

Strandek® COVID 19 POLICY

COVID-19 is a public health emergency. Everyone needs to assess and manage the risks of COVID-19, and in particular businesses should consider the risks to their workers and visitors.

As an employer, we also have a legal responsibility to protect workers and others from risk to their health and safety. This means we need to think about the risks they face and do everything reasonably practicable to minimise them, recognising you cannot completely eliminate the risk of COVID-19.

We understand that our employees and associated sub-contractors 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

Reducing the Risk of COVID Infection in the Workplace

As an employer, we have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. We shall work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means protecting the health and safety of our workers and visitors by working through these steps in order:

- Ensuring both workers and visitors who feel unwell stay at home and do not attend the premise.
- In every workplace we operate in, we shall increase the frequency of handwashing and surface cleaning.
- We shall ensure that we make every reasonable effort to ensure our employees can work safely.

When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable).

From 1st August, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible.

- Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we shall should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.

For more information contact steve.bowen@strandek.co.uk, call 01633 250652 or visit us at www.strandek.co.uk/about-us

Note: the nature of our work requires that workers are operating outside and oftentimes more than 2 meters apart. As such, this type of work is fairly easy to enforce and operate under. That said, our office-based workers have worked from home and have the capacity to do so.

- Further mitigating actions include:
 - Further increasing the frequency of hand washing and surface cleaning.
 - Keeping the activity time involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
 - Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).
- Ensuring each workman has their own set of tools and if any are shared, they are first wiped and sanitised.
- Ensure that PPE (N95 masks or above) are available for the workforce at all times and are actively encouraged
 - Where the social distancing guidelines cannot be followed in full, even though redesigning a particular activity, we shall consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.
- Meetings with customers are ideally undertaken using remote tools or when absolutely necessary, via a 2m distance and in well-ventilated areas.
 - We shall ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.
- Finally, if workers must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.
- In our assessment we should have particular regard to whether our workforce may come into contact with people vulnerable to COVID-19. To prevent the spread of the virus, from 14 September we understand that there will be legal limits on how many people someone can spend time within a social group at any one time. Accordingly, whether indoors or outdoors people from different households must not meet in groups of larger than 6. This

limit does not apply to meetings of a single household group or support bubble where it consists of more than 6 people. No-one should socialise in a group of greater than 6.

Venues following COVID-19 secure guidelines (e.g. pubs, restaurants) are able to host more than 6 people in total, as long as each individual group is self-contained. It is also important that people from different households or support bubbles meeting in a single group remain socially distanced. Further information on social contact rules, social distancing and the exemptions that exist can be found here. These rules will not apply to workplaces or education settings, alongside other exemptions. The recommendations in the rest of this document are ones you must consider as you go through this process.

You could also consider any advice that has been produced specifically for your sector, for example by trade associations or trades unions. If you are currently operating, you will already have carried out an assessment of the risks posed by COVID-19 in your workplace. You use this document to identify any further improvements you should make. You must review the measures you have put in place to make sure they are working. You should also review them if they may no longer be effective or if there are changes in the workplace that could lead to new risks.

Additional Comments

We shall share the results of our risk assessment with our workforce.

We have taken steps to ensure that our workplace and that of any customers are safe whilst also enabling working from home.

Any work conducted by Strandek is subject to the following 5 core steps outlined by the UK government:

- All projects to be subject to an additional COVID-19 risk assessment, with any results being shared with the people who work there
- We have cleaning, handwashing and general hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work safely from a COVID-19 secure workplace or to work from home
- We have taken all reasonable steps to maintain a 2 m distance in the workplace
- Where people cannot keep 2m apart, we have ensured at least a 1 m distance and taken all the mitigating actions possible to manage transmission risk

The standards outlined in this document are based upon the latest UK government guidance, which is subject to change:

<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-200910.pdf>

For more information contact steve.bowen@strandek.co.uk, call 01633 250652 or visit us at www.strandek.co.uk/about-us

Name: Stephen Bowen
Managing Director
Strandek[®] GRP Systems

A handwritten signature in black ink, appearing to read 'S. Bowen', with a horizontal line and several dots underneath it.