



# COVID 19 Workplace Health and Safety Policy

The date of the next formal review and amendment of this COVID – 19 Management policy documents will be undertaken in accordance to any/all applicable future changes or amendments to the current government COVID – 19 employer guidance.

Issue Date: August 2020

Review Date: July 2021

Approved for use and distribution by: Mr. Andy Whatmough (Managing Director)

Signature:

A handwritten signature in black ink, appearing to read 'A Whatmough', written over a light grey dotted line.



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## Forward

At the time of drafting this document S&G Response Limited is active in trading. The reopening of the company has been undertaken in accordance to government guidelines that permitting us to legally reopen our physical workplace.

A key issue that S&G Response Limited as a company have had to consider and determine prior to reopening was how do we remain compliant with our legal duty to provide and maintain a safe and healthy working environment in relation to the COVID-19 hazard.

S&G Response Limited addressed this issue by way of first undertaking a companywide COVID – 19 risk assessment to determine the levels of risk presented within identified work place scenarios. Following the assessment phase, we were then in a position to determine what COVID - 19 risk reduction measures (in accordance to government guidelines) were required to be implemented throughout the company to best safeguard all occupying persons.

The following considerations were integral to and during the risk assessment process. This list is not exclusive or exhaustive;

- Arrangements for employees to have access to risk assessments, able to challenge and question.
- Arrangements for the mental health and wellbeing of our employees.
- Equality issues such as effects on disabled workers due to any changes that are being planned.
- Taking into account gender differences, the effects on pregnant women and any maternity issues.
- Assessment of facilities and equipment to ensure serviceable and safe to use after extended period of none usage.
- The requirement for revised layouts (internal/external) to be implemented to accommodate 2m social distancing.
- The requirement for barriers or floor markings or similar to be in place to facilitate 2m social distancing.
- The requirement of a bespoke COVID - 19 induction package to be in place.
- The reintroduction of employees into workplace.
- Revised timings and staggering of breaks.
- Procedures for travel such as parking, using public transport, car sharing.
- Maintenance requirements while maintaining 2m distancing.
- Canteen, welfare facilities, locker rooms – arrangements to accommodate social distancing.
- PPE arrangements.
- Information, instruction and communication of new COVID – 19 management arrangements.
- Arrangements for screening out employees and visitors exhibiting symptoms of the COVID – 19 virus.
- Enhanced cleaning of workplaces and equipment.

**Staying COVID-19 Secure in 2020**

We confirm we have complied with the government's guidance on managing the risk of COVID-19

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer \_\_\_\_\_ Date \_\_\_\_\_

Who to contact: \_\_\_\_\_  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 053 1647)

COVID – 19 compliance posters shall be displayed at all prominent main access points within our workplace

Category	COVID – 19 Core Workplace Control Measures Implemented by S&G Response Limited
Limiting the number of employees and others in the workplace	<ul style="list-style-type: none"> <li>• Employees given the option and encouraged to continue home working if they so choose.</li> <li>• Allowing only a minimum number of employees to return to the workplace during the initial reopening of the company.</li> <li>• The implementation of staggered/rotating systems to reduce the number of employees present within the workplace at any one time.</li> <li>• Active reduction of the number of customers and other third parties permitted to enter and exit the main workplace areas within the premises.</li> </ul>
Encouraging physical distancing at work	<ul style="list-style-type: none"> <li>• Limiting entrance and exit points to the internal areas of the workplace (offices) with consideration given to the effect of emergency evacuation arrangements to address changes to access points.</li> <li>• The rearrangement of internal area workspaces and floor plans, including increasing separation between desks, workstations, and furniture or fixtures in common spaces such as lunchrooms, meeting rooms, waiting room (Reception), and toilets.</li> <li>• The adjustment and scheduling, of breaks to reduce the number of people using common spaces (such as break rooms, kitchens, and toilets) at the same time.</li> <li>• The provision of information/warning signage to assist in promoting safe distancing is maintained to prevent bottlenecks in small spaces such as toilets, workstations, photocopiers, etc. to promote 2m spacing and distancing.</li> </ul>
Limiting physical contact and minimising interpersonal interactions	<ul style="list-style-type: none"> <li>• The removal of all communal items that cannot be easily cleaned and sanitised.</li> <li>• Reducing or eliminating the sharing of equipment (such as keyboards, pens) between employees, or if sharing is required, providing solution for employees to disinfect equipment between uses.</li> </ul>
Worker and workplace hygiene	<ul style="list-style-type: none"> <li>• Promoting regular hand-washing and good personal hygiene by employees and other individuals present in the workplace. By ensuring employees have access to hot water, soap and/or alcohol-based sanitiser and ensuring adequate supplies are retained for use.</li> <li>• The development and introduction of procedures for regularly scheduled enhanced cleaning and disinfecting of the workplace, particularly high-contact items such as doors, handles, tabletops, keyboards, and shared equipment.</li> </ul>
Employees experiencing COVID – 19 symptoms	<ul style="list-style-type: none"> <li>• Preventing symptomatic employees from attending the workplace. The development and introduction of documented procedural information provided to employees informing of what to do if they themselves are experiencing COVID – 19 symptoms or suspect they have come into contact with a person(s) diagnosed with COVID-19.</li> </ul>

## COVID – 19 Policy (Statement of Intent)

This policy document stipulates the measures we as a company are actively taking to mitigate the transmission and spread of coronavirus within our workplace. This coronavirus (COVID-19) policy document shall be subject to periodic review and amendment in accordance to any/all provided additional governmental guidelines.

