

# Risk Assessment 14 – Coronavirus COVID-19 – Safe Working

HSF02B-14

## Version Control

Issue	Revision No.	Date Issued	Description of Revision: Page No.	Description of Revision: Comment	Reviewed By
001	0	May 2020		Initial Issue	

<b>Assessment Title</b> (Risk Assessment Evaluation)	Coronavirus COVID-19 – Safe Working	<b>Developed Date</b>	May 2020	<b>Prepared By</b>	N Elbourne, H Watson, J McMillan, R Whittaker
<b>Project Ref Number</b> (Risk Assessment Number)	'GS' RA 014	<b>Approval Date</b>	May 2020	<b>Approved By</b>	N. Elbourne
<b>Scope of Assessment</b> (Detail of Project Activity)	Risk management for the protection against exposure to COVID-19	<b>Review Date</b>	May 2020	<b>Issue Number</b>	1

Determining Risk				Risk Control Hierarchy
GET-UK Risk Assessment	Likelihood that exposure to the hazard will result in harm /			<p><b>Low – Acceptable Risk Level.</b></p> <p><b>Medium – Tolerable Risk Level.</b> Consider alternative control measures. Consider advice for implementation of additional control measures.</p> <p><b>High – Unacceptable Risk Level.</b> Implement additional / improved control measures to reduce risk. Seek advice for implementation of future controls.</p> <p>When determining risk controls, or considering improvements to existing controls, the following hierarchy should be considered:</p> <ul style="list-style-type: none"> <li>- Elimination;</li> <li>- Substitution;</li> <li>- Engineering Controls;</li> <li>- Signage, warnings and administrative controls;</li> <li>- Personal protective equipment.</li> </ul> <p><b>Agreed Existing Managed Risk Level – (S=H) +(L=L) = R=M</b></p>
Severity of foreseeable consequences	Unlikely (1)	Possible (2)	Likely (3) High	
<p><b>Slight Harm or Damage (1) Low</b></p> <p><b>Health:</b> Nuisance and irritation, temporary ill health, discomfort etc.</p> <p><b>Safety:</b> Superficial injuries; minor cuts and bruises; sprains etc.</p>	Low	Low	Medium	
<p><b>Moderate Harm or Damage (2) Low</b></p> <p><b>Health:</b> Partial hearing loss; dermatitis asthma; work related upper limb disorders; ill health leading to permanent minor disability</p> <p><b>Safety:</b> Lacerations; burns; concussion; serious sprain; minor fractures</p>	Low	Medium	High	
<p><b>Extreme Harm or Damage (3) Low</b></p> <p><b>Health:</b> Acute fatal diseases; severe life shortening diseases; permanent substantial disability</p> <p><b>Safety:</b> Fatal injuries; amputations; multiple injuries; major fractures.</p>	Medium	High	High	

Note: For further explanatory risk assessment evaluation guidance, please refer to GET-UK HSA02 Risk Assessment & Methodology Policy

T	Assessment Title / Scope	Coronavirus – COVID-19 Risk Management + Protection of Workforce Against Exposure – Safe Working
	Project Ref Number	'GS' RA 014

R		A			C	E				
Hazard Description (Provide Details of the hazard, and task from which originates)	Who / what might be harmed? or Damaged & how?	Risk level before control measures			What control measures are necessary?	Person(s) responsible to complete action	Risk level after control measures			Comments or additional information on any residual risks
		Likelihood (1-3)	Severity (1-3)	Risk (H/M/L)			Likelihood (1-3)	Severity (1-3)	Risk (H/M/L)	
COVID-19 Exposure (Return to Work)	Workforce – Contraction of COVID-19 virus at work through interaction with colleagues.	2	3	H	<ul style="list-style-type: none"> <li>Workers returning to work who are able to continue working from home should seek to do so whilst following government safety and social distancing guidelines.</li> <li>Employee working numbers to be restricted subject to individual working environments to ensure social distancing measures may be maintained by those employees returning to work.</li> <li>Restrict offices and workforce exposure to each/other offices in order to reduce workforce risk exposure levels and to reduce likelihood of contracting / passing on a virus.</li> <li>Provide clear instructions as part of induction / training and social distancing information at workplace entrances.</li> </ul>	HR Manager  Managing Director  Employees + Line Manager	1	3	M	<p>GET-UK Safety Share – COVID-19</p> <p>HR Incident Reporting Line No: 01992 800 666 – Helen Watson <a href="mailto:hr@get-uk.com">hr@get-uk.com</a></p> <p>Social distancing measures to be maintained (min 2 meters).</p>
COVID-19 Exposure (Identifying Illness)	Workforce – Contraction of COVID-19 virus at work through interaction with colleagues.	2	3	H	<ul style="list-style-type: none"> <li>Provide health information to workforce regarding COVID-19. To include 'Signs and Symptoms' and 'What to Do' if demonstrating any ill health so as to protect themselves and others from the effects of the virus.</li> <li>Any worker experiencing 'Signs and Symptoms' must not attend work and report concerns to HR + GP immediately.</li> </ul>	HR Manager  Managing Director  Employees + Line Manager	1	3	M	<p>GET-UK Safety Share – COVID-19</p> <p>HR Incident Reporting Line No: 01992 800 666 – Helen Watson <a href="mailto:hr@get-uk.com">hr@get-uk.com</a></p> <p>Social distancing measures to be maintained (min 2 meters).</p>
COVID-19 Exposure (Office Welfare)	Workforce – Contraction of COVID-19 virus at work through poor welfare.	2	3	H	<ul style="list-style-type: none"> <li>Thorough clean of office to be completed by cleaning contractor at close of each working day.</li> <li>Ventilation system should be checked to ensure suitably maintained.</li> <li>Doors and windows will be opened (where reasonable and safe to do so) to encourage air circulation.</li> <li>Only 1 person permitted in WC lobby at any 1 time.</li> <li>Maintain working areas clean. Clean regularly with anti-bacterial wipes provided.</li> <li>Follow instruction signage provided. Stay alert!</li> </ul>	Managing Director    Employees	1	3	M	<p>Social distancing measures to be maintained (min 2 meters).</p>

