

COVID-19 IP SAFETY AWARENESS POLICY

PURPOSE.

1. To ensure that all employees and Interested parties connected with ST&L Consultancy and its business have sufficient provisions made to help reduce the risks associated whilst working during the COVID-19 pandemic.

SCOPE

All established and temporary employees working under a contract of service and all associated persons such as contractors, consultants and others employed under a contract for service. The Policy applies whilst these persons are on site and off site and whilst representing the Company during or outside working hours or attending Company sponsored functions.

POLICY STATEMENT

ST&L Consultancy is committed to the highest standards of 'best practice' within its working environment.

Whilst carrying out any function for the business all employees and any sub-contractors will where possible follow the following guidelines to minimise the risks associated with COVID-19 as instructed by the Government.

Working safely during coronavirus (COVID-19)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

ST&L Consultancy will advise all its employees to carry out any client work where possible virtually by using Zoom meetings, Microsoft Teams meetings or Skype. Where this is either not possible or does not allow the service being offered to meet the requirements of the IP then site visits will be authorised based on the following criteria being met:

1. The client has carried out a COVID-19 risk assessment of the site and working environment and has satisfactory procedures in place to ensure the safety of all visitors.
2. The ST&L Consultancy employee or sub-contractor has the necessary PPE with them which must be used and worn when on client's sites and consists of surgical gloves, hand sanitiser, face masks. This is in addition to any normal PPE that would be worn on client's sites.
3. Social distancing is followed when on site and all customers requirements concerning COVID-19 are followed.
4. If at any time the ST&L Consultancy employee or sub-contractor doesn't feel that safety measures are sufficient, they should contact Richard Jackman on 07896 781134 for guidance on the fulfilment of the site visit.

COVID-19 IP SAFETY AWARENESS POLICY - cont

5. PPE should be disposed of after use properly and replacements requested from ST&L Consultancy to ensure a adequate supply is always kept to allow all business commitments to be fulfilled whilst ensuring the health and welfare of the IP is maintained.

**** IMPORTANT ****

Do not keep COVID-19 hand sanitiser in the glove compartment of your car during hot weather as this can cause a fire hazard.

Thank you for adhering to these health and safety measures.

Take care and stay safe.