

COVID-19 SAFETY POLICY

Revision History

Issue No:	Issue Date:	Author	Notes:
001	June 2020	S Littlewood	2020 COVID-19 Safety Policy First Issue of the Coronavirus Safety Policy based on Government guidance as of 15 th May 2020.
002	July 2020	S Littlewood	Reviewed on 23 rd July 2020
003	Apr 2021	S. Littlewood/ S. Wright	Reviewed 30/3/21 to comply with 12 April 2021 Government guidelines

Next Review Due:	June 2021 <i>(H&S Policy usually reviewed annually, however this specific COVID-19 safety policy will be reviewed as government guidelines change and at least every month)</i>
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THIS DOCUMENT IS TO BE COMMUNICATED TO ALL PERSONS EMPLOYED BY GARBUTT + ELLIOTT

Introduction

At Garbutt + Elliott we genuinely care about our staff and clients and for us, that's what makes the difference. This document is our guide as to how Garbutt + Elliott will navigate the challenges created by coronavirus, the processes we are putting in place to comply with health and safety guidance, and importantly how we will come out of this at the other end, together as one team.

As the situation is constantly changing with new information released every day, these plans are only designed for Garbutt + Elliott. They have been built using risk assessments for each of our offices and with the intention to be fully compliant with government guidelines. There may, from time to time, be elements of our policy that conflict with updated government advice and guidelines and we will therefore monitor and adjust where it is necessary to do so.

Our primary aim is to create a safe environment for our staff and clients whenever they work in or visit our offices.

Russell Turner
Managing Partner

April 2021

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1. Introduction

The following guidance has been developed for use across **Garbutt + Elliott** in reaction to the current COVID-19 outbreak across the world.

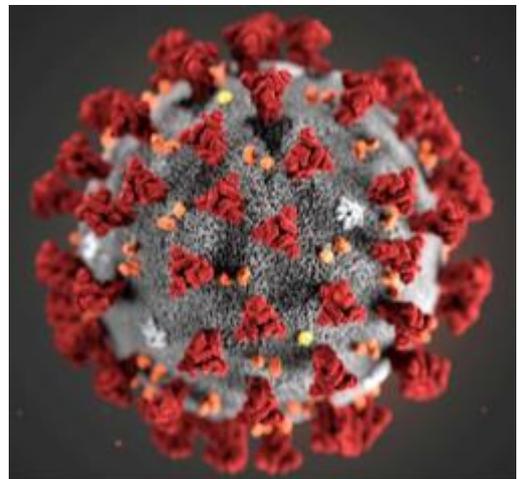
The Policy aims to provide a framework and policy for how the business will adapt workplaces and working practices to reduce the risk of spreading the COVID-19 virus between people in line with formal guidance generated by Public Health England (PHE) and the HM Government Working Safely During COVID-19 guidance.

1.1. Coronavirus Hazard

A coronavirus is a kind of common virus that causes an infection in your nose, sinuses, or upper throat. Most coronaviruses aren't dangerous.

COVID-19 is caused by the virus SARS-CoV-2, which is one of seven types of coronavirus, including the ones that cause severe diseases like Middle East respiratory syndrome (MERS) and sudden acute respiratory syndrome (SARS). COVID-19 is a disease that can cause respiratory tract infections affecting persons upper respiratory tract (sinuses, nose, and throat) or lower respiratory tract (windpipe and lungs).

In early 2020, after a December 2019 outbreak, the World Health Organization identified SARS-CoV-2 as a new type of coronavirus. The outbreak quickly spread to nearly every county around the world. As of May 2020, more than 4.4 million people have been infected globally with the virus and more than 302,000 deaths have been recorded.



1.2. Legal Responsibilities

The Health and Safety at Work etc. Act 1974, places duties on employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees and others. Therefore, businesses must ensure the safety of employees in the workplace. Businesses also have duties to ensure that the way work is carried out does not have a negative impact on the safety and health of others affected by its work. This includes members of the public and contractors.

Furthermore, The Management of Health and Safety at Work Regulations 1999 requires that employers make a suitable and sufficient assessment of the risks to the health and safety of their employees to which they are exposed whilst they are at work; and the risks to the health and safety of persons not in their employment arising out of or in connection with the conduct by them of their undertaking.