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COVID-19 Exposure (Staggered Working Start / Finish)	Workforce – Contraction of COVID-19 virus at work through congested interaction with colleagues.	2	3	H	<ul style="list-style-type: none"> <li>Staggered working start and finish times shall be implemented permitting max 5 persons to start or finish work at the same location at any one time. To be managed / implemented by Line Directors in consultation with HR Manager.</li> <li>Employee start / finish time preferences will be taken into consideration to aid in their confidence for returning to work.</li> </ul>	Managing Director Directors Employees + Line Manager	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Office Social Distancing)	Office Based Workforce – Contraction of COVID-19 virus at work through interaction with colleagues.	2	3	H	<ul style="list-style-type: none"> <li>Establish seating arrangements which enable workers attending office environments to maintain social distancing measures.</li> <li>Workstations should be configured to position employees facing away from neighbouring colleagues (not towards).</li> <li>Kitchen welfare access to be restricted in numbers (offices kitchen areas to be assessed individually). Lunch times shall be staggered to avoid overcrowding.</li> <li>One-way circulation routes to be demarcated and introduced throughout office / working areas.</li> </ul>	Managing Director Directors Employees + Line Manager	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Signage and Information)	Office and Warehouse – Contraction of COVID-19 virus at work.	2	3	H	<ul style="list-style-type: none"> <li>Management shall display signs and posters around each office and warehouse work space in order to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face, and to cough and sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</li> <li>Employer shall provide regular reminders in the form of Safety Shares, management emails etc.</li> <li>Circulation routes shall be demarcated using floor tape.</li> <li>Employees shall be provided with information, instruction and training regarding the information being communicated to them in terms of additional workplace safety precautions.</li> </ul>	Managing Director Directors	1	3	M	Social distancing measures to be maintained (min 2 meters).

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COVID-19 Exposure (Unclean Workstation)	Office Based Workforce – Contraction of COVID-19 virus at work through interaction with colleagues and the local environment.	2	3	H	<ul style="list-style-type: none"> <li>Workstations shall be maintained clear of non-essential material (pens, paper, project files etc.) at all times.</li> <li>Workers shall clean their hands, keyboards and workstations regularly (every hour) using anti-bacterial wipes provided by the employer.</li> </ul>	Employees + Line Manager	1	3	M	
COVID-19 Exposure (General Hygiene)	Office Based Workforce – Contraction of COVID-19 virus at work through poor personal hygiene management.	2	3	H	<ul style="list-style-type: none"> <li>Workers shall cover their mouth and nose when coughing and sneezing using tissues provided. Dispose of used tissues immediately into bins.</li> <li>Do not touch your nose, eyes and mouth without prior washing hands with anti-bacterial or soapy water.</li> <li>Workers shall not use the personal work equipment allocated to their colleagues as not to touch / potentially transfer viruses between individuals.</li> <li>Workers shall wash their hands regularly.</li> <li>Workers shall use hand sanitizer / anti-bacterial hand wash after touching door handles.</li> <li>Door handles shall be wiped every hour by an allocated designated employee (member of Management Team).</li> </ul>	Employees + Line Manager	1	3	M	
COVID-19 Exposure (Hygiene - Sanitization)	Office Based Workforce – Contraction of COVID-19 virus at work through poor office cleaning management.	2	3	H	<ul style="list-style-type: none"> <li>Hand sanitizers / anti-bacterial hand wash and tissues shall be purchased by GET-UK and distributed within each floor of each GET-UK building for worker use.</li> <li>GET-UK cleaning contractor shall be instructed to specifically disinfect / clean all door handles daily within the office environments.</li> <li>Workers shall wipe their keyboards and laptops with anti-bacterial wipes regularly to maintain clean daily.</li> </ul>	HR Manager  HR Manager  Employees + Line Manager	1	3	M	
COVID-19 Exposure (Risk from Clients / Public)	Office Based Workforce – Contraction of COVID-19 virus at work through third party attendance.	2	3	H	<ul style="list-style-type: none"> <li>Meetings with clients shall be done remotely from within a safe environment.</li> <li>Only with Managing Director approval shall third parties attending GET-UK offices be permitted access to our working environment.</li> <li>Those attending shall be required to answer a Health Questionnaire before being permitted to remain for any reasonable duration within the office premises.</li> </ul>	HR Manager Employees + Line Manager	1	3	M	Social distancing measures to be maintained (min 2 meters).

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COVID-19 Exposure (Travelling to/from Work)	Office and Field Based Workforce – Contraction of COVID-19 virus at work through use of public transport.	2	3	H	<ul style="list-style-type: none"> <li>Whilst the international risk level relating to coronavirus remains at a 'high-4' level, workforces are encouraged to not use public transport unless necessary. Walking, Cycling or Driving is preferred. Workers unable to commit to such a control should liaise with HR to enable an individual risk assessment to be developed for the employee and to allow opportunity to GET-UK to provide an interim solution which may include collection / drop off service, bicycle funding, home working etc.</li> </ul>	HR Manager  Employees + Line Manager	1	3	M	<p>HR Incident Reporting Line No: 01992 800 666 – Helen Watson <a href="mailto:hr@get-uk.com">hr@get-uk.com</a></p> <p>Social distancing measures to be maintained (min 2 meters).</p>
COVID-19 Exposure (Work Related Gatherings)	Contraction of COVID-19 virus at work through attendance of work-related public functions.	2	3	H	<ul style="list-style-type: none"> <li>Whilst the international risk level relating to coronavirus remains at a 'high-4' level, attending work related private functions are not permitted.</li> </ul>	Employees	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Private Socializing)	Contraction of COVID-19 virus through attendance of non-work-related public functions.	2	3	H	<ul style="list-style-type: none"> <li>Whilst the international risk level relating to coronavirus remains at a 'high-4' level, attending non-work-related private functions (&gt;2ppl) is discouraged by GET-UK in order to reduce the risk of contracting any virus.</li> <li>Minimum Government socializing and social distancing guidelines must always be adhered to.</li> </ul>	Employees  Employees	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Exposure to Clients / Public)	Workforces – Contraction of COVID-19 virus at work through interaction with clients within their office environments.	2	3	H	<ul style="list-style-type: none"> <li>Attending a Clients offices shall only be permitted if authorized directly by the GET-UK Managing Director and considered necessary (meeting not being able to be completed remotely). Subsequently and prior to authorization:</li> <li>Clients shall provide a copy of their developed risk assessment when requested.</li> <li>Clients shall provide confirmation to GET-UK that measures have been diligently taken within their work environments in order to risk assess and control any potential spread of the coronavirus before any GET-UK worker is permitted to attend a client's office.</li> <li>Equipment (pens, paper etc) shall not be shared.</li> </ul>	Managing Director	1	3	M	Social distancing measures to be maintained (min 2 meters).

