

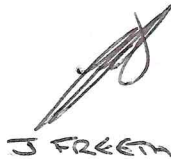
Covid-19 Prevention & Response Policy

POLICY STATEMENT

Thamesdown Recycling are committed to the health, safety and welfare of employees, visitors and anyone who might be affected by our business. Thamesdown Recycling have developed this Covid Prevention & Response Policy to ensure that the latest government guidance on Covid-19 has been adopted by the business and that we have taken all the necessary steps to ensure that we continue to work in a responsible and safe manner. This policy has been developed from a detailed risk assessment and every employee will be informed on the content of the assessment and policy.

Signed:

Proprietor


J FREEN

Date: 1 - 6 - 2020

SUMMARY

History

In January 2020, the World Health Organization (WHO) declared the outbreak of a new coronavirus disease, called Covid-19 or SARS-CoV-2 in Hubei Province, China, to be a Public Health Emergency of International Concern. On 12 March, they declared it a Global Pandemic.

The Coronavirus (COVID-19) pandemic that is affecting everyone in society is a significant risk and government advice on this pandemic must always be followed. Thamesdown Recycling needs to ensure that its workforce and everyone involved at the site are protected from COVID-19 and take measures to minimise the spread of the virus. Thamesdown Recycling have a general duty (under the Health and Safety at Work etc. Act 1974) to protect the health, safety and wellbeing of employees, visitors and others that might be affected by the operation.

In response to this outbreak, please read this Prevention & Response Policy to help minimise the impact of infection for our team and the wider community.

Symptoms of Covid-19.

The symptoms for Covid-19 can include:

- Coughing/shortness of breath
- Fever ($\geq 38^{\circ}\text{C}$)
- Loss of smell and/or taste
- Tiredness
- Body aches
- Runny nose
- Sore throat
- Looking obviously unwell
- Feeling confused/disorientated
- Diarrhoea

Many infected people experience a relatively mild infection, ranging from cold and flu-like symptoms to feeling like they have the actual flu.

Mild to moderate infections are taking about two weeks to recover from. About 20% of infected people experience a much more serious infection, requiring hospitalisation for several weeks.

Current data suggests the fatality rate rises as you get older and is higher in those with underlying health conditions.

How Covid-19 spreads.

Covid-19 spreads in a similar way to the flu. When someone who has the virus coughs or exhales, they release droplets of infected fluid. Most droplets fall on nearby surfaces and objects, i.e. desks and computers. People

could then catch Covid-19 by touching contaminated surfaces or objects and then touching their eyes, nose or mouth. Standing within one metre of an infected person for 15 minutes can also transfer the virus through inhaling these droplets.

Most persons infected with Covid-19 experience mild symptoms and recover. However, some go on to experience more serious illness and may require hospital care. Risk of serious illness rises with age; people over 40 seem to be more vulnerable than those under 40. People with weakened immune systems and people with conditions such as diabetes and heart or lung disease are also more vulnerable to serious illness.

PREVENTION STRATEGIES

Home Working.

Working from home will be the priority for the business where possible. Employees will be given the necessary equipment to work from home.

Some employees will be requested to work from the office where home working is not practical for the individual.

Having workers in the office will ensure post is handled and deliveries can be managed.

Employees working from home will be required to complete display screen assessments to ensure the home work station is fit for purpose and will not cause any detrimental physical injuries, such as strains, or aches.

Operational Areas

Thamesdown Recycling understands that for those employees and agency workers who cannot fulfil their roles from home there is a duty to provide them with a safe workplace. Measures have been taken to stagger start and end times to remove pressure on the gatehouse, canteen and locker room.

Employees are encouraged to travel singularly when attending the site. Should this not be possible a maximum limit of two per car is enforced.

Work areas have been redesigned where possible to maintain social distancing. For those area where this has not been possible, screens have been installed to ensure employees are working in isolation from adjacent colleagues.

Plant, fork lift trucks and machinery stations are allocated to individuals and enhanced cleaning is undertaken when operators change and at the end of the day. Records of cleaning are logged and retained.

Posters and information on maintaining social distancing (min 2m) rules are displayed and are actively enforced by management & supervisors.

Interaction between haulage contracts and employees is minimised by requiring drivers to stay in their trucks during loading/unloading and attending to their own strapping and container closure once employees have finished. Assistance will only be given during windy weather, where strict social distancing will be maintained and gloves worn.

Employee drivers attending third party sites are operating non-contact deliveries and collections, with paperwork sent electronically or completed remotely. Interaction between third party staff and Thamesdown Recycling employees is minimised by requiring drivers to stay in their trucks during loading/unloading and attending to their own strapping and container closure once third party staff have finished.