The current Coronavirus (COVID-19) pandemic is a credible infectious risk to employees, contractors and members of the public that may be exposed to our undertakings. Therefore, we have a legal responsibility to carry out an appropriate COVID-19 risk assessment and protect against the spread of the virus within our organization.

2. COVID-19 Safety Policy Aims

Garbutt + Elliott's COVID-19 safety policy aim is to ensure appropriate arrangements are in place to ensure the risk of COVID-19 transmission is reduced to As Low As Reasonably Practicable (ALARP) and ensure compliance with government guidance on managing the risk.

This will be achieved via our key aims to:



Ensure a suitable and sufficient COVID-19 risk assessment is completed for the organization.



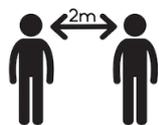
Achieve full and open consultation with our workforce throughout its development and to actively share its contents on completion.



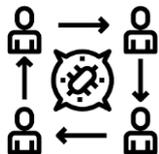
Provide appropriate facilities for cleaning, handwashing, and hygiene procedures to meet the requirements of current guidance.



Help identify opportunities where we can support workers to complete their work from home.



Identify all reasonably practical steps that can be taken to establish and maintain 2 metre social distancing within the workplace.



Identify all reasonably practical steps that can be taken to reduce virus transmission risk where social distancing of 2 metres cannot be reasonably achieved.

Garbutt + Elliott will ensure that where these aims cannot be met and an intolerable risk level of transmission of the virus exists, the work will not continue until it can be demonstrated that the risk has been appropriately managed, either through alteration of the work or implementation of additional controls.

3. COVID-19 Risk Control Philosophies

The following sub-sections detail the rationale behind the key control measures available to mitigate the risk of the virus within the organisation:

3.1. COVID-19 Transmission Pathway Control

There are two main ways in which coronavirus can be spread:

- **Contaminated Surfaces**
Contact with contaminated surfaces when an individual touches the surface with their hands and then touches their eyes, nose or mouth.
- **Respiratory Droplets**
Contact with contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming within 2 metres of each other.

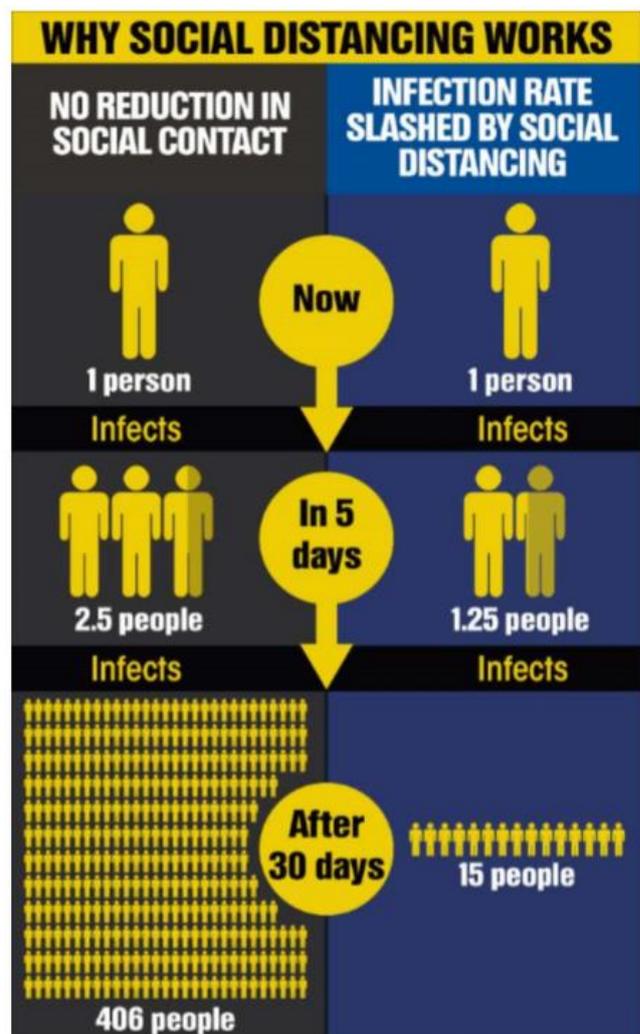
The implementation of increased hygiene control and cleaning regimes minimises the potential that surfaces may become contaminated, the duration that the surface is contaminated for and the potential that someone touches a contaminated surface and then touches a pathway into their body.