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COVID-19 Exposure (Attending Customer Home)	Field Based Workforces – Contraction of COVID-19 virus at work through interaction with customers at their homes	2	3	H	<ul style="list-style-type: none"> <li>Those booking appointments for workers to attend customer homes shall require a customer to answer a Health Questionnaire before GET-UK worker is permitted to attend that premise.</li> <li>Workers attending customer homes are not permitted to remain in the home in any event where the worker feels customers appear to show any signs or symptoms of illness.</li> <li>Only 1 worker is permitted to work in the customer's home at any one time. Any Team (2 persons) completing works at a customer's home may both work externally on the property however, whilst maintaining strict social distancing.</li> <li>Always use PPE on site – Gloves, face mask, anti-bacterial wipes and sanitizers.</li> <li>Wash hands regularly / thoroughly using soap and water.</li> </ul>	Managers  Employees	1	3	M	<p>Social distancing measures to be maintained (min 2 meters).</p> <p>Change PPE as necessary during customer property visits.</p>
COVID-19 Exposure (Field Worker Exposure)	Field Based Workforces – Contraction of COVID-19 virus at work through interaction with customers or the public.	2	3	H	<ul style="list-style-type: none"> <li>Field based workers shall be provided with tissues and anti-bacterial hand sanitizer by GET-UK.</li> <li>Field based workers shall clean their hands using anti-bacterial hand sanitizer regularly and before touching their eyes, nose or mouth or food having been in any customers or public environment.</li> <li>Field based workers shall be provided with suitable PPE to enable workers to carry out their working tasks safely whilst reducing exposure risks.</li> </ul>	Managing Director  Employees  HR Manager / Managers	1	3	M	<p>Management to ensure provisions of PPE and hand sanitizer available and at suitable spare provision levels at all times.</p>
COVID-19 Exposure (Foreign Travel)	Contraction of COVID-19 virus whilst on vacation abroad.	2	3	H	<ul style="list-style-type: none"> <li>Workers shall be required due to these extenuating circumstances of 'high-4' level risk, notify HR of any intentions to travel abroad to allow the identification of any increased risk potential to the workforce for contracting the coronavirus upon employees return to work.</li> <li>Travelling to 'level 3, 4 and 5' risk regions abroad such as China, Korea, Italy etc. is discouraged by GET-UK and will incur additional controls affecting the workers return to work should they decide to visit these locations. Control will include an 'isolation period' of at least 14 days or any further action subject to Government Guidelines at the time of travel.</li> </ul>	HR Manager / Employees  Employees	1	3	M	<p>HR Incident Reporting Line No: 01992 800 666 – Helen Watson hr@get-uk.com</p>



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COVID-19 Exposure (Food at Work - Hygiene)	Contraction of COVID-19 virus through food contamination.	2	3	H	<ul style="list-style-type: none"> <li>Workers attending offices or working in the field are strongly advised to bring their own food from home already prepared in order to minimize the risk of food contamination whilst at work.</li> <li>Microwaves will be available within GET-UK warehouses and offices which may be used by workers for warming of food and drinks.</li> <li>Those using microwaves or kitchen facilities shall wipe down the surfaces that they use and the handles that they touch using cleaning anti-bacterial wipes provided by the employer until leaving the kitchen area.</li> <li>Always wash your hands before and after preparing food and following eating.</li> </ul>	Managers / Employees	1	3	M	
COVID-19 Exposure (Maintaining Use and Circulation of PPE)	Contraction of COVID-19 virus through lack of provision and non-use of PPE.	2	3	H	<ul style="list-style-type: none"> <li>Field based workers shall be provided with suitable PPE to enable workers to carry out their working tasks safely whilst reducing exposure risks. This shall include:</li> <li>Approved face masks only, provided and supplied by the employer;</li> <li>Approved disposable gloves, provided and supplied by the employer;</li> <li>Anti-bacterial hand sanitizer, provided and supplied by the employer;</li> <li>Anti-bacterial wipes provided and supplied by the employer.</li> <li>Employees shall request replacements in advance of running out of existing supplies of such provisions to allow employer to replace in suitable timeframes.</li> </ul>	Managing Director Employees HR Manager / Managers	1	3	M	Management to ensure provisions of PPE and hand sanitizer available and at suitable spare provision levels at all times.



