

COVID19 - Health and Safety Policy

This is the statement of general policy and arrangements for: Global Invacom

Tony Taylor, Chief Executive Officer Overall and final responsibility for health and safety

Site / Facilities Managers at each site Day-to-day responsibility for ensuring this policy is put into practice

Statement of general policy	Responsibility of	Action/Arrangements (what are you going to do?)
<p>Thinking about Risk</p> <p>Engage and consult with employees on all changes being introduced</p>	Site/Facilities Managers	Regular communications as we head towards easing of lockdown Encourage feedback and suggestions
Provide clear instructions, information and adequate training, to ensure employees are working safely	Site/Facilities Managers	Ensure clear notifications/signage/PPE stations are in place Encourage feedback and suggestions
<p>Managing risk</p> <p>Conduct risk assessments on site, identify areas of concern and introduce measures to minimise/remove risk</p