Therefore, increasing cleaning regimes throughout the business and improving good hygiene practices will reduce the probability of transmission via contaminated surfaces.

The adoption of social distancing increases distance between persons and therefore reduces the potential of exposure to contaminated respiratory droplets and therefore transfer of the virus.

Reducing the number of social interactions in close proximity, limits the potential number of persons that the virus may be passed to via maintaining a safe separation distance and therefore will severely impede the spread of the virus through a workplace (as shown on the adjacent diagram).

Where this cannot be achieved, other measures such as protecting the potential routes of entry into the body with enhanced levels of personal protection, positioning of workers or separation via screens means we can effectively minimise any potential for infection, even when working in close proximity to someone who may be infected.

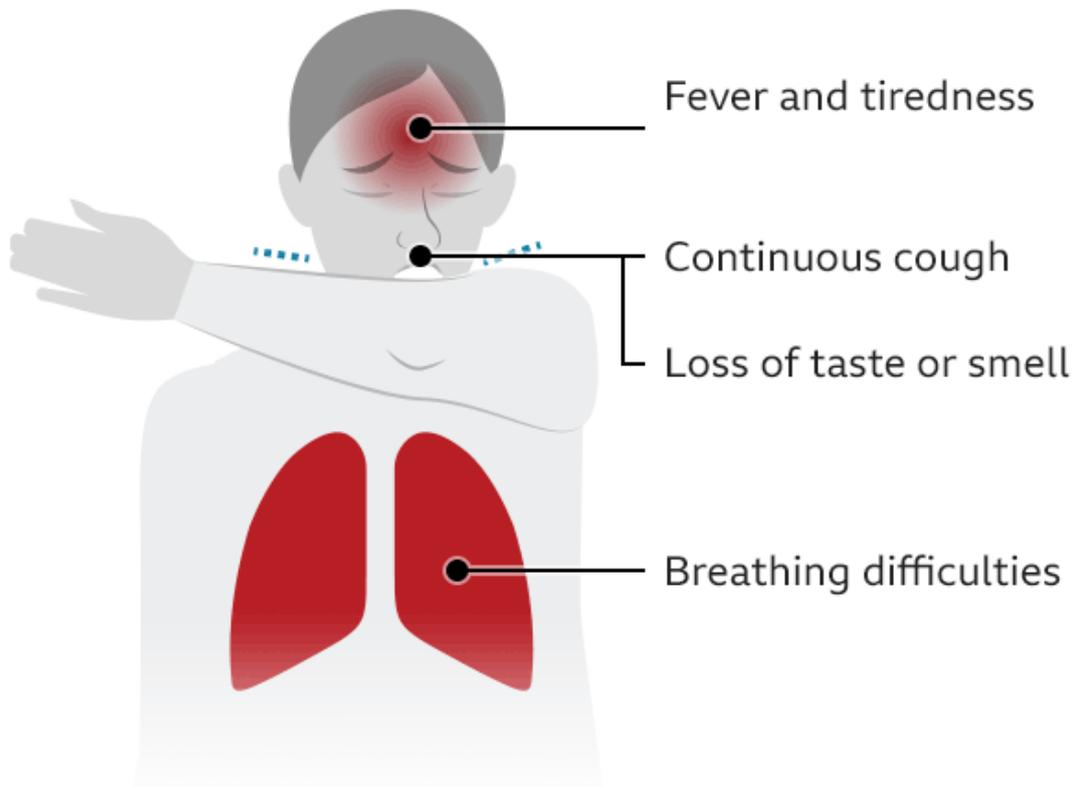


3.2. COVID-19 Symptom Identification & Isolation Controls

The symptoms of COVID-19 are as follows:

- **High Temperature**
This means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **New, Continuous Cough**
This means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.