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COVID-19 Exposure  (Raising of Health or Safety Concerns)	Workforces - Contraction of COVID-19 virus through poor working practice or unassessed / increased risk as a result of unforeseen circumstances.	2	3	H	<ul style="list-style-type: none"> <li>Employees are encouraged and shall report any health and safety concern to their Line Manager immediately to allow the concern to be assessed and additional controls applied where necessary in timely fashion.</li> <li>Employees are encouraged to report any health and safety concerns to their Representative of Employee Safety (RoES) who shall in turn, communicate health and safety concerns to the Management Team at weekly Health and Safety Team meetings.</li> <li>A Health and Safety meeting shall convene each week to include a Management Team and members of the employees across the business who shall represent their colleagues as RoES.</li> </ul>	Directors  Employees	1	3	M	Minutes of Health and Safety meetings shall be maintained by the employer.
COVID-19 Exposure  (Operational Warehouse)	Those using the warehouse – Contraction of COVID-19 virus at work through interaction with colleagues or others.	2	3	H	<ul style="list-style-type: none"> <li>Employee working numbers to be restricted subject to individual warehouse environments to ensure social distancing measures may be maintained by those employees returning to work.</li> <li>Restrict warehouse workforce exposure to each/other in order to reduce workforce risk exposure levels and to reduce likelihood of contracting / passing on a virus.</li> <li>Provide clear instructions on social distancing at workplace entrances.</li> <li>Warehouse floor planning shall be undertaken.</li> <li>One-way circulation routes to be demarcated and introduced throughout warehouse areas. Floor tape shall be used to mark routes and to aid workers in maintaining social distancing.</li> <li>Employees working in the warehouse shall always follow the devised risk control measures.</li> <li>Only 1 collection / delivery to be conducted at any 1 time overseen by the Warehouse Manager at all times who shall ensure social distancing and health and safety controls are always being adhered to by both employees and third parties.</li> </ul>	HR Manager  Managing Director  Employees + Line Manager	1	3	M	Social distancing measures to be maintained (min 2 meters).

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COVID-19 Exposure (Employee Isolation / Mental Health)	Workforces – Risk of suffering mental health issues by feeling isolated from work / colleagues etc.	2	2	M	<ul style="list-style-type: none"> <li>Workers returning to work who have the ability to work from home and, continue to work from home shall be required to maintain daily communication with their Line Manager.</li> <li>A weekly remote Team Meeting between Line Managers and their Teams shall be conducted to maintain moral and to be able to offer support where necessary whilst also, providing a platform from where employees can raise health and safety concerns of any kind and discuss how home working is working for them.</li> <li>Employees are encouraged to report any mental health concern to the HR Manager in absolute confidence to allow the concern to be assessed and additional support to be provided as may be necessary in timely fashion.</li> <li>Home visit can be arranged by a member of the Management Team should an employee feel more connected with the rest of the workforce with the aid of the home visit. At all times must social distancing measures be maintained.</li> </ul>	Employees HR	1	1	L	HR Incident Reporting Line No: 01992 800 666 – Helen Watson hr@get-uk.com
COVID-19 Exposure (Team- Working)	Workforces – Contraction of COVID-19 virus at work through interaction with colleagues or others.	2	3	H	<ul style="list-style-type: none"> <li>Working in Teams is permitted where necessary however:</li> <li>Team sizes to be limited to 4ppl max.</li> <li>Social distancing measures will be maintained.</li> <li>Sharing of equipment shall not be permitted.</li> </ul>	Managers / Employees	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Customer Generated Waste in the Field)	Workforces – Contraction of COVID-19 virus at work through poor waste management.	2	3	H	<ul style="list-style-type: none"> <li>All waste generated in the field shall be returned to the local Warehouse and disposed of in the waste skips provided.</li> <li>Only one Installation Team may dispose of waste in the skips provided at any one time.</li> <li>Waste disposal shall always be completed under the observation / supervision of the warehouse manager.</li> </ul>	Employees Warehouse Manager	1	3	M	Social distancing measures to be maintained (min 2 meters).
COVID-19 Exposure (Reduction in Field Welfare Services)	Field based workforces – Local amenities and welfare closed. MHSWR 1999.	2	3	H	<ul style="list-style-type: none"> <li>Many local welfare facilities are closed. Client facilities are not available for use. Workers should plan journeys. Stop at services and employer local warehouses.</li> <li>Customer toilet provisions should be used where permissions are granted by the customer or, in any vacant property.</li> </ul>	Employees	1	3	M	Social distancing measures to be maintained (min 2 meters).

**Methodology requirement?**

Any hazards which have received a rating of 4 or above after controls have been established and implemented, shall require automatically a methodology of safe working attached to the task and referenced to the associated Risk Assessment.

Risk assessments with risk ratings of 4 or above after controls have been established must be reported to the project Construction Manager. Contact: GET-UK 01992 800 666

**Method Statement HSF02F  
Required?** (Please ✓ select)

Yes  
✓

No

## METHODOLOGY WORKS IMPLEMENTATION SEQUENCE

**1 Return to Work:**

Employees seeking to return to work should do so. Where possible, existing home working arrangements should be continued however, shall be determined through consultation between the worker and the employer HR Manager shall note conditions surrounding individual workers returning to work. As part of any return to work, information, instruction and training shall be provided to workers to ensure their understanding of the risks and controls introduced to ensure all risks are reasonably managed. All associated COVID-19 Return to Work documents for information, instruction and training purposes shall be 'scheduled' by member of the Management Team Health and Safety Working Group and retained in file location accessible to employees following communication of information, induction, training etc.

Management shall evaluate each office and warehouse space carrying out a desktop study to ensure suitable working environments can be achieved with restricted workforce numbers where necessary. Any space planning and alterations to floor spaces shall be documented and implemented within the working environments in order to manage social distancing safety guidelines.

Safety / information signage and posters shall be introduced to all working environments in the office and warehouse premises in line with any devised floor plan developed as part of the space planning. The Managing Director shall prior approve any return to working office or warehouse environments before any return to work by employees.

Employer workplaces shall be thoroughly cleaned with emphasis on office spaces where multiple employees may gather, prior to any return to work approval. Workspaces shall be cleaned daily / regularly in order to contribute to managing risk.

**2 Identifying Illness:**

Employer shall provide clear information on social distancing at workplace entrants and communicated via intranet / other means in advance of any employees return to work.

Employer shall provide health information to workforce regarding COVID-19. This shall include 'Signs and Symptoms' and 'What to Do' if demonstrating any ill health to protect employees and others from the effects of the virus. Any worker experiencing 'Signs and Symptoms' must not attend work and report concerns to HR + GP immediately.

Employees attending client or customer premises should be proactive in their observations of third party 'signs and symptoms'. Any client or customer demonstrating illness 'signs and symptoms' shall not be engaged. Employees are required to report any health and safety concern observation to a member of the Management Team and await instruction. Access to a client or customers premises will not subsequently be permitted.

