

## **COVID Policy**

## **Policy Statement**

Under the provision of Health & Safety at Work Act (1974), both Ashcourt and our employees understand our obligations, so far as is reasonably practical, to fulfil the statutory duties that are required of us. Furthermore, with the ongoing Coronavirus pandemic, we recognise an additional duty of care for everyone. We will therefore aim to:

- Maintain compliance to the requirements of the Health & Safety at Work Act and associated Regulations whilst considering biological hazards;
- Continue to provide safe and health working conditions to all our employees, subcontractors, clients and visitors whilst making workplace amendments as needed to protect everyone from the virus;
- Provide sufficient resources to monitor and support the continuing effectiveness of our Health & Safety
  Management System which includes COVID secure measures;
- Provide sufficient information, instruction, training and supervision to ensure ongoing compliance to COVID management and that all persons are aware of the dangers of COVID 19 and how to protect themselves;
- That this H&S Policy and associated Management System is continually monitored, reviewed and communicated to ensure COVID systems remain effective and are known by everyone;
- To enhance welfare arrangements to ensure good hygiene levels are maintained at all times;
- Arrangements are in place for the safe use and maintenance of all plant/machinery and equipment/substances that is used by our employees;
- Provide the means for continued consultation with all members of staff on any occupation health, safety and welfare related matters;
- Ensure an effective reporting system is in place for reporting system is in place for reporting incidents and rectifying in a timely manner whilst operating an open-door policy to allow persons to speak up;
- Implement emergency arrangements so that everyone understands what to do in the even of a major incident including potential or confirmed cases of COVID 19.

Document Reference: P01 Issue Date: 10/01/2023 Revision Number: 03