

	BRINOR WAREHOUSING & DISTRIBUTION POLICY	WSOP/054
TITLE: COVID-19 POLICY		Date: 14.05.2020
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This company policy includes the measures that Brinor Warehousing & Distribution Ltd are actively taking to mitigate the spread of COVID-19.

You are kindly requested to follow all these rules diligently, to sustain a healthy and safe workplace. It's important that we all respond responsibly and transparently to these health precautions, We assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This COVID-19 Policy is susceptible to changes with the introduction of additional governmental guidelines. If so, we will update you as soon as possible by email or by the public notice-boards displayed around the premises.

Legislation

The Health and Safety at Work Act 1974 states that an employer has a duty to do everything that is “reasonably practicable” to safeguard their employees and those affected by their operations.

There are also specific duties under the Management of Health and Safety at Work Regulations 1999 to conduct suitable and sufficient risk assessments covering risks to employees who are at work and also risks to non-employees arising from your operations; and to make and give effect to appropriate arrangements for planning, organisation, control, monitoring and review.

With the above legislation in mind, this policy has been created, taking the risks of COVID-19 into consideration and how we aim to contain and minimise the spread of the virus.

Policy

What we will do:

- Brinor will carry out a comprehensive COVID-19 risk assessment to identify any potential risks on site & to their employees, with those risks then addressed by the company as a matter of urgency.
- PPE will be provided to staff, with those in high-risk positions prioritised first.
- Regular COVID-19 updates will be provided in line with Government guidance by way of emails and public notice boards.
- Any anxiety or mental health issues related to COVID-19 will be taken seriously, with those affected actively encouraged to speak to the Warehouse Manager or their deputy immediately.
- Office space will be re-arranged to ensure that the 1- 2 meter social distancing rule is adhered to.
- One way systems will be introduced around the premises to minimise close contact & ensure that the 2 meter safe rule is followed.
- Business travel will be minimised for the foreseeable – approval must be obtained from management.
- Staff will be working in shifts to minimise the number of employees on site at any one point in line with the social distancing rule where and if possible.
- Brinor will provide staff with the necessary online tools to be able to communicate effectively with customers (e.g. Zoom, Skype etc) instead of face to face.

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- The office will be cleaned on a daily basis & employees will be provided with disinfectants to clean their own stations should they choose.
- Brinor will be ordering & storing a larger number of cleaning supplies to keep up with the demand of cleaning supplies & to ensure a clean environment is maintained at all times.
- Protective screens will be fitted to reception for additional protection to office staff.
- Couriers, Royal Mail & outside delivery drivers will be given written safety instructions on what to do when making deliveries & collections from Brinor which must be followed at all times without exception.
- A priority system will be implemented to ensure that any holiday requests are fair to all employees.
- A contingency plan will be drafted & implemented in case Brinor has to close because of COVID-19.

What we need you to do:

- Stay home if have or are showing any COVID-19 symptoms (e.g. coughing, sneezing, shortness of breath, high fever)
- Employees are restricted from coming to the workplace for a period of 14 days after a “medium” or “high-risk” exposure to the virus-approval must be obtained from management before re-entering the workplace.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Adhere to social distancing – 1-2 meters apart at all times.
- Regularly wash your hands & use the hand sanitizer stations provided.
- Avoid touching your face.
- Do NOT shake hands with anyone else on site.
- Use the individual equipment provided to you by the company. Do NOT use other employee’s equipment (e.g. PPE, office stationary etc).
- Visitors are strictly not allowed on site for the foreseeable future – approval must be obtained from management if a visitor would like to come on site.
- Please keep your distance in the communal areas (reception, mess room etc)
- Please do not pass others on stairwells, wait at the bottom or top of stairs at a safe distance until the stairs are clear.
- Only a maximum of 2 people are allowed in the toilets at any one time.
- Avoid using the air conditioning & instead open windows (where possible).
- Food should be brought in sealable containers only & hands must be washed before eating.
- Staff with private offices are encouraged to keep their doors closed.
- Ensure that couriers, Royal Mail & outside delivery drivers are adhering to safety instructions in place.
- No work related events are to be attended without the express authorisation of management.

We thank you for your co-operation with the above & if we all pull together & stick to the rules, then we can ensure that Brinor remains a safe & clean environment for everyone.