S&G Response Limited fully acknowledges that employers have a legal duty to protect the health and safety of all in their employ, or those affected by our business undertaking. As such, S&G Response Limited has implemented a number of COVID – 19 preventative, risk reduction measures to ensure that employees are not unnecessarily exposed to conditions which could be harmful to their health and wellbeing while in attendance to the workplace.

In order to meet with our legal obligations to provide and maintain a safe workplace during the current COVID 19 outbreak period we shall develop and implement new procedures and safe working practices within our workplace to address the risks associated with COVID-19.

- S&G Response Limited shall undertake a detailed and specific risk assessment that addresses the risks of COVID-19 within our workplace, and shall do all that is reasonably practicable to reduce the risk of infection to our employees.
- S&G Response Limited acknowledges that we have a duty to consult with our employees' as regards to the COVID risk and measures implemented and shall do so by both verbal and written means.
- S&G Response Limited shall as a core requirement shall make arrangement to ensure that any/all employees who are living with "at risk groups" as defined by the HSE are identified and consideration is given to determining if a heightened risk is presented from attending work.
- Ensure that any employee or visitor attending the workplace with suspected COVID – 19 symptoms are not permitted to enter the workplace or to resume work.
- Ensure that adequate welfare and hand washing/sanitising facilities are provided for use and are subject to formal scheduled COVID – 19 cleaning regimes.
- Ensure that arrangements are in place to assist all employees maintaining 2m separation insofar as possible while work, in order to limit the risk of exposure and transmission.
- Provide all employees with management guidance and instruction to adopt and continually maintain a high standard of personal hygiene and the etiquette to be followed if coughing or sneezing in the presence of others.
- Ensure arrangements are in place to provide a stringent cleaning routine to ensure that all frequently touched objects and surfaces are regularly cleaned and disinfected.
- Ensure that we refer to governmental guidance in relation to managing the COVID -19 risk within the workplace and adapt our COVID – 19 management systems accordingly.
- Ensure that adequate stocks of PPE in the form of PPF3 face masks, disposable gloves and safety glasses are readily available for use for First Aiders and those who request to wear PPE.
- Ensure that we, S&G Response Limited promote active employee involvement and participation at all levels in relation to managing the COVID – 19 hazard and risk presented within the workplace environment.

Signed:



Mr. Andy Whatmough (**Managing Director**)

Date: August 2020

Review Date: July 2021

## Duties and Responsibilities

S&G Response Limited understands and fully accepts our duty of care to our employees in relation to health and safety and indeed towards other individuals, including any appointed contractors and visitors to our workplace.

Arrangements for the management control and risk reduction of the COVID - 19 risk within the workplace shall be the responsibility of Mr. Andy Whatmough (Managing Director).

The named Director has overall responsibility for the organisation and management of all general health and safety matters within the Company. The management of the workplace COVID – 19 hazard and associated risk shall form an integrated part of the Directors overall health and safety responsibilities.

Mr. Andy Whatmough, the Managing Director of the company is responsible for the implementation of S&G Response Limited's Covid – 19 management policy and also the determination of the Company's policies and procedures to manage the COVID – 19 risk within the workplace, including the revision of this policy document.

To assist the Managing Director of S&G Response Limited in the day to day implementation and application of this policy the company has appointed Mrs. Erica Boland (H&S Manager).

It is a basic concept of S&G Response Limited's philosophy and policy that health and safety matters are an integral part of good management, and as such shall be the direct responsibility of a management structure within the company, for which they are fully accountable at all levels.

# COVID – 19 Induction

All S&G Response Limited employees returning to work or visiting persons shall be provided with our COVID – 19 induction package. The purpose and aim of the COVID – 19 induction process is to ensure that all personnel attending our premises are fully familiar with the arrangements, and the specific requirements of our site operating procedures to manage the COVID – 19 risk. In addition, to ensure that all personnel are also fully aware as regards to their own COVID – 19 duties and responsibilities while present within our workplace.

S&G Response Limited fully understands that the management and control of the induction process where more than one individual requires induction is critical in order to maintain social distancing. Wherever possible, we shall always endeavour to reduce the number of people in attendance at site inductions, by way of staggering induction starting times etc.

## COVID – 19 Employee induction Record

**S&G Response**

**COVID – 19 Employee Induction Record**

This document supports the induction process and training considerations implemented by S&G Response. I intend to enter into the workplace arrangements of COVID-19. S&G Response. I intend to COVID – 19 induction to a mandatory requirement for all current employees and those newly appointed.