Coronavirus: Key symptoms



The isolation and prohibiting of persons displaying symptoms of COVID-19 coming to work reduces the probability of transmission between persons by eliminating or minimizing the number of infected persons on the premises and therefore minimizing the risk of contact with the virus.

However, some people carry the disease asymptotically, which may mean that they can spread the virus without knowing that they are infectious and those who do develop symptoms often do not show signs of being infected for around five days.

Therefore, reliance cannot be placed on identification of infected persons and removal from the workplace to control risk but instead on minimizing the number of potential transmission pathways in conjunction with quarantining of potentially infected persons.

3.3. COVID-19 Vulnerable Persons Controls

The consequences of exposure to the COVID-19 infection appear to be significantly higher within certain groups of vulnerable persons within society. The probability of serious health effects or death is substantially higher within these groups:

Clinically <u>Extremely</u> Vulnerable	Clinically Vulnerable
<p>Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.</p> <p>Clinically extremely vulnerable people may include the following people:</p> <ul style="list-style-type: none"> ▪ Solid organ transplant recipients. ▪ People with specific cancers: <ul style="list-style-type: none"> ▪ people with cancer who are undergoing active chemotherapy ▪ people with lung cancer who are undergoing radical radiotherapy ▪ people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment ▪ people having immunotherapy or other continuing antibody treatments for cancer ▪ people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors ▪ people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs ▪ People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD). ▪ People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell). ▪ People on immunosuppression therapies sufficient to significantly increase risk of infection. ▪ Women who are pregnant with significant heart disease, congenital or acquired. <p>People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable.</p>	<p>If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You should take particular care to minimise contact with others outside your household.</p> <p>Clinically vulnerable people are those who are:</p> <ul style="list-style-type: none"> ▪ Aged 70 or older (regardless of medical conditions) ▪ Under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds): <ul style="list-style-type: none"> ▪ Chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis ▪ Chronic heart disease, such as heart failure ▪ Chronic kidney disease ▪ Chronic liver disease, such as hepatitis ▪ Chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy ▪ Diabetes ▪ A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets ▪ Being seriously overweight (a body mass index (BMI) of 40 or above) ▪ Pregnant women

Ensuring that persons at a higher risk of critical health effects due to exposure to the virus are isolated So Far As Is Reasonably Practicable (SFAIRP) will reduce the potential of contacting the virus and therefore protect the safety of these high risk individuals.

4. COVID-19 Company Policies

A number of key high level company policies have been developed for the organisation to ensure that procedural controls are in place to manage the COVID-19 risk (ahead of the completion of a specific risk assessment).

These key policies are contained within the following subsections.

4.1. Self-Isolation

Garbutt + Elliott will ensure that individuals who are advised to stay at home under existing Government guidelines do not physically come to work via the following arrangements:

- No employee will attend site under the following conditions:
 - The employee is exhibiting symptoms of COVID-19 (High Temperature or New Continuous Cough).
 - Either the employee or a member of their household are self-isolating. Within 14 days of the day when the first member of their household showed symptoms.
- If workers are required to self-isolate, we will support working from home as appropriate.

The following self-isolation procedure must therefore be adhered to by all employees:

If you live alone and you have symptoms of COVID-19, however mild, stay at home for 7 days from when your symptoms started. After 7 days, if you do not have symptoms and you feel well, you do not need to continue to self-isolate. If you still have a high temperature, keep self-isolating until your temperature returns to normal. You do not need to self-isolate if you just have a cough after 7 days, coughs can last for several weeks after the infection has gone.

If you live with others and you are the first in the household to have symptoms of COVID-19, you must stay at home for 7 days, but all other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

4.2. Higher Risk Individuals

Garbutt + Elliott will ensure that appropriate measures are taken to protect individuals who are at an increased risk of exposure to the virus as follows:

- The Company will not require any worker to attend work if they are classed as clinically extremely vulnerable.
- Where a worker is classed as 'clinically vulnerable' we will:
 - Make all reasonable attempts to help them work from home either in their current role or an alternative role.
 - Where this is not practical, we will:
 - Offer the safest company role to them.
 - Rearrange their work area to ensure two metre separation.
 - Complete a personnel assessment in consultation with the worker.
- We will make all reasonable efforts to identify workers who live with persons classed as clinically extremely or clinically vulnerable. Social distancing measures will be reviewed for these individuals and where practical they will be requested to work from home.