If exposed to someone who appears to have sign or symptoms of illness, carry out 'thorough personal clean' (TPC = wash hands thoroughly, remove any disposable PPE, remove and replace clothing if necessary and where reasonably practicable).

Employees should not attend work away from home if they or anyone within their household comes into contact with anyone suffering from COVID-19. Under these circumstances and in any uncertain event, a 14-day self-isolation period must be followed whilst following minimum government guideline at the time of incident. Notify HR Manager + GP immediately.

<b>3</b>	<p><b>Office Welfare:</b></p> <p>Employer shall ensure all welfare provisions within the office are well maintained before permitting any return to work within office and warehouse workspace environments.</p> <p>Offices shall be thoroughly cleaned by cleaning contractor who shall be requested to carry out additional and specific cleaning of high-risk contact areas such as handles, doors, circulation vision glass to corridors and fire doors, desks, kitchen and WC / Sanitary areas.</p> <p>Cleaning of offices shall be carried out at the close of each working day. An appointed member of Management shall maintain weekly contact with the cleaning contractor to update them on any changes or additional specific cleaning requirements.</p> <p>All waste must be disposed of in the additional waste bins provided around the office. A single waste bin shall be provided for each individual.</p> <p>Windows within offices shall be retained open to improve natural air circulation within offices wherever possible. A nominated RoES shall inherit the duty willing to open and close windows within offices on a daily basis in order to limit the number of individuals touching prime surfaces.</p> <p>Only a single person is authorized within the WC lobby at any one time in order to reduce close contact with colleagues whilst also maintaining social distancing. Employees using WC provisions should carry out a TPC after use. Wipe door and tap handles before and after use using antibacterial wipes provided.</p>
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<b>4</b>	<p><b>Staggering Work Start / Finish:</b></p> <p>Employees returning to work shall be prior consulted by the employer via HR Manager. Work start times beginning at 7.30 – 8.30 will be available for a maximum of 5 persons starting work each morning, and work finish times every 30 minutes from 16.30 each afternoon.</p> <p>Employees should arrive promptly for work at their designated / agreed start time and leave the office or warehouse at the designated / agreed finish time whenever attending the office or warehouse premises. Employees seeking in other circumstances to arrive or depart outside their allocated working start / finish times shall prior liaise with HR Manager or their business line Director.</p>
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<b>5</b>	<p><b>Office Social Distancing:</b></p> <p>All employees shall maintain social distancing to a minimum of 2 meters within workplace and public environments in accordance with government guidelines.</p> <p>Offices floor plans shall be evaluated by Management Team and adapted where reasonably practical to allow for:</p> <ul style="list-style-type: none"> <li>- Seating arrangements which enable workers attending office environments to maintain social distancing.</li> <li>- Workstations shall be configured to position employees facing away from colleagues (not face to face).</li> <li>- Circulation Routes shall be demarcated proposing single routes of travel (where possible) with guidance developed and provided by the employer regarding how best to maintain social distancing whilst at work in individual areas such as: Office open plan work spaces, corridors, kitchen areas, meeting rooms, stairways and lobbies. Employees shall always maintain social distancing measures.</li> </ul> <p>Lunchtime (taking of one's lunch break) and use of kitchen facilities for lunch will be during designated / agreed times only to restrict risk to each other and to manage over congestion within these critical office workspaces. A maximum of 2 persons are permitted in the kitchen area at any one time. Note, this may change subject to risk evaluation and further consultation with workforce so please keep close eye on the risk assessment development and the signage / posters providing information around the workspace.</p>
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**6 Signage and Information:**

- Management shall develop suitable signs and posters which shall be positioned around the office at risk determined locations in order to build awareness. Awareness information shall include however, not be limited to:
- Good hand washing technique, the need to increase good hand washing frequency, avoid touching of face and requirement to cough and sneeze into tissues (or into your arm if tissue is not available to hand).
  - Illness, COVID-19 signs and symptoms and what to do if you have a health or safety concern. To include knowing clearly how to report any health or safety concern at work.
  - Understand that managing risk is our collective responsibility and a Team effort. Stay Alert, follow safety guidelines and associated safety instructions.
  - Floor demarcation (offices and warehouses) – Management shall use suitably contrasted floor tape to demarcate circulation routes in order to manage traffic flows and limit potential social distancing risks.
  - Signage to be updated by Management Team as the COVID-19 risk levels and government guidelines change accordingly keeping employees current to risk and well informed.
  - ‘No unauthorized persons’ signage to be introduced at entrances to premises.

**7 Workstations:**

- Maintain workstations as a clean and material free working environment so far as reasonably possible (maintain clear of unnecessary pens, paper, files, books, etc).
- Employees shall clean their hands thoroughly and regularly using the anti-bacterial wipes provided by the employer or using the local sanitary washing provisions.
- Employees shall clean their keyboards and workstations regularly using the anti-bacterial wipes provided by the employer.
- All generated waste shall be disposed of directly into the local waste bin provided marked ‘Haz-Waste’. This shall in turn enable the cleaning contractor to manage office generated waste more easily / confidently.
- Workstations shall be maintained clear of unnecessary personal items.
- Food shall not be consumed at workstations for hygiene and safety reasons.

**8 General Hygiene Management:**

Employees shall always practice good hygiene management at work. This includes:

- Employees shall clean their hands thoroughly and regularly using the anti-bacterial wipes provided by the employer or using the local sanitary washing provisions.
- Practicing good hand washing technique, the need to increase good hand washing frequency.
- Avoiding touching of face and requirement to cough and sneeze into tissues (or into your arm if tissue is not available to hand).
- Employees shall not share personal work equipment. Where sharing of equipment is required / necessary, disposable gloves shall be used during such necessary interactions.
- Employees shall clean their hands thoroughly after touching door handles using anti-bacterial wipes provided by the employer or using the local sanitary washing provisions.

Door handles within employer workplace environments shall be wiped down every hour with anti-bacterial wipes by a designated and willing employee who shall also, represented employees as a nominated Representative of Employee Safety.

