

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**

Signed on behalf of employer



Employer

Rolec Services Ltd.

Date

04/01/2021

Who to contact:

Kieron Alsop - Managing Director

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

The COVID- 19 Risk Assessment Summary Statement

At Rolec, the safety of our workforce, their families and our clients is of paramount importance. We have carried out a COVID-19 risk assessment and, with the help of the Workplace Health & Safety representative, we have put together a plan which allows the 2-metre social distancing rule to be observed. This has involved re-designing the workspaces, pathways, office spaces and all working areas, including the creation of some one-way systems. We have also implemented staggered start and finish times where possible in order to avoid congestion at particular times of day. Access to kitchens and meeting rooms has been restricted in order to avoid congestion in those areas; wherever possible, meetings will be conducted remotely, including internal meetings.

All hand tools, factory tools, computers and other office equipment will, wherever possible, be assigned to an individual and not shared. For operations that requires people to work together in pairs, the pairings will remain fixed to minimise the number of people each person has contact with.

To reduce virus transmission, we have provided sanitising stations around the site allowing everyone to clean their hands both before entering and after leaving the building. Hand sanitiser stations are also situated throughout the building, along with relevant personal protective equipment, if required.

All surfaces are cleaned regularly, including light switches and door handles, and cleaning of all communal areas has been increased. Cleaning materials are provided in all vehicles so vehicle users can clean surfaces in a vehicle both before and after use. Hand sanitisers are also provided in all vehicles.

On return, all staff will undergo a Coronavirus - COVID-19 training session, designed to assist them with vital information and to facilitate their safe return to work. We will update customers when further measures are in place.

Signed



Kieron Alsop

Managing Director - Rolec Services Ltd.