Employee Name: \_\_\_\_\_ Occupant: \_\_\_\_\_

**Section 1**

If you answer YES to any of the below listed questions you shall not be permitted to enter the workplace

1	Have you returned from overseas within the last 14 days?	Yes	No
2	Have you had close contact with or around for someone diagnosed with COVID-19 within the last 14 days?	Yes	No
3	Have you experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes	No
4	Do you live with any persons who have experienced any cold or flu-like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes	No

**Section 2**

**COVID – 19 Workplace Management Arrangements**

1	Have you been informed of the signs and symptoms of COVID-19?	Yes	No
2	Have you been informed of how the COVID – 19 virus is spread?	Yes	No
3	Have you been informed of the workplace control measures in place within S&G Response. I intend to minimise the risk of employees being exposed to COVID-19?	Yes	No
4	Have you been informed of the requirements of physical distancing (2m), good hand hygiene and respiratory awareness (coughing and sneezing) while in attendance on the workplace?	Yes	No
5	Have you been informed of what to do and what course of action to take if you develop symptoms of COVID-19 while in attendance on the workplace?	Yes	No
6	Have you been informed of the changes to our fire risk procedures to minimise the risk of visitors and others being exposed to COVID-19?	Yes	No
7	Have you been informed of the requirement to avoid physical contact with colleagues, customers and others?	Yes	No

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**Section 3 (Page 2)**

**COVID – 19 Workplace Management Arrangements**

8	Have you been informed of the daily cleaning regime of frequently touched surfaces such as door handles, light switches, banisters, coffee machines, restrooms, microwave, fridge doors etc.?	Yes	No
9	Have you been informed of the requirement to avoid sharing another person's items such as cups, bottles, cutlery, pens etc.?	Yes	No
10	Have you been informed of the requirement to wash your hands before leaving home and on arrival in the workplace, and regularly throughout the day?	Yes	No
11	Have you been informed as to where you can obtain cleaning materials including disinfectant wipes, and also, where applicable, to clean your own workplace on a frequent basis?	Yes	No
12	Have you been informed of what course of action to take and who in the company to speak with for support if you are feeling unwell or have symptoms?	Yes	No
13	Have you been informed of the correct fitting, use, removal, cleaning, storing and disposal of any required PPE?	Yes	No
14	Have you been informed as to who the risk assessors or concerns you may have as regards to our COVID – 19 workplace management measures and controls?	Yes	No
15	Have you been informed as to changes and requirements to our fire and emergency arrangements?	Yes	No

**Section 3 Declaration**

I confirm that I have been provided information (listed above) as regards to the COVID – 19 workplace management arrangements and employee requirements of S&G Response. I intend, by signing this document, to confirm full understanding of the information received and shall comply with all workplace management provisions/requirements implemented within the workplace during all periods of my attendance.

Signature (Employee): \_\_\_\_\_ Date: \_\_\_\_\_

Signature S&G Response Representative: \_\_\_\_\_ Date: \_\_\_\_\_

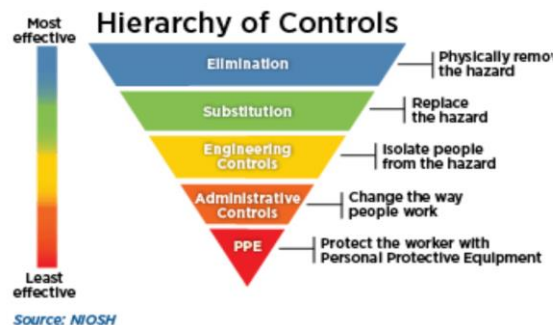
S&G Response COVID-19 Workplace Policy

The COVID – 19 induction record, once the induction process has been completed shall be required to be signed off by both the person providing the induction and also the person being inducted. Hard copies of all induction records shall be securely retained by S&G Response Limited HR department.

# Risk Assessment

S&G Response Limited has prior to recommencing operations undertaken a COVID – 19 risk assessment of which encompasses all operational aspects of our company's business undertaking. The risk assessment process taken is as follows:

- Identify Hazard: Contraction of Covid-19 infection while in attendance to the workplace.
- Determine the numbers and person groups that may be affected.
- Identify and determine the likelihood and possibility of how a person(s) may be exposed for example direct contact with droplets from an infected person or touching a person, surface or object which may have the virus present.
- Determine the risk of infection occurring during undertaking the task, schedule, job etc.
- Develop and introduce appropriate risk reduction measures to safeguard persons by way of hierarchy of control.
- The findings of risk assessments will be recorded and a copy of the risk assessment report will be made readily available, and the assessment findings will be brought to the attention of all employees and applicable none works personnel.



## COVID – 19 Risk Assessment

RISK ASSESSMENT (COVID - 19)		S&G Response	
Company Name: S&G Response Limited	Ref: S&G COVID - 19/001	Date: 10/05/2020	Duration: 1 month
Business: Provision of On-call support for UK based working environment consisting of 25 fire tenders.	Number of Employees Undertaking the Work: 7 persons (one number of 10 employees in tenders at the premises)	Number of Other Persons Affected: 1000 (all employees of the neighbouring airports for the duration of the working hours of the premises)	Signature: _____
Approved for use and distribution by: Risk Management (Internal Use Only)		Signature: _____	Date: _____

This Risk Assessment was carried out on the COVID – 19 infection, within the workplace and for the subsequent control measures introduced by S&G Response Limited to manage the risk of the pandemic.