**9 Hand Sanitization:**

Hand sanitization shall be made available to each employer workspace. This shall include:

- At all office and warehouse building entrances and exits.
- To each office floor / office area within a building.
- To field based personnel.
- Those driving / using vehicles for / on business purpose.

Employees shall clean their hands thoroughly and regularly using the anti-bacterial wipes provided by the employer or using the local sanitary washing provisions.

Employees shall clean their keyboards and immediate working environment regularly using the anti-bacterial wipes provided by the employer. The working environment may include:

- Workstations, internal aspects of vehicles and door handles, tools and equipment being used e.g. hammers, screwdrivers, drills, staplers, hole-punch, etc.

**10 Risk from Clients / Public:**

In order to reduce the amount of contact with Clients and third parties, the employer requires all meetings to be done remotely using IT platforms. Employee internal meetings shall also be conducted using similar platforms to ensure social distancing measures are suitably managed and the risk from personal interaction is reduced.

Meetings in person and only where necessary shall be permitted at Client premises (max 2 ppl) with prior approval from the Managing Director. In order to attend a Clients premises, that Client shall have prior provided to the employer and approved copy of:

- Developed risk assessment and associated controls and, confirmation that such controls have been fully implemented.

No uninvited Management approved visitors are permitted within our workplace premises. Those third parties permitted within our workspaces shall be prior required to successfully complete a Health Questionnaire.

**11 Travelling To / From Work:**

Employees able to work from home should do so and by such, avoid placing themselves or others in a position of unnecessary risk. Those who must travel to get to / from work or, travel for work are encouraged to:

- Avoid public transport where possible.
- Where public transport is required to be used, always maintain social distancing. It has been evident in the news of overcrowding on tubes and busses so, we ask you Stay Alert!
- Walk, cycle or drive to work as a preference to using public transport.

Employees returning to work limited to public transport constraints should notify the HR Manager. The employer shall look to provide interim solutions to using public transport such as:

- Home pick up / drop off service.
- Providing bicycle funding.
- Alternative working opportunities which, may involve option for home working.

Employees using a vehicle shall wipe down the internal dashboard and door services when entering a vehicle using the anti-bacterial wipes provided by the employer. Use the disposable hand gloves provided by the employer when refuelling and dispose of the gloves in local waste bins on site.

Employees who do come to work using public transport are requested to wear gloves and face mask provided by the employer. These items should be disposed of after each journey at least. Replacements shall be provided free of charge upon documented request to the business line Manager or allocated PPE Manager.

**12 Work Related Gatherings:**

Whilst the international risk level relating to coronavirus remains at a 'high-4' level, attending work related private functions are not permitted. None shall be organized until such time as risk level has reduced and Government indicates clear relaxation on safety controls. Employer shall keep employees updated with regards changing / relaxing of these risk controls.

**13 Private Socializing:**

Whilst the international risk level relating to coronavirus remains at a 'high-4' level, attending non-work-related private functions (>2ppl) is discouraged by the employer in order to reduce the risk of contracting any virus.

Minimum Government socializing and social distancing guidelines must be adhered to at all times. Employer shall keep employees updated with regards changing / relaxing of these risk controls.

