

COVID-19 Virus Protocol to all A P Webb Plant Hire and Rail-Ability Employees

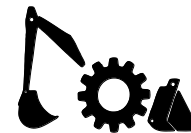
A P Webb Plant Hire and Rail-Ability are businesses that have been defined by the government as critical in the response to the COVID-19 pandemic. The transport sector, encompassing railways, requiring rail plant needs to keep going.

The overriding aim of the directors is to keep everyone healthy and safe whilst maintaining business continuity. Both A P Webb Plant Hire and Rail-Ability have complied with the requirement to carry out a COVID-19 specific risk assessment and implement appropriate control measures. **TO THIS EFFECT:**

WE WILL

- Conduct a daily temperature check. Everyone entering either Common Road Depot, Training School or Tollgate site will have their temperature checked and an enquiry will be made as to their general wellbeing including questions relating to current guidelines in respect of symptoms such as a new cough, a fever, or a lack of smell or taste.
 - This is compulsory for every employee;
 - Failure to record a normal temperature and you will be sent home, triggering quarantine;
 - If you decline to take the test you will be sent home and symptoms assumed triggering quarantine.
- Make sure line managers are responsible for information distribution to their respective departments.
- Reduce to a minimum or end all face to face conversations or meetings. Radios, phones and emails must be utilised as primary communication methods.
- Regularly deep clean all machines and vehicles, including steering controls, levers and any surface that might be touched.
- Regularly deep clean all surfaces within the office and work areas and provide soap and water or hand sanitiser at all reasonable points at the business
- Make sure stocks of cleaning products are always adequate to keep all parts of the site clean.
- Reduce or stop the use of paper. Where possible, time sheets should be provided electronically by photo then emailed or sent in via a messaging app.
- Instruct every employee who must self-isolate for any reason related to COVID-19 symptoms to be tested for COVID-19 unless it is impractical to do so. The process of testing will be either employer referral or employee self-referral.
- Limit printer use (mainly scanning and copying) to minimise use of control panel.
- Stagger lunches for workshops and prohibit people having their lunch in any size of group.
- Reduce to a minimum any people movement within the sites generally and in the offices in particular.
- Enforce one fitter to work on a machine and if colleagues have no other alternative but to work in a group or meet, they must stand at least 2 metres apart at all times unless the

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work cannot be carried out and retain correct social distancing. As a last resort fitters will wear appropriate PPE and work for as small a time in this situation as possible.

- Hot desking is not permitted.
- Trial remote/home working with the possibility of alternative day working for certain staff to reduce people contact time.
- Hold every meeting electronically whenever possible.
- Restrict access to reception so it can only be accessed on swipe key or other authorised access.
- Insist without exception that all visitors at Common Road make contact via inner reception glass and leave deliveries inside porch door.
- Not sign delivery notes, drivers will be asked to sign instead.
- Keep doors open at the beginning of the day to minimise multiple door handle use.
- Stringently Enforce the 2m rule without exception. Social distancing is key.
- Prohibit tea rounds. Where possible, staff to bring in personal flasks and kitchen use is to be limited. Tea rounds are not permitted.
- Audit the meticulous adherence to this protocol twice each week until such time as the directors consider it appropriate to stand the company down from a high state of vigilance in responding to the COVID-19 pandemic.
- Update the whole workforce at regular intervals with the latest NHS and Government Instructions and any new efforts to respond to the COVID-19 epidemic.

YOU MUST

- Read and follow in full all NHS instructions at <https://www.nhs.uk/conditions/coronavirus-covid-19/> **All DAY EVERY DAY.**
- Stay at home and isolate yourself if you have a cough, a temperature or a loss of taste or smell. **DO NOT COME TO WORK.**
- Wash your hands when you get to work and at any time you move away from a workstation. The full NHS instructions referenced above specifically advises how hands should be washed and general hygiene control measures you must adopt.
- Not touch your face. 90% of COVID-19 cases have been contracted by touching an infected surface, hands not being washed then a person touching their face.
- Follow government instructions if you are at high risk such as a diabetic, in receipt of an organ transplant or chemotherapy to self-isolate.
- Disclose in confidence any health condition you may not have yet shared with your line manager or the HR Manager. **A risk assessment specific to you will be carried out. The impact on you might be that you or your colleagues will need to work differently on a temporary basis or you may be required to quarantine.**
- Inform your line manager or the HR manager if you come into direct contact with anyone who is later confirmed as having contracted COVID-19.
- Contact your child's school if your child cannot be left at home. You are a critical worker and are entitled to a school place for your child. The HR Manager can provide you with a letter to send to the school to this effect.
- Follow government instructions in respect of social distancing.
- Take your own food, drinks and utensils to site and keep at least two metres from any other person when on any site.

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IF YOU FEEL UNWELL ON SITE

- If you feel unwell whilst you are working on a rail site, you must call the Manager on call. They will ascertain with you what steps to take next. If you have Coronavirus symptoms, several options are available to safely get you home.

IF YOU ARE INJURED ON SITE

- If you or a colleague become injured the Site first aider must be consulted. The first aider will advise on what steps should be taken depending on the severity.
- The Manager on call must be notified as soon as possible to assist. If the emergency services are not required, but the injury still needs medical attention, the Manager on call will arrange for appropriate travel arrangements to be made to maintain where possible the social distancing guidance.

A handwritten signature in black ink, appearing to read 'P.M. Helks'.

Compliance Director
P.M.Helks

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