied regularly throughout and at the end of each day.