<b>14</b>	<p><b>Exposure to Clients / Public:</b></p> <p>Employer requires all meetings with Clients or Customers / members of the Public to be done remotely using IT platforms.</p> <p>Client meetings in person and only where necessary shall be permitted at Client premises (max 2 ppl) with prior approval from the Managing Director. In order to attend a Clients premises, that Client shall have prior provided to the employer and approved copy of:</p> <ul style="list-style-type: none"> <li>- Developed risk assessment and associated controls and, confirmation that such controls have been fully implemented.</li> </ul> <p>Customer installations where a customer may be present at the time of an installation may be completed however, strict social distancing guidelines must be maintained. In addition, a prior booking Health Questionnaire will need to have been completed with the customer to ensure the environment which an employee is entering is a risk-controlled environment. Employee will further visually and verbally assess the risk of an environment in where social distancing-maintained interaction with a customer may be necessary. Look for illness signs and symptoms. Ask pertinent questions as instructed. Stay Safe! Stay Alert!</p> <p>Employees visually seeing signs of illness or, interpreting responses from Clients, Customers or members of the Public suggesting illness or increased risk to an employee, the employee should leave the location / premises immediately and notify employer via HR Manager – Helen Watson on emergency contact number provided.</p> <p>Employees shall always maintain social distancing (minimum 2 meters) in public places whilst at work. Stay Safe! Stay Alert!</p>
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<b>15</b>	<p><b>Attending Customer Homes:</b></p> <p>Those booking appointments for workers to attend customer homes shall require a customer to answer a Health Questionnaire before employee is permitted to attend that premise. Those complete the Health Questionnaire shall confirm pass/fail of Health Questionnaire to Installation Team in writing before any Installation Team is permitted to attend a Customer's home.</p> <ul style="list-style-type: none"> <li>- Workers attending customer homes are not permitted to remain in the home in any event where the worker feels customers appear to show any signs or symptoms of illness.</li> <li>- Only 1 worker is permitted to work in the customer's home at any one time. Any Team (2 persons) completing works at a customer's home may both work externally on the property however, whilst maintaining strict social distancing.</li> <li>- Always use PPE on site at all times – Gloves, face mask, anti-bacterial wipes and sanitizers.</li> <li>- Wash hands regularly / thoroughly using soap and water on site.</li> </ul> <p>Follow the devised procedures for health and safety that have been further developed for you by the employer to control the risks and mitigate unnecessary risk exposure. Stay Safe! Stay Alert! Employee instruction and training must have / shall be delivered as appropriate by a member of the Management Team.</p>
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<b>16</b>	<p><b>Field Worker Exposure:</b></p> <p>Hand sanitization shall be made available to each field-based worker and those driving / using a vehicle for / on behalf of company business. Employees shall clean their hands thoroughly and regularly using the anti-bacterial wipes provided by the employer or using the local sanitary washing provisions (service stations etc).</p> <p>Employees using a vehicle shall wipe down the internal dashboard and door services when entering a vehicle using the anti-bacterial wipes provided by the employer. Use the disposable hand gloves provided by the employer when refuelling and dispose of the gloves in local waste bins on site.</p> <p>Field based workers shall be provided with suitable PPE to enable workers to carry out their working tasks safely whilst reducing exposure risks.</p> <p>Always use PPE on site at all times – Gloves, face mask, anti-bacterial wipes and sanitizers.</p> <p>Follow the devised procedures for health and safety that have been further developed for you by the employer to control the risks and mitigate unnecessary risk exposure. Stay Safe! Stay Alert! Employee instruction and training must have / shall be delivered as appropriate by a member of the Management Team.</p>
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<b>17</b>	<p><b>Foreign Travel:</b></p> <p>Foreign travel is strongly advised against by the employer.</p> <p>Workers shall be required under these existing extenuating circumstances of ‘high-4’ level risk, notify HR Manager of any intentions to travel abroad to allow the identification of any increased risk potential to the workforce for contracting the coronavirus upon employees return to work.</p> <p>Travelling to ‘level 3, 4 and 5’ risk regions abroad such as China, Korea, Italy etc. is discouraged by GET-UK and will incur additional controls affecting the workers return to work should they decide to visit these locations. Control will include an ‘isolation period’ of at least 14 days or any further action subject to Government guidelines at the time of travel.</p> <p>The stated risk control requirements will remain in place until such time as the designated risk level has been eased by the Government or, under direct written communicated instruction from the employer which, must include an update to the COVID 19 – Return to Work risk assessment.</p>
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<b>18</b>	<p><b>Sharing a Vehicle:</b></p> <p>There is no evaluated need for employees to share vehicles in the course of their work undertakings.</p> <p>Workers shall not share a vehicle with other workers unless:</p> <ul style="list-style-type: none"> <li>- They are an Installation Team collecting / delivering materials for customer installations. In such circumstances:</li> <li>- Only 2 persons per any vehicle will be permitted.</li> <li>- Social distancing measures shall be maintained within the vehicle between occupants.</li> <li>- Passengers shall not touch any dashboard or vehicle related equipment whilst within the vehicle.</li> <li>- Seats, door handle, window handle / button shall be wiped using anti-bacterial sanitizer before passenger enters the vehicle by the passenger themselves.</li> <li>- Vehicle occupants sanitize their hands regularly during the course of any shared journey.</li> <li>- Windows are encouraged where reasonably practical to be maintained open to allow air circulation within the vehicle.</li> <li>- Any employee with pre-existing medical conditions must disclose such details to HR Manager – Helen Watson and allow the employer to specifically risk assess the risk to such employee sharing a vehicle.</li> </ul>
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<b>19</b>	<p><b>COVID-19 Exposure – Notifying Employer + GP Immediately:</b></p> <p>There is a risk whilst at work and in most environments to contracting COVID-19 virus. This risk is significantly reduced by applying the safety risk controls as developed by the employer in consultation with employees.</p> <p>Workers who believe they have been exposed to someone infected by the coronavirus must notify HR Manager – Helen Watson + their GP immediately.</p> <p>Self-isolation for the worker for a period of ‘14 days’ may be required subject to consultation with the worker. At all times, Government guidelines shall be adhered to. A Medical Certificate will be required to be provided by an approved body before returning to work can be approved.</p>
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<b>20</b>	<p><b>Contact with Livestock:</b></p> <p>Employees shall not come into contact with livestock whilst undertaking O+M operations on commercial Solar Farm sites. Commercial Solar Farm site visits must be pre planned to ensure safe accessibility and reduced risk working environment in the field.</p> <p>Workers attending site as an emergency visit where necessary only with livestock around their immediate working area, are not permitted on the site and should notify their Manager immediately. Each 'incident' shall be dealt with individually in consultation with the respective landowner and employee Line Manager. Animals must be prior removed from working location offering a social distancing opportunity between the worker and the livestock of at least 50 meters.</p>
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<b>21</b>	<p><b>Food at Work:</b></p> <p>In the interest of health and safety and, in order to reduce the risk to employees from potential food contamination:</p> <ul style="list-style-type: none"> <li>- Workers attending offices or working in the field are strongly advised to bring their own food from home already prepared in order to minimize the risk of food contamination whilst at work.</li> <li>- Microwaves will be available within Solarplicity offices and warehouses which may be used by workers for warming of food and drinks.</li> <li>- Those using microwaves or kitchen facilities shall wipe down the surfaces that they use and the handles that they touch using cleaning anti-bacterial wipes provided by the employer until leaving the kitchen area.</li> <li>- Always wash your hands before and after preparing food and following eating.</li> </ul> <p>Follow the devised procedures for health and safety that have been further developed for you by the employer to control the risks and mitigate unnecessary risk exposure. Stay Safe! Stay Alert! Employee instruction and training must have / shall be delivered as appropriate by a member of the Management Team.</p>