Risk Scoring Matrix		Residual Risk Rating Summary	
Severity of the potential injury/damage	Frequency of the hazard	Initial Risk	Residual Risk
1. Catastrophic 2. Major 3. Moderate 4. Minor	1. Frequent 2. Occasional 3. Infrequent 4. Rare	1. High 2. Medium 3. Low 4. Very Low	1. High 2. Medium 3. Low 4. Very Low

Hazard: 1. The introduction and spread of COVID – 19 Coronavirus amongst persons occupying S&G Response Limited vehicles at night.

Initial Risk: 1. High (10 x 10 = 100)

Residual Risk: 1. Medium (10 x 10 = 100)

Control Measures: 1. All employees must wear face masks at all times. 2. All employees must maintain a distance of 2 metres from other persons. 3. All employees must avoid handshakes and other forms of physical contact. 4. All employees must avoid public transport and other forms of mass transit. 5. All employees must avoid crowded places and events. 6. All employees must avoid travel to and from the workplace. 7. All employees must avoid travel to and from the workplace. 8. All employees must avoid travel to and from the workplace. 9. All employees must avoid travel to and from the workplace. 10. All employees must avoid travel to and from the workplace.

Hazard	Initial Risk Rating	Residual Risk Rating	Control Measures to Reduce Risk (see below)
COVID – 19	High (10 x 10 = 100)	Medium (10 x 10 = 100)	<ul style="list-style-type: none"> <li>1. All employees must wear face masks at all times.</li> <li>2. All employees must maintain a distance of 2 metres from other persons.</li> <li>3. All employees must avoid handshakes and other forms of physical contact.</li> <li>4. All employees must avoid public transport and other forms of mass transit.</li> <li>5. All employees must avoid crowded places and events.</li> <li>6. All employees must avoid travel to and from the workplace.</li> <li>7. All employees must avoid travel to and from the workplace.</li> <li>8. All employees must avoid travel to and from the workplace.</li> <li>9. All employees must avoid travel to and from the workplace.</li> <li>10. All employees must avoid travel to and from the workplace.</li> </ul>



# COVID – 19 Management Systems

This policy document will be used as a foundation to influence activities and decisions as regards to managing the COVID – 19 risk within our workplace. This policy documents content will be put into effective practice and S&G Response Limited shall promote employee involvement and participation at all levels.


S&G Response Limited shall ensure that;

- Effective communication is maintained throughout the workforce as regards to COVID - 19.
- Hazards associated to COVID – 19 within the workplace are identified and risk assessment(s) are undertaken to eliminate or reduce hazards.
- Measuring takes place against pre-determined standards and identifying objectives for improvements to be made.
- Monitoring and control of the COVID – 19 risks associated with how our business operation is undertaken.
- Reactive monitoring will be undertaken.
- Information produced shall be used to revise this policy document, implementation methods and techniques of risk management control.

## Communication and Consultation

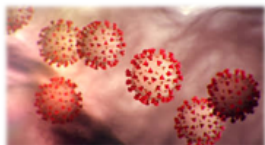
COVID – 19 procedures are in place within S&G Response Limited to ensure that employees and sub-contractors if appointed (and, where appropriate, their representatives) will be consulted on issues affecting their general health and safety at work. The main route of communication will be achieved by way of social media utilising our company-based HR app of which all S&G Response Limited employees have access via their mobile telephone. In addition to this primary method of communication we shall also continue to provide management safety briefings, as part of our standing health and safety agenda via management meetings, as appropriate, from which further consultation will be initiated as deemed necessary.

## COVID – 19 Management Briefing examples



COVID – 19 Management Briefing 001	General COVID – 19 guidance
Date Provided:	Issuing Person:

- If you experience any COVID – 19 symptoms you MUST self-isolate. If you are experiencing any of the following symptoms – fever, coughing or shortness of breath – loss of taste and smell, seek medical attention and notify your employer while awaiting advice. |
- If you experience any COVID – 19 symptoms while in attendance at the workplace, notify a member of the S&G Response / In-house response team without delay. You will be asked to leave the workplace and seek medical attention.
- ALWAYS Cover sneezes and coughs with a tissue or your elbow, and correctly dispose of any used tissues after use.
- Frequently wash your hands with soap and water for minimum 20 seconds. If running water is unavailable, use alcohol-based hand sanitizer. Single-use wipes with at least 60% alcohol content.
- Clean and disinfect breakfast areas, and any applicable food and power rails, machinery and equipment, control after each period of use.
- Frequently clean and disinfect the internal areas of company-owned vehicles and their cabins in addition to any other high reach surfaces (i.e. doorhandles and handles, push plates, handbrakes, etc.).
- ALWAYS Practice social distancing. Avoid standing or working within 6 feet of someone on the jobline. If possible.
- Don't use other employees' personal items such as mobile phones, pens or stress cups or bottles.
- Learn how- P our COVID-19 policies are being implemented and/or enhanced. But, also let us know- P, and how you feel the policy can be improved.




By following these best steps, we all can help prevent the spread of COVID-19 within the workplace and continue to work safely while we battle this virus, coronavirus, novel and the general public.

By signing this document, you are confirming, making known, and also confirming full understanding of the document's content and required application.

Initials:	Signature:	Date:

S&G-Personnel-001000 – 19 Management Briefing 1



<b>COVID – Isolation/garment labelling 002</b>	Isolation – COVID – 1a
Data Provided:	Issued Person:

**HOW DOES COVID-19 SPREAD?**

Along with breathing in respiratory droplets from someone coughing, sneezing or speaking, touching your face with un-washed hands after touching contaminated surfaces or objects is a direct way to catch the virus. The virus can live outside the body for two hours or a few days depending on the surface, but it can be removed and killed before transmission. This is why it is so important to clean our hands and disinfect high-touch surfaces and objects.

**KEY THINGS TO REMEMBER:**

You can prevent yourself and others by washing your hands often or using hand sanitizer when soap and water are not available.


Keynotes you're required to wash your hands are as follows:

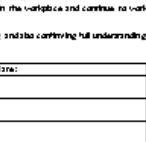
- **At least 20-30 seconds** prior to commencing work
- **After touching surfaces** that are likely to have been touched by other persons present within the workplace.
- **Before and after eating or preparing food**
- **After using the toilet**
- **Before and after entering rooms or equipment**
- **Before and after meeting a person** in view of their role
- **After coughing, sneezing or blowing your nose**
- **At least 20-30 seconds** when you leave home.

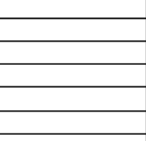
By following these basic steps, we ALL can help prevent the spread of COVID-19 within the workplace and continue to work safely with all people and your co-workers, including the general public.

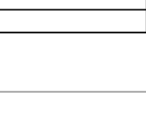
By signing this document, you are confirming understanding of the requirements relating to this confirming full understanding of the document content and required signatories.


Name:	Signature:	Date:

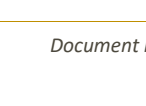
























































































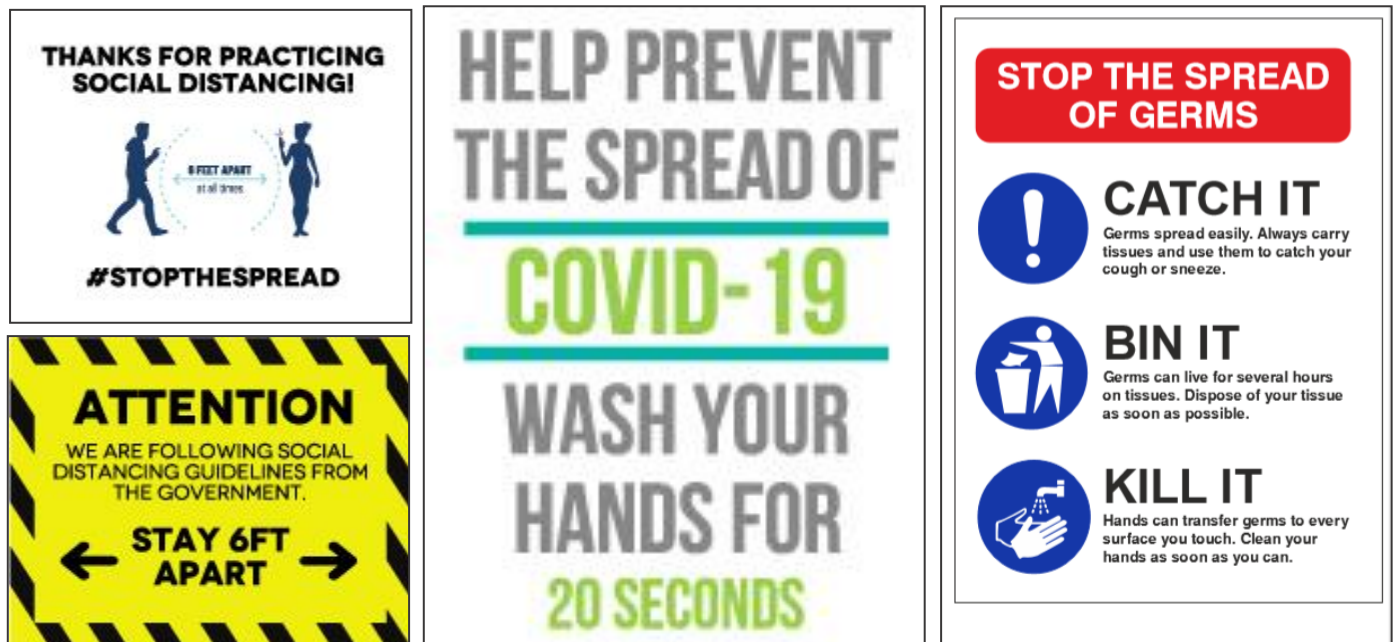
## Safe Distancing Within the Workplace (2m)

S&G Response Limited has undertaken a review of our current working practices within our premises. The purpose of the review was to determine how best to allow persons back into the workplace while maintaining at all times 2m distancing.

S&G Response Limited has implemented the following to promote social distancing within the workplace:

- Provided all S&G Response Limited employees with a COVID – 19 induction which includes the Company's safe distancing requirements and also the COVID – 19 control measures implemented within the workplace, to facilitate this.
- Provided signage within prominent locations of our workplace (internal and external) to raise awareness and also remind employees and visitors of the social distancing requirement.
- Reduced the number of personnel permitted to occupy the office space area(s) within the premises at any given time.
- Restricted any/all visitors from entering the internal area of the office space locations.
- All shared equipment such as keyboards, chairs, desks, screens, desk phones etc will be subject to a deep clean prior to another person using. Cleaning products such as anti-bacterial wipes and spray will be provided on each bank of workstations. Regular cleaning will be encouraged throughout the business.
- Implemented segregated pedestrian traffic entry points to the premises for use by employees and visitors.
- Introduced a staggered break routine to reduce persons present within the canteen/rest area(s) at any given time.
- Provided information and instruction to all employees as regards to ensuring office space, canteen areas remain well ventilated / windows opened to allow in fresh air while occupied.
- Implemented and communicated a system of control to ensure that only two people are permitted to use the communal toilet facilities at any one time.

COVID – 19 Typical example signage displayed within the S&G Response Limited workplace (Internal/External areas)




## Cleaning of General Workplace Areas

S&G Response Limited has implemented revised cleaning arrangements within the workplace to reduce the risk of cross contamination. We have appointed a number of dedicated cleaners from our existing workforce working on a Rota system to undertake the daily cleaning regime. All cleaning activities shall be formally recorded to a dedicated cleaning log of which is completed on a daily basis. (See below image)

“Key Touch Points” are the primary focus areas for under our revised cleaning regime. They are as follows:

- Taps and washing facilities.
- Toilet flush and seats.
- Door handles.
- Tabletop surfaces. Canteen surfaces.
- Handrails present on staircases and corridors.
- Office equipment in the form of keyboards, photocopiers, telephones and other office equipment.
- Light switches.
- Electrical sockets and plugs.
- Portable heaters, security, fire, air conditioning unit operational displays.

### COVID – 19 General Cleaning Register



<b>COVID – 19 Daily Cleaning Register</b>		<ul style="list-style-type: none"> <li>Disposable gloves</li> <li>Eye protection</li> <li>PPFD face mask</li> </ul>		
<p><b>PPE (Personal Protective Equipment) to be worn at all mandatory requirements throughout cleaning period:</b></p>				
<p><b>During every cleaning period you are to ensure that all of the below listed “Touch points” are thoroughly cleaned.</b></p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>TTV – Tabletop &amp; Various Surfaces</li> <li>DH – Door handles</li> <li>TDH – Toller door lock/flush handles</li> <li>TBS – Toller bar-I and bar</li> <li>CT – Chair tops (backrest)</li> <li>CK – Computers and keyboard</li> <li>SET – Sink, basin and taps</li> <li>M – Microwave</li> <li>K – Kettle</li> </ul> </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> <li>HR – Handrails (staircase)</li> <li>LS – Light switches</li> <li>PS – Plug sockets and switches</li> <li>PC – Photocopier</li> <li>P – Printer</li> <li>S – Staircase</li> <li>AC – Mobile air conditioning units</li> <li>PA – Fire alarm panel</li> <li>SA – Security alarm panel</li> </ul> </td> </tr> </table>			<ul style="list-style-type: none"> <li>TTV – Tabletop &amp; Various Surfaces</li> <li>DH – Door handles</li> <li>TDH – Toller door lock/flush handles</li> <li>TBS – Toller bar-I and bar</li> <li>CT – Chair tops (backrest)</li> <li>CK – Computers and keyboard</li> <li>SET – Sink, basin and taps</li> <li>M – Microwave</li> <li>K – Kettle</li> </ul>	<ul style="list-style-type: none"> <li>HR – Handrails (staircase)</li> <li>LS – Light switches</li> <li>PS – Plug sockets and switches</li> <li>PC – Photocopier</li> <li>P – Printer</li> <li>S – Staircase</li> <li>AC – Mobile air conditioning units</li> <li>PA – Fire alarm panel</li> <li>SA – Security alarm panel</li> </ul>
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<p><b>On completion of each and every cleaning period you are required to enter the date, time and your name (PRT) to the below table.</b></p> <p><b>Refer to appendix below as to how to enter to this document.</b></p>				
Date	Time	Location of cleaning	Items Cleaned	Name of cleaner
01/04/2020	14:15	Toller + Gang	DH – TDH – TBS – SET	A Harber

S&G Prepared COVID – 19 General Cleaning Register

In addition to the introduced enhanced cleaning schedule, S&G Response Limited has introduced a “Touch it – Clean it” policy of which the requirement and application of this policy has been communicated to all employees.

Waste arising from cleaning/sanitising activities shall be stored in a designated receptacle separately from general waste for a period of 72 hours where at which time this period has elapsed the waste will then be disposed of as general waste.

## First Aid (General)

S&G Response Limited understands that there is always a possibility that a person may require both minor and emergency first aid treatment while in attendance to our workplace. All S&G Response Limited appointed first aid trained personnel have been instructed to continue to provide first aid as required in accordance to their training. The key point stressed to all our first aid personnel is to maintain social distancing where possible and make sure as few people as possible go near the injured person including themselves.

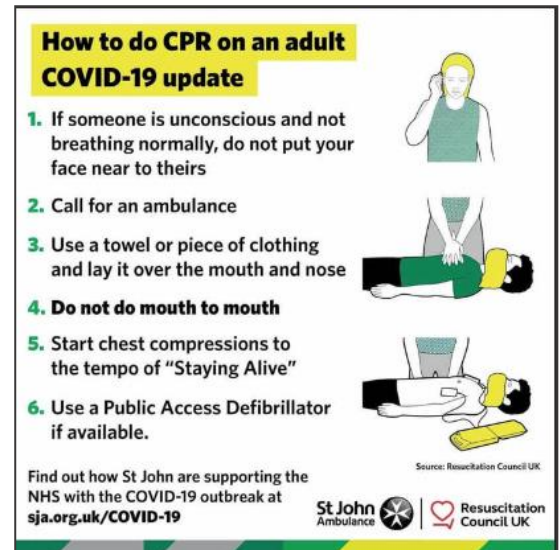
In light of the current COVID – 19 pandemic all S&G Response Limited first aid trained personnel have been instructed that wherever the situation allows, to provide verbal advice and instruction to the injured person to enable the person to carry out first aid themselves under the first aiders guidance.

In the event a person has suspected cardiac arrest, we have instructed our first aid trained personnel that cardiac arrest is to be identified by way of looking for the absence of signs of life and the absence of normal breathing in order to reduce physical contact.

If cardiac arrest is confirmed, CPR shall be provided by the first aid trained person. As there is a possible and unknown risk of infection, only chest compressions shall be provided to the casualty.

It is S&G Response Limited's policy that no first aid treatment whether dealing with a minor or major injury or condition shall be provided unless the first aid trained person is wearing personal protective equipment (PPE) in the form of;

- FFP3 face mask.
- Disposable gloves.
- Eye protection.



## First Aid (Person with Covid symptoms)

If there is a requirement to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, it is S&G Response Limited's policy to place the person in a location away from others present within the workplace while awaiting the arrival of the emergency services. In the event that this is not possible others who may be present within the location shall be instructed to leave the immediate area and stay at least 2 metres away from the individual displaying COVID – 19 symptoms.

There may be a requirement for the area(s) the person has occupied to be cleaned, this will depend on where the assistance to the person was provided. Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) shall be cleaned normally. However, all surfaces that a symptomatic individual is thought to have possibly come into contact, (such as door handles, tabletops etc) with shall be cleaned and disinfected.

If in the event a confirmed symptomatic individual has been present within the workplace who may have touched areas a wide range of areas within the workplace, S&G Response Limited shall appoint the services of a specialised cleaning contractor. All affected employees shall not be permitted to reenter the affected area(s) until the cleaning contractor has completed their works appointment.

# Management and Control of Visitors

S&G Response Limited have allocated a number of ground floor meeting rooms to accommodate visitors to their premises in the interests of reducing the COVID – 19 transmission risk to our employees. The management and control of all persons visiting and entering our workplace shall be based upon and in compliance with government guidance. We shall implement a basic screening process (COVID – 19 questionnaire) to determine the COVID – 19 health status of all visiting persons. In addition, all visitors shall be provided with an abridged COVID – 19 Visitor Induction.

It is S&G Response Limited policy that any visiting person who is deemed to pose a risk to health (COVID – 19) shall not be permitted to enter the workplace.

**S&G Response**

**COVID – 19 Visitor Questionnaire**

The safety and welfare of our employees, supplier partners, customers, families and visitors is a top priority for us. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spread globally, S&G Response Limited are monitoring the situation closely and reviewing our company COVID – 19 workplace arrangements accordingly. To reduce the potential risk of exposure to our workforce and visitors, we have introduced a basic visitor COVID – 19 screening questionnaire. Your participation is important to help us risk proactively measure to protect you and everyone in this building. Thank you for your time.

Visitors Name: \_\_\_\_\_ Mobile/Telephone Number: \_\_\_\_\_

Visitors Company Name: \_\_\_\_\_ Name of S&G Response Limited Representative: \_\_\_\_\_

**Self-Declaration (By visiting person)**

I understand that any one of the below listed questions may still not be permitted to enter the workplace.

1	Have you returned from overseas within the last 14 days?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
2	Have you had close contact with or around someone diagnosed with COVID-19 within the last 14 days?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
3	Have you experienced any cold or flu like symptoms in the last 14 days (fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

Signature (Visitor): \_\_\_\_\_ Date: \_\_\_\_\_

Signature S&G Response Limited Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved or not approved to enter the workplace? Yes No  
☐ ☐

S&G Process and COVID – 19 Visitor Questionnaire

COVID – 19 Visitor Questionnaire

**S&G Response**

**COVID – 19 Visitor Induction Record**

This document is to be completed in conjunction to the Visitor Health Declaration. S&G Response Limited's COVID – 19 Visitor Induction is a mandatory requirement for all personnel who wish to enter our premises.

Visitors Name: \_\_\_\_\_ Company: \_\_\_\_\_

**Section 2**

**COVID – 19 Workplace Interview Arrangements**

1	Have you been informed of the workplace control measures in place to minimise the risk of occupying persons being exposed to COVID-19?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
2	Have you been informed of the requirement of physical distancing (1m), good hand hygiene and respiratory etiquette (coughing and sneezing) while in attendance at our workplace?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
3	Have you been informed of the requirement to avoid physical contact with work or staff persons present within our workplace?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
4	Have you been informed of the requirement to wash your hands on arrival at our workplace, and prior to leaving?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
5	Have you been informed as to who to raise any issues or concerns you may have as regards to our COVID – 19 safety arrangements on-site and controls?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
6	Have you been informed as to our verbal fire and emergency arrangements?	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

**Section 3 Declaration**

I confirm that I have been provided information (listed above) as regards to the COVID – 19 safety arrangements and visitor requirements while within the S&G Response Limited workplace. By signing this document, I confirm full understanding of the information received and shall comply with all safety arrangements provided/requirements implemented within the workplace during my period of attendance.

Signature (Visitor): \_\_\_\_\_ Date: \_\_\_\_\_

Signature S&G Response Limited Representative: \_\_\_\_\_ Date: \_\_\_\_\_

S&G Process and COVID – 19 Visitor Induction Record

COVID – 19 Visitor Induction Record

# Fire and Emergency Arrangements

In light of the COVID – 19 outbreak, S&G Response Limited have undertaken a review of our current fire and emergency arrangements within the workplace. The aim of the review was to determine the impact of COVID – 19 on our existing emergency provisions in terms of them remaining effective with the newly introduced COVID – 19 measures implemented within the workplace.

Key areas reviewed being;

- Maintaining (wherever possible and practical to do so) social distancing during the evacuation process and within the assembly area.
- Fire escape routes and exit points.
- First Aid.

All S&G Response Limited employees have been informed of the amendments to our fire and emergency arrangements and requirements.

## COVID - 19 Policy Monitoring, Evaluation and Review

S&G Response Limited's COVID – 19 policy will be monitored, evaluated and reviewed as appropriate. This policy document will be continually developed to wherever possible to do so to improve the Company's COVID – 19 management control performance.

Performance standards will be regularly developed and reviewed to improve performance standards. Appropriate remedial action will be implemented/actions taken by a responsible person(s) when failures or gaps in policy are identified.

Arrangements to conduct periodic workplace inspections specific to our COVID – 19 arrangements will be established in order to determine whether they remain adequate and effective in protecting the safety and health of our employees in reducing the risk of COVID – 19 transmission within our workplace.

The auditing process shall include an evaluation of S&G Response Limited's health and safety management system elements or a subset of these, as appropriate, covering the following;

- COVID - 19 Policy.
- Responsibility and accountability.
- Communication and consultation.
- Competence and training.
- System planning, development and implementation.
- Risk management.
- Emergency preparedness and response.
- Contracting.
- Performance monitoring and measurement.
- Accident investigation.
- Preventive and corrective action.
- Continual improvement.
- Any other identified audit criteria or elements that may be appropriate.

COVID – 19 Workplace Weekly Inspection Record		
Distribution:	Person undertaking inspection name:	
1. Are there adequate hand-washing facilities equipped with soap and disposable hand towels?	Yes	No
2. Where hand-washing facilities are not able to be provided, are there suitable alternative facilities available for use?	Yes	No
3. Is there an adequate supply of tissues available for use within the workplace?	Yes	No
4. Are there sufficient replacement supplies of soap, sanitiser, disposable towels being received for use?	Yes	No
5. Are there adequate waste receptacles available for use to dispose of used tissues, disposable facewipes, gloves?	Yes	No
6. Is there adequate COVID – 19 information being displayed within the workplace?	Yes	No
7. Is the routine scheduled cleaning and disinfecting of workplace areas being undertaken by appointed cleaning personnel?	Yes	No
8. Are employees complying with the routine cleaning and disinfecting of their own specific workplace areas? (Entrances, handrails, workstation table tops etc.)	Yes	No
9. Are the 2m self-distancing measures being planned within the workplace effectively working?	Yes	No
10. Are all employees complying with the 2m self-distancing measures being planned within the workplace?	Yes	No
11. Is the procedure for the controlling of non-work personnel standing in the workplace effectively working?	Yes	No
12. Are personnel wearing PPE in the form of face mask, eye protection, disposable gloves where required, no other under-risk work?	Yes	No
13. Are there sufficient replacement supplies of disposable facewipes, gloves being received for use?	Yes	No

S&G Response Limited COVID-19 Workplace Policy 2020

COVID – 19 Workplace Inspection Record

