

Coronavirus (COVID-19) Health & Safety Policy

Policy brief & purpose

The Coronavirus (COVID-19) Health and Safety Policy provides the SQS framework for safe ways of working, in order to minimise and reduce the likelihood of the spread of COVID-19.

All colleagues and visitors are required to follow this policy which outlines the required actions they should take to protect themselves and each other.

The objectives of this policy are to:

- Protect all colleagues and visitors from risk of infection of COVID-19
- Provide all colleagues and visitors with a COVID-19 secure working environment
- Ensure all colleagues and visitors have a working environment where they feel comfortable and at limited risk of infection

Scope

This policy applies to all colleagues, visitors and any other people who may attend SQS Offices and Depots.

The policy is subject to change with the introduction of additional government guidelines. If this occurs, updates will be provided to the business.

Introduction

This policy is based on the UK Government guidelines, together with risk assessments undertaken across the business by SHEQ, to assess the workplace and implement agreed measures to reduce the risks of infection in SQS Offices and Depots.

This policy is supported by the full details set out in the SQS Safe Ways of Working in Depot and Offices documents which support this policy and are available on the Company intranet and the SQS Way App.

General health & hygiene rules

Hand sanitiser gels, anti-bacterial soaps, wipes and sprays have been made available by SQS for employees to use in order to maintain a hygienic working environment. It is essential that good hygiene is managed at all times and everyone should be:

- Washing their hands thoroughly and regularly, using soap and water / hand sanitising gel
- Covering their mouth and nose with a tissue or sleeve when coughing or sneezing, avoid where possible, coughing and sneezing into hands.
- Disposing of all used tissues responsibly, by putting them into bins after use.

- Avoiding touching eyes, nose or mouth as much as possible.
- Taking responsibility for maintaining cleanliness of desks and personal items on their desks.
- Ensuring all touch points they come into contact with, are wiped with anti-bacterial wipes or spray.

Face coverings

Face coverings should be worn in line with Government guidance at the time, as this guidance is subject to change. Those who wish to wear their face masks/coverings whilst at work can choose to do so and will be supported.

When more than one person is travelling in any company vehicle, it is good practice for face coverings to be worn throughout the journey, if the vehicle is a three-seater, where practical, the passenger should sit in the window seat rather than the middle seat. Open vehicle windows, if practical, for ventilation

Those based in the Office areas and Depots can wear their own sourced face coverings. However, operational tasks that require a specialist mask, as detailed in risk assessments, must be worn as required and as appropriate.

Health and Reporting absence

Company policy regarding the reporting of absence should be followed at all times.

Anyone experiencing symptoms of Covid-19 should remain at home and arrange for a Covid-19 test. Once the result is received, whether positive or negative, this should be forwarded to HR and they will discuss how any absence or return to work is handled.

If anyone starts to experience symptoms whilst they are at work, they should inform their line manager immediately and make arrangements to go home and arrange testing. If you notice anyone with symptoms that you are concerned about, alert your line manager immediately and inform HR.

Anyone who feels unsure as to whether they should attend work due to their own symptoms or the symptoms of those in their household should follow the government guidance and contact HR.

Anyone who may receive a positive COVID-19 test result, is asked to advise the HR dept in the first instance, who will work with them to manage any relevant communication required. Health and personal data will be treated confidentially and with sensitivity.

Covid – 19 symptoms to be aware of are: temperature, cough, loss of taste and smell, tiredness and aching joints/muscles, headaches and sometimes diarrhoea and a blocked

nose, (this list is not exclusive or exhaustive and any concerns should be discussed with GP's or NHS helpline)

Medically Vulnerable Employees

SQS will work with government guidelines regarding those who are considered Clinically Extremely Vulnerable or Clinically Vulnerable. All necessary steps will be taken to protect these people as advised by the government at the time.

Holidays

All employees are required to complete a holiday form which also details the location and country they may be visiting.

All colleagues who are returning from countries that require a period of quarantine are required to complete the appropriate number of days quarantine based on current government guidelines.

Social distancing

Social distancing should be followed as per government guidelines in place at the time. In the absence of any formal guidance, individuals should maintain a social distance they feel comfortable with where it is reasonably practical to do so.

There will be circumstances when this is not possible to achieve and in these circumstances a face mask/covering should be worn.