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<b>22</b>	<p><b>Maintaining Use and Circulation of PPE:</b></p> <p>Employer shall source and keep a suitable amount of PPE as necessary to serve the needs of the workforce collectively as may be necessary in the delivery of their daily work duties.</p> <p>Management shall allocate a designated PPE Manager who in turn shall:</p> <ul style="list-style-type: none"> <li>- Ensure provisions of PPE including anti-bacterial wipes and anti-bacterial hand sanitizer are made available; and</li> <li>- Suitable spare provision levels of PPE are maintained at all times.</li> </ul> <p>PPE provided by employer shall include:</p> <ul style="list-style-type: none"> <li>- Approved face masks only, provided and supplied by the employer.</li> <li>- Approved disposable gloves, provided and supplied by the employer.</li> <li>- Anti-bacterial hand sanitizer provided and supplied by the employer.</li> <li>- Anti-bacterial wipes provided and supplied by the employer.</li> </ul> <p>Employees shall request replacements in advance of running out of existing supplies of such necessary PPE provisions to allow employer to replace in suitable timeframes. PPE requirements shall be reported to employer on a daily basis by employees in order to ensure suitable replacements in timely fashion are provided by the employer.</p>
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<b>23</b>	<p><b>Raising Health and Safety Concerns to Employers Attention:</b></p> <p>The employer operates under and encourages a positive health and safety culture within its business. As such:</p> <ul style="list-style-type: none"> <li>- Employees are encouraged and shall report any health and safety concern to their Line Manager immediately to allow the concern to be assessed and additional controls applied where necessary in timely fashion.</li> <li>- Employees shall report health and safety concerns on their daily COVID-19 safety report which shall be emailed directly to Katie Nash.</li> <li>- Employees are encouraged to report any health and safety concerns to their RoES who shall in turn, communicate health and safety concerns to the Management Team at weekly Health and Safety Team meetings.</li> <li>- A Health and Safety meeting shall convene each week to include a Management Team and members of the employees across the business who shall represent their colleagues as RoES during the current pandemic until such time as risk level is reduced to 'low-1'.</li> </ul> <p>All Health and Safety concerns raised by the workforce or third parties during the undertaking of work on behalf of the employer, shall be scheduled and tracked to 'closed' by a member of the Management Team to ensure historical 'incidents' and business operational development pertaining to COVID-19 can also be tracked and managed demonstrative proactive, reactive development in timely fashion. The 'schedule' shall be presented to the Management Team Health and Safety COVID19 working group on a weekly basis and discussed / actioned / closed out accordingly.</p>
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<b>24</b>	<p><b>Operational Warehouses:</b></p> <p>Employer shall ensure all welfare provisions within the warehouses are well maintained before permitting any return to work within warehouse workspace environments.</p> <p>Warehouse shall be thoroughly cleaned by cleaning contractor who shall be requested to carry out additional and specific cleaning of high-risk contact areas. Specific cleaning requirements shall be documented by the Warehouse Manager and communicated in writing to the cleaning contractor who shall in turn, report back daily their completed undertakings or, any further need for cleaning or any associated concerns.</p> <p>Warehouse floor planning shall be undertaken by Management Team. One-way circulation routes to be demarcated and introduced throughout warehouse areas. Floor tape shall be used to mark routes and to aid workers in maintaining social distancing. Employees working in the warehouse shall always follow the devised risk control measures.</p> <p>Only 1 collection / delivery to be conducted at any 1 time overseen by the Warehouse Manager at all times who shall ensure social distancing and health and safety controls are being adhered to at all times by both employees and third parties.</p> <p>Follow the devised procedures for health and safety that have been further developed for you by the employer to control the risks and mitigate unnecessary risk exposure. Stay Safe! Stay Alert! Employee instruction and training must have / shall be delivered as appropriate by a member of the Management Team.</p>
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<b>25</b>	<p><b>Isolation / Mental Health:</b></p> <p>Workers returning to work who have the ability to work from home and, continue to work from home shall be required to maintain daily communication with their Line Manager this may be instigated by either employee.</p> <p>A weekly remote Team Meeting between Line Managers and their Teams shall be conducted using I.T platforms to maintain moral and to be able to offer support where necessary whilst also, providing a platform from where employees can raise health and safety concerns of any kind and discuss how home working is working for them.</p> <p>Employees are encouraged to report any mental health concern to the HR Manager – Helen Watson in absolute confidence to allow the concern to be assessed and additional support to be provided as may be necessary in timely fashion. This may involve employee personal risk assessment development, changes to working environment, changes in working duties etc.</p> <p>Home visit can be arranged by a member of the Management Team should an employee feel more connected with the rest of the workforce with the aid of the home visit. At all times must social distancing measures be maintained. Employees should speak with their Line Manager to initiate these arrangements.</p>
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<b>26</b>	<p><b>Working in Teams:</b></p> <p>Working in Teams presents increased risk. As such, necessary Teams working shall be permitted with certain controls in place which must be adhered to at all times by all Team members. Where possible, I.T platforms shall be used as an alternative to Teams meeting physically in groups. Where necessary and following prior approval by the business line Director, Team meetings will be permitted where:</p> <ul style="list-style-type: none"> <li>- Team sizes are be limited to 4ppl max.</li> <li>- Social distancing measures can and will always be maintained.</li> <li>- Sharing of equipment shall not be permitted.</li> <li>- Suitable space for conducting the meetings shall be evaluated and prior approved by a competent person.</li> </ul>
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<b>27</b>	<p><b>Customer Generated Waste:</b></p> <p>All waste generated in the field shall be returned to the local Warehouse and disposed of in the waste skips provided. Only one Installation Team may dispose of waste in the skips provided at any one time.</p> <p>Waste disposal shall always be completed under the observation / supervision of the Warehouse Manager.</p> <p>PPE must be worn at all times during waste transfer and disposal. Always change your PPE and dispose of that PPE after each use.</p> <p>Do not accept any waste from a customer’s home which has not been generated as a direct result of the job. Remove all your rubbish waste from site and dispose of at employer Warehouse in the waste skips provided.</p>
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<b>28</b>	<p><b>Reduction in Field Welfare Services:</b></p> <p>As a direct result of COVID-19, the majority of local welfare facilities are closed, and local Client welfare facilities are not currently available for employee use.</p> <p>Workers should subsequently plan journeys carefully. Stop at service stations on the route more frequently and, use employer local warehouses around customer appointments.</p> <p>Customer toilet provisions should be used where permissions are granted by the customer or, in any vacant property.</p>
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<b>✓</b>	<p><b>SPECIAL REQUIREMENTS</b></p> <p>Personal Protective Equipment – COVID-19 – Return to Work – Safe Working :</p> <p>This equipment shall be provided to all employees for use as necessary where reasonably practical to do so or, as specifically instructed to by the employer or in the following of Government safety guidelines.</p> <ul style="list-style-type: none"> <li>▪ Anti-bacterial hand sanitization – Specify Make / Type</li> <li>▪ Protective overalls – Specify Make / Type</li> <li>▪ Protective disposable gloves – Specify Make / Type</li> <li>▪ Protective Face Covering (Referred to as Mask in RA) – Specify Make / Type</li> <li>▪ Ant-bacterial wipes – Specify Make / Type</li> </ul>
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