Visitors and Contractors

Visitors will be encouraged not to attend the office. Thamesdown Recycling will endeavour to use video and telephone conferencing technology to maintain contact with visitors/clients where possible.

The gatehouse will be the designated location for deliveries to be dropped off and collected, where barriers have been installed to maintain social distancing when approaching the gatehouse. Delivery drivers will not be permitted to come into the site except for deliveries for the workshop. When meeting deliveries, employees will be reminded to keep to social distancing rules.

Visitors, contractors and haulage drivers will be required to verbally answer questions specific to Covid-19 and undergo a non-contact temperature test prior to accessing the site.

Haulage contractors will be able to enter the reception area only and complete paperwork. A screen has been installed between reception and the office.

Where visitors/contractors are permitted to enter the site, meetings will be held in the open air or within one of the warehouses to allow social distancing.

Contractors will only be permitted for essential repairs or upgrades.

Contractors will be required to provide risk assessments on how they will work on site to an acceptable Covid-19 secure standard.

Visitors will be provided with site rules and any controls where applicable.

Work Stations

Where possible, employees who share offices will be moved to unoccupied offices.

Workstations have been checked to ensure that the correct segregation is maintained. Work stations have been set up to ensure no one is working less than two metres apart and where possible undertaking back to back or side to side working.

The “hot desks” have been removed and replaced with dedicated workstations per employee.

Employees are required to clean workstations and their immediate environs regularly.

Employees are encouraged to use their own office equipment – such as staplers, pens, hole punches etc.

Kitchen/Canteen

The office kitchen is limited to only one employee at a time for the making of drinks and preparation of foodstuffs until further notice.

The canteen has limited seating and a one way system to maintain social distancing. A large marquee has been erected and has sufficient additional seating and tables to allow safe consumption of food and beverages.

Breaks will be staggered to reduce congestion in the canteen

Employees are to make their own drinks/meals

Employees are encouraged to wipe down high touch areas after use - such as hot water dispensers, taps, fridge handles, etc. In addition the canteen and kitchen are to be cleaned twice daily. Records of cleaning are logged and retained.

Toilet Facilities

Additional toilet and washing facilities have been provided to aid social distancing and prevent a build up of queues during breaks and at the end of the day. These facilities are in the form of individual toilet and wash units. Additional no-touch hand wash facilities are also available.

Employees are encouraged to follow general hygiene practices of washing hands regularly for a minimum of 20 seconds and specifically before eating, after conducting any cleaning operations and before and after using the toilet facilities.

Office Cleaning and hygiene

We have increased the cleaning regime in the offices, paying particulate attention to high touch areas and:

- The reception area
- Toilets
- Kitchen
- Canteen
- Window and door handles
- Plant and machinery

Records of cleaning are logged and retained.

Windows will be opened where possible to promote natural ventilation. Internal doors to be left open to prevent unnecessary use of handles.

Travel Considerations.

- All non-essential office staff travel will be cancelled or postponed.
- The number of people travelling together will be limited to two, sat diagonally from each other.

Some travel may be required, however the preferred method should be car. Where possible, minimise the use of other public transport, i.e. opt for a taxi over more crowded options. If staff have upcoming work-related travel and do not feel comfortable travelling, please let your manager know as soon as possible.

When travelling, wash hands regularly, take hand sanitiser, and advise authorities if you are feeling unwell.

Training and Awareness

Every employee will be trained on the content of the risk assessment and this policy.

Visitors will be informed on the content of the risk assessment and policy where required.

Employee Wellbeing

Thamesdown Recycling are committed to the wellbeing of all employees and will engage with employees to ensure that individual concerns and anxieties are understood.

We will ensure that we keep regular contact with home workers or those in self-isolation.

If you develop symptoms of Covid-19

Inform your line manager. Do not come into work or attempt to work from home. Follow government guidance.

Emergency Arrangements

There will be sufficient trained staff on site to maintain fire and first aid arrangements

Note: social distancing rules do not apply in the event of an evacuation from the site, but maintain social distancing rules at the muster point (where possible).

Signage

We have installed signage to reinforce the rules detailed in this policy and to encourage positive behaviours.

GOVERNMENT GUIDANCE

Government Covid-19 at work – KEY RULES

Maintain the following key rules through the workplace:

- Increase the frequency of handwashing and surface cleaning
- Make every reasonable effort to enable employees to work from home
- Make every reasonable effort to comply with social distancing (the 2-metre rule)

Government advice on facemasks

“Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited.”

Government advice on self-isolation

“If you have symptoms of coronavirus (COVID-19), however mild, OR you have received a positive coronavirus (COVID-19) test result, the clear medical advice is to immediately self-isolate at home for at least 7 days from when your symptoms started. Do not go to a GP surgery, pharmacy or hospital. You should arrange to have a test to see if you have COVID-19.”