4.3. Supporting Working at Home

Garbutt + Elliott will ensure that we are committed to minimising the risk of exposure of employees to COVID-19 in the workplace and supporting employees working outside of the workplace via the following arrangements.

- We will make every reasonable effort to enable working from home as a first option within the organisation encouraging working from home.

We will consider:

- Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.
- Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.
- Where workers are identified as being unable to work from home for the entirety of their role, we will look to minimise the duration required on site and/or the numbers of persons required to the minimum required based on the criteria above.
- Where workers are working from home, we will provide suitable equipment and access to required systems to enable safe working at home.
- We will ensure routine communications with off-site workers to ensure they remain connected to the work force and monitor their welfare, mental and physical health and personal security.

4.4. Equality in the Workplace

Garbutt + Elliott will ensure equality in the workplace following the implementation of the COVID-19 policy ensuring that we do not discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability and that we fulfil our responsibilities towards disabled workers and those who are new or expectant mothers.

This will be achieved via the following arrangements:

- Ensuring any steps taken do not have an unjustifiable negative impact on some groups compared to others by understanding and taking into account circumstances of those with different characteristics as part of the risk assessment process.
- Any workers who may require additional support will be consulted individually so that any additional reasonable adjustments can be addressed.

Workers who may fall into this area include:

- Pregnant workers
- New mothers
- Workers with protected characteristics
- Disabled workers
- Those with particular religious commitments

4.5. Accidents, Security & Other Incidents

Garbutt + Elliott will ensure that we prioritise safety during incidents on site over potential COVID-19 controls due to the increased imminent risk of the incident above the potential risk of COVID-19 exposure.

This will be achieved via the following arrangements:

- In an emergency, for example, an accident or fire, the normal procedures will apply - people do not have to conform to COVID-19 controls in these scenarios where it would be unsafe to do so.
- We will assess the risk to persons with responsibilities of responding to incidents on site (first aiders, fire wardens, security) and provide additional control measures, where required, to minimise risk of exposure to the virus.

Note: People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands

4.6. Face Coverings

It is currently mandatory in the UK to wear a face covering in public indoor spaces, including shops, public transport and within the workplace where 2 metre social distancing is difficult to achieve. The evidence suggests that wearing a face covering will provide some protection for you and others if you are infected but have not developed symptoms.

Garbutt + Elliott will ensure that we support workers in using face coverings safely. The following information will be communicated to staff:

- It is important to use face coverings properly by adhering to the following process:
 - Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
 - Change your face covering if it becomes damp or if you've touched it
 - Continue to wash your hands regularly
 - Change and wash your face covering daily
 - If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste
 - Practise social distancing wherever possible



4.7. Waste Disposal

If any of the waste is suspected to be contaminated by Coronavirus – it should be double bagged and held for 72 hours prior to disposal as normal waste in alignment with DEFRA guidance.

Disposable PPE must be treated as potentially contaminated. All used PPE which is not to be reused for additional tasks must be double bagged. This waste must be stored for 72 hours securely before it can be transferred into the standard general waste streams.

4.8. Ventilation Systems

Adequate ventilation inside buildings is a key factor for a healthy working environment.

There is currently no substantiated evidence to suggest that ventilation systems spread Coronavirus, however as a precaution it is recommended that fresh air ventilation systems are used as a preferred option for areas where vulnerable persons work.

Fresh air ventilation can be achieved by the opening of windows or by forced air systems which pull from an external source.

4.9. Good Hygiene

Garbutt + Elliott will ensure that good hygiene practices are promoted on site and all employees are required to adhere to the following hygiene rules:

- Regular hand washing breaks to be taken throughout the day.
- Avoid Greetings: Avoid physical greetings (hand shaking etc).
- Avoid Skin Contact: Avoid touching eyes, nose and mouth.
- Practice respiratory hygiene: This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- Regularly machine wash work clothes at 60-90° with laundry detergent and wash hands for 20 seconds afterwards.
- Wash their hands for 20 seconds using soap and water when entering and leaving the workplace.
- Wash or sanitise hands before and after using the company W/C facilities.
- Avoid contact with frequently touched surfaces where possible e.g.:
 - Opening doors with feet/elbows.
 - Using tissue to switch off taps or contact surfaces.
- No reusable towels/nail brushes/face cloths permitted in the premises.



