

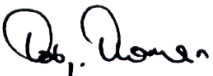
## Health and Safety Policy Addendum Corona Virus COVID-19


Thomas's recognise and accept that they have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Thomas's have already established a Health and Safety Policy that includes relevant management arrangements to assist in establishing and maintaining a safe working environment for their employees, contractors and visitors.

This document is an addendum to the existing Health and Safety Policy and relates to the management processes/arrangements regarding 'COVID-19'. The basic processes that will be used are those advised by HM Government and are included within the specific industry guidance that they have made available. The guidance document will be used as an ongoing reference and will be referred to as and when circumstances change or HM Government guidance is updated.

In respect of COVID-19, Thomas's:

- Have taken all reasonable steps to help people work safely from a 'COVID-19 secure' workplace or to work from home. Where working from home is not possible, Thomas's will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).
- Make facilities, equipment and supplies available which will enable the increase in frequency of handwashing and surface cleaning of all work surfaces, equipment, welfare facilities etc.
- Where the social distancing guidelines cannot be followed in full, in relation to a particular work activity, the Management Team will consider whether that activity needs to continue for Thomas's to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between those involved. Further mitigating actions will include a combination of:
  - 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).
  - Finally, if face-to-face working for a sustained period with more than a small group of fixed partners can't be avoided, the Management Team will further assess whether the activity can safely go ahead.
- Ensure that all employees are aware that no-one is obliged to work in an unsafe work environment.
- Ensure that specific arrangements are established for any employee that is especially vulnerable to COVID-19.
- Consider any advice that has been produced specifically for the industry from trade associations, trades unions etc.
- Carry out an assessment of the risks posed by COVID-19 in the workplace as soon as possible and keep it under review so that it reflects the mitigation controls that have been established.
- Display a signed and dated copy of the 'Staying COVID-19 Secure' poster, included within HM Government guidance documents, in clearly visible locations. (see the next page)

Signed:  NTL Thomas's, Principal Date: March 2021

Signed:  BVR Thomas's Principal Date: March 2021

# Staying COVID-19 Secure

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 safely from a **COVID-19 Secure workplace** or work from home
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace. Where people cannot keep 2m apart we have ensured at least a 1m distance and taken all the mitigating actions possible to **manage transmission risk**
- ✓ We have taken all reasonable steps to **provide adequate ventilation** in enclosed spaces

Signed on behalf of employer \_\_\_\_\_ Employer representative signature

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

Who to contact: \_\_\_\_\_ Your Health and Safety Representative  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)