

## Languard Ltd

### Additional Covid-19 Measures

| Hazard / Activity                                   | Preventative Measures   |
|---|---|
| Works vehicle and equipment                         | Vehicle and equipment allocated to staff and not used by anyone else. Staff to travel to site from home in vehicle and return home after work. Cleaning of surfaces (door handles, gear shift, steering wheel, handbrake etc) using appropriate cleaning products before anyone else drives/uses the equipment. Regime of cleaning on a regular basis to be carried out. Only one employee per vehicle authorised. Appropriate handwashing/cleaning facilities in the vehicle (soap, water and paper towel) to enable frequent washing of hands and surfaces (before and after work, before breaks, using the toilet, smoking etc).   |
| Employee has symptoms / tests positive for Covid-19 | Staff to self isolate in accordance with Gov/WHO guidelines if they have symptoms (temperature, persistent cough etc). Staff to self isolate if they come into close contact with someone who has Covid-19. Staff to follow NHS guidelines if symptoms become more severe (NHS website, NHS111) Staff to report any self isolation to their Manager. Staff to remain in isolation for at least 10 days and only return to work when fit. Manager to investigate any recent possible contact with other staff and take the necessary precautions (ask others who have to self isolate).  |
| Languard depots and offices                         | Signs at entrance to prohibit unauthorised entry. Sign with telephone number to call if access etc is necessary. Washing facilities provided at depot entrances and anyone entering is to wash hands before entering. Any deliveries to be left at depot entrance and collected by staff. Avoid signing for deliveries. Gloves to be worn when handling any delivered goods and handwashing when gloves removed. A minimum 2 metre (6 foot) gap is to be maintained between staff/others at all times. Site staff prohibited from offices. Any briefings etc required will be completed outside (weather conditions permitting). Offices cleaned with appropriate cleaning products regularly. Office staff to wash hands regularly and wear gloves when entering/leaving offices. Warning notices placed at the depot to warn staff/others of requirements. Staff to be briefed/collect materials in a structured approach to avoid possible close contact with other members of staff. Where possible, office staff are to work from home. Only minimal staff present at all times. |

| Hazard / Activity  | Preventative Measures   |
|--|---|
| Work on site   | Staff to remain a minimum of 2 metres from members of the public at all times. Minimum 5 metre buffer already in place when spraying to protect public. Gloves to be worn whilst working. Washing hands when removing gloves. Staff to report any symptoms of Covid-19 whilst at work to their Manager via telephone. Staff to stop work immediately and drive home if well enough without stopping and self isolate. If not well enough their Manager will make arrangements for collecting staff and vehicles. Staff to carry keyworker letter provided by client at all times. Staff to avoid members of the public approaching them and to kindly ask them to call Head Office about any enquiries they may have. Staff work singularly from a vehicle which carries all necessary materials and equipment. No contact with other employees or public is necessary. |
| Additional PPE   | Staff supplied with hand sanitiser and antibacterial face masks. Additional supplies maintained at depots for use when necessary.   |
| This Document shall be reviewed on a regular basis in line with any changes made to guidelines or due to staff being infected. |   |
| Reviewed by  | B. Stevenson Safety/Training Manager  |
| Date of Last Review  | 03.08 2020  |