Travelling in company vehicles

When more than one person is travelling in any company vehicle, it is good practice for face coverings to be worn throughout the journey, if the vehicle is a three-seater, where practical, the passenger should sit in the window seat rather than the middle seat. Open vehicle windows, if practical, for ventilation

Shared Areas (changing rooms, kitchens, toilets, lifts entrance/exits)

Guidance has been put in place for the safe use of the entrances and exits into Harp View Head Office, lifts and lobby areas.

Local guidelines are also in place by depot for changing rooms. This is to ensure the facilities are managed safely and the numbers of people able to use changing rooms at the same time are advised by each depot.

The numbers of people using the toilets at any one time is limited, and each toilet area has appropriate signage detailing this. Good hygiene standards must be observed including

washing of hands and wiping, with anti-bacterial wipes/sprays, all the touch points e.g. flush handle, door locks and handles.

Within the kitchen areas, only one person at a time should use the kitchen areas and all touch points must be wiped with anti-bacterial wipes/sprays, before and after use.

Offices and desk areas

Desk plans have been created to ensure adequate space between each person working in office areas. Where it is possible normal allocated desks should be used, but if this is not possible another desk will be allocated.

Desks and all objects kept on desks should be cleaned as a minimum at the start and end of each day. Keep desks as clear as possible to enable effective cleaning and do not share personal items e.g. computer mouse, keyboards, staplers etc.

Desk phones and mobile phones to be wiped with anti-bacterial wipes on a regular basis.

Meeting/Training Rooms

The number of people able to congregate in meeting rooms has been minimised to ensure safe distancing is observed. Chairs have been repositioned and should not be moved, and additional chairs must not be added.

Meeting rooms have been fitted with Microsoft Teams video to ensure adequate conference facilities are available for remote meetings.

Visitors

If arranging for visitors to come to the office or depot, ensure that the SQS visitors form is completed. The form titled, COVID-19 pre visit form is available on the Company intranet.

Visitors must be met at appropriate entrances and the host is responsible for explaining the Company Covid-19 procedures in place. Visitors must not be allowed to wander around the premises unaccompanied (unless using the toilet facilities).

Evacuations and emergency situations

There may be emergency situations such as fire, evacuation or injuries to people, where it may not be possible to observe social distancing or where it may be unsafe to do so. Once the emergency or evacuation is over, anyone involved should wash or sanitise their hands.

Signage and posters

Additional signage and posters highlighting the new procedures, distance signing on floors and good practice (social distancing, hand washing, wearing of masks etc), contained in this policy are displayed across offices and depots.

When any of the government guidelines or SQS ways of working are changed, the signage may be updated where it is appropriate. Everyone should stay alert at all times to the signage and posters displayed.

Working from home

There will be occasions where employees will be asked to work from home. This will be planned, taking into consideration, the requirements of the business, availability of office space to ensure social distancing, the ability to carry out the job role at home and the safety of personal data and employee wellbeing.

Regular communication between employee and line manager must be maintained whilst employees are working from home.

Line Managers should also be aware of the physical and mental wellbeing of the home worker and if they have any concerns raise this with HR.

Failure to follow/comply with the Covid-19 Health & Safety policy

The following should be applied if anyone fails or says they will not follow this policy and government guidelines in place:

- Firstly, remind the person(s) of the process in place and ask them to follow this.
- Where they continue to refuse, establish why they are unable to follow the policy.
- If practical/reasonable, the reason may be accommodated, (check first with HR or SHEQ)
- Where it is an employee and the reason given is not practical/reasonable, they should be advised that further failure to follow the policy could result in disciplinary action being taken (if it is a subcontractor they may be stood down).
- If it is a visitor to the Company, and it is not possible to accommodate the reason for not following the processes, politely adjourn the face to face contact and arrange any further communications to take place by telephone or video call.

Communication process

- Communicate Policy to all colleagues
- Share with clients where requested
- Update any interdependent or related policies
- Policy to be jointly reviewed every 3 months by SHEQ and HR and any material changes to be agreed with Executive Director and communicated across the business.

Disclaimer: this policy is in place to provide the relevant health and safety advice based on government and industry guidelines. SQS cannot accept any fault or liability for anyone who develops coronavirus (Covid-19), despite following all the guidelines contained in this policy.