4.10. Cleaning

Workstation Cleaning

In all areas, at the discretion of the relevant line manager, and in agreement with the individual, any employee can undertake cleaning of their own workspace, tools & equipment and potentially contaminated surfaces. However, they must follow the guidelines provided throughout this Policy on social distancing, hygiene, hand washing and waste disposal.

For general ad hoc cleaning of workspaces, no additional PPE will be required but caution should be taken to ensure that hands are washed after cleaning has been undertaken

Potentially Infected Area Cleaning

The following key policies will be adopted if an individual has been sent home after displaying symptoms of COVID-19:

Quarantine of Work Areas for Cleaning All suspected cases will be treated as if they were a confirmed case and therefore their local work area (i.e. Desk/workstation/operational work area) should be quarantined until cleaning of surfaces (E.g. Machines, desk, Keyboards, Telephones,) can take place.

This quarantine radius shall cover a 1 metre radius from the centre of the desk/workstation/operational work area.

The quarantine may not be lifted until the area has been fully cleaned in alignment with government guidance document **COVID-19: cleaning in non-healthcare settings:**

<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Communal areas where the symptomatic individual may have visited will be cleaned via normal routine arrangements.

Personal Protective Equipment (PPE) Where areas are heavily contaminated (visible bodily fluids), the following is required:

- Disposable Gloves
- Disposable Coverall
- Full face visor

Waste Disposal All wastes that are likely to be contaminated with Coronavirus must be dealt with properly to minimise the risk of spreading the infection.

Potentially contaminated waste should:

- Placed in plastic rubbish bags and tied.
- The plastic bag should be labelled with the date it was filled and sealed.
- The waste should be put in the area designated by the Facility Owner and stored for a minimum of 72 hours, after which it can be disposed of via the normal waste route.

Waste should be stored in such a way that it does not introduce un-necessary trip or fire hazards. The storage location should be indoors and in an area where it is unlikely to be disturbed or damaged by passing people, product or vehicles.

4.11. Inductions & Training

Before individuals return to work, local area management are required to brief the individuals to inform them of the changes made to the workplace, and to inform them of the key principles set out by this Policy.

This includes as a minimum, details on the following:

- | | |
|---|---|
| Social Distancing Principles | <ul style="list-style-type: none">▪ 2 metre rule▪ Avoiding face to face meetings and contact▪ Keeping distance when queueing▪ Avoiding mass gatherings▪ Working patterns to limit the number of people required |
| Personal Hygiene Responsibilities: | <ul style="list-style-type: none">▪ Regular hand washing▪ Reducing points of contact with common touch points▪ Use of hand sanitisers▪ Catching coughs and sneezes in a tissue or the crease of the elbow▪ Cleanliness of personal items such as keys and mobile phones – use of normal detergents and regular cleaning |
| Requirements for Working in Close Proximity | <ul style="list-style-type: none">▪ Avoid where possible▪ Rethink how activities can be done▪ Follow this guidance where it cannot be avoided |
| Specific Local Arrangements Relevant to the Working Area | <ul style="list-style-type: none">▪ Workplace re-configuration▪ Local rules and arrangement |

4.12. Compliance Monitoring

Everyone has the personal responsibility to challenge anyone who does not demonstrate responsible behaviours in line with this Policy. If a challenge is not well received, this should be reported to local area management so that further action can be taken.

Instances of non-compliance with the arrangements in this document shall be reported to local line management.

Garbutt + Elliott will ensure that the following monitoring activities are assigned:

- Each area will assign resource for continual monitoring of the arrangement outlined in the Policy/RA.

- Daily checks will be conducted and recorded on a sample basis, ensuring that all areas are covered on a rotational basis.

5. COVID-19 Risk Assessment

Garbutt + Elliott will ensure that a suitable and sufficient risk assessment is developed for the business to address the risks of COVID-19.

The assessment will be completed using all pertinent Government Sector Guidance documents to inform the process:

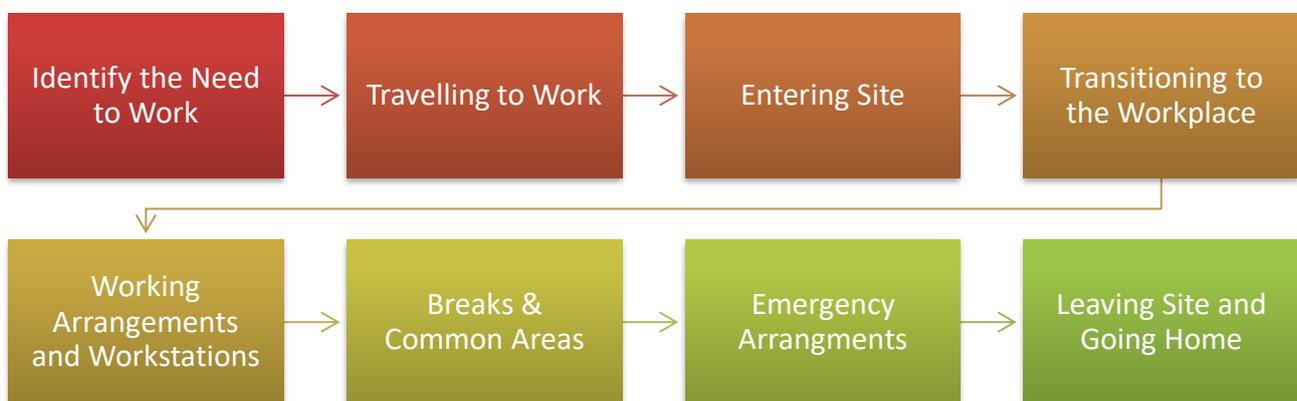
No	Guidance Document	Link
1	Construction and other outdoor work Guidance for people who work in or run outdoor working environments.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work
2	Factories, plants and warehouses Guidance for people who work in or run factories, plants and warehouses	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses
3	Labs and research facilities Guidance for people who work in or run indoor labs and research facilities and similar environments.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities
4	Other people's homes Guidance for people working in, visiting or delivering to other people's homes	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/homes
5	Restaurants offering takeaway or delivery Guidance for people who work in or run restaurants offering takeaway or delivery services.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery
6	Shops and branches Guidance for people who work in or run shops, branches, stores or similar environments.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches
7	Vehicles Guidance for people who work in or from vehicles, including couriers, mobile workers, lorry drivers, on-site transit and work vehicles, field forces and similar.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles
8	Offices and Contact Centres Guidance for people who work in or run offices, contact centres and similar indoor environments.	https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

Risk assessments will be carried out in line with *Management of Health and Safety at Work Regulations 1999*. They will detail the range of hazards associated with working operations together with any necessary remedial actions. All such assessments will be reviewed and updated as necessary.

5.1. Assessment Structure - Task Consideration

The assessment will follow a systematic approach considering tasks associated with the work being undertaken against the criteria within the guidance documents to consider the level of compliance against the guidance criteria for each task and if any additional control measures are required to ensure the risk of transmission is low.

The Risk Assessment will therefore consider the following key tasks/work stages for each of the assessment criteria within the sector guide:



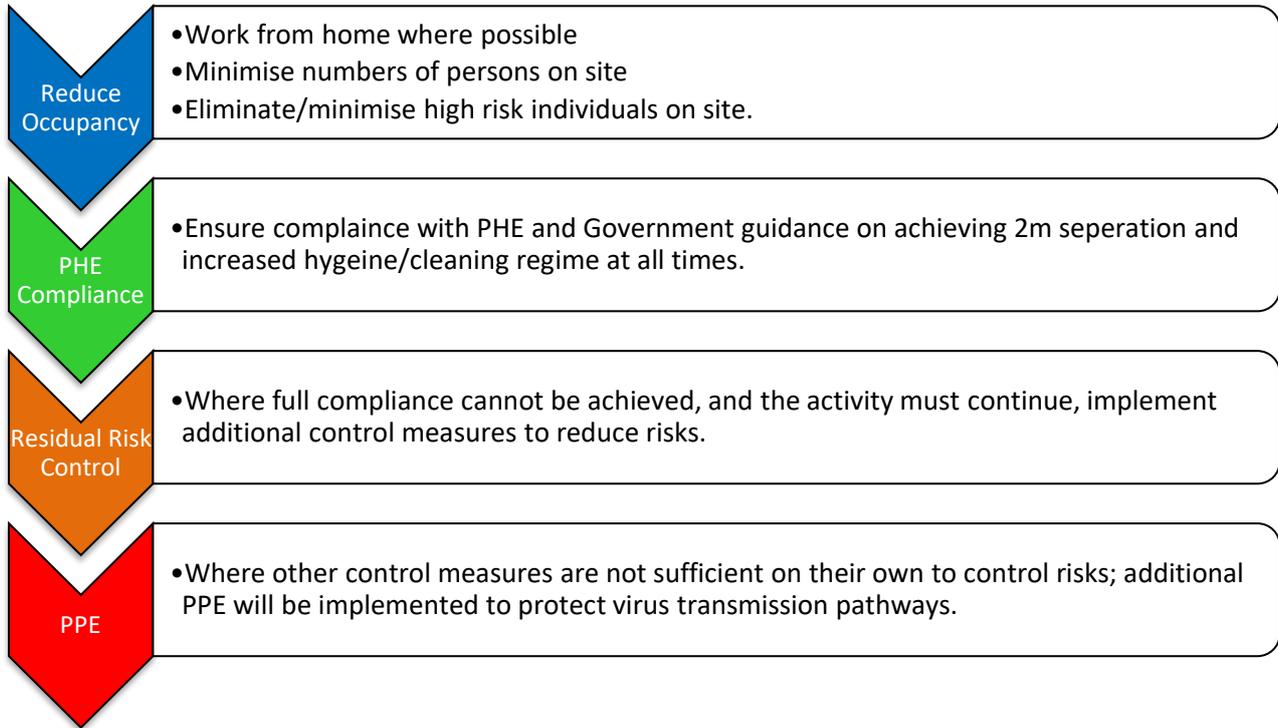
5.2. Hierarchy of Controls

The risk assessment will be documented on the Risk assessment form. Any identified risks will be dealt with in line with the Principles of Prevention as detailed in Schedule 1 of the *Management of Health and Safety at Work Regs 1999*:

- Avoiding risks;
- Evaluating the risks which cannot be avoided;
- Combating the risks at source;
- Adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- Adapting to technical progress;
- Replacing the dangerous by the non-dangerous or the less dangerous;
- Developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;

- Giving collective protective measures priority over individual protective measures; and
- Giving appropriate instructions to employees

This hierarchy of control can be applied to COVID-19 in the following structure:



5.3. Consultation with Employees

Employers have a duty to consult their people on health and safety and has the following benefits when applied to risk assessment:

- The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely.
- Involving staff in making decisions shows that we take their health and safety seriously.
- At its most effective, full involvement of workers creates a culture where relationships between employers and workers are based on collaboration, trust and joint problem solving.

Garbutt + Elliott will ensure good communication and consultation with employees throughout the process via:

- Ensuring workers are involved in assessing workplace risks and the development and review of workplace health and safety policies.
- All workers will read and understand the Risk Assessment and Safe System of Work for safe working at the company during the COVID-19 pandemic.

- The Company will display the ‘Staying Covid-19 Secure’ poster on notice boards and at the entrances to our premises and any other relevant safety signage where the risk assessments determine they are required.

5.4. Risk Assessment Review

The risk assessment will be subject to review if any fundamental change occurs that undermines the validity of the initial assessment.

Examples of circumstances that would trigger a review:

- Changes in government guidance on COVID-19 impacting on the risk assessment.
- Changes in the workplace or work tasks that undermine the initial assessment.
- Evidence that the initial assessment is not effective such as cases of transmission within the company.

5.5. Sharing Assessments

Garbutt + Elliott will share the results of the risk assessment with the workforce.

Garbutt + Elliott will publish the risk assessments on our website.

Garbutt + Elliott will display the ‘Staying Covid-19 Secure’ poster at the entrances to our premises when the assessments are completed.