

12.9 COVID 19 Policy Statement

To assist with the government compliance on helping getting businesses back up and running and ensure that our workforce can work safely during the Coronavirus pandemic we are committed to the following 5 safe working principles for a COVID-19 secure business.

This includes the assessment of our office, stores and working construction sites and how we have complied with the practical steps based on the five key principles we have taken, as follows.

1. **Work from home** if you can. All reasonable steps should be taken by employers to help people work from home but for those who cannot work from home and whose workplace has not been told to close, the message is clear: go to work. This has been assessed and our workforce are required to attend site and office to facilitate our company undertakings in a safe and compliant manner, the option for working from home is not available to us.
2. Carry out a **COVID-19 risk assessment**, in consultation with our workers to establish what guidelines to put in place. This has been carried out with all levels of employees being involved in active discussions and what practical controls we can sensibly apply. Even though we do not have over 50 employees, we will publish the results of our risk assessment on our company website and make available if requested, to ensure that our clients, employees and other third parties can see our true commitment to maintaining safe workplace.
3. Maintain 2 metres **social distancing**, wherever possible, by redesigning workspaces: staggering start times, creating one-way walk-throughs, opening more entrances and exits, or changing seating layouts in break rooms. This has all been assessed in our offices, stores and working sites and will continue to be applied on new sites as they come in and monitored for compliance to our COVID 19 Safe Working Procedures.
4. Where people cannot be 2 metres apart, **manage transmission risk** by putting barriers in shared spaces, creating shift patterns, or ensuring colleagues are facing away from each other. This has all been assessed in the office with regards to desk spacing and the way they face, and 2 metres apart has been maintained. When on active sites individual tasks are assessed in accordance with our COVID 19 Safe Working Procedures.
5. Reinforcing **cleaning** processes: workplaces should be cleaned more frequently, paying close attention to high-contact objects like door handles and keyboards. Employers should provide handwashing facilities or hand sanitisers at entry and exit points. This has become second nature for our employees with each responsible for their own workstation and sanitiser stations placed at entry points to the office and assessed in accordance with our COVID 19 Safe Working Procedures for site based set up to ensure high standards are maintained.

The above has the full commitment of myself as the Managing Director and we will continue to review and amend as further information or changes in government policy dictates.

Signed: 
Mr. Bradley Rees, Managing Director

Date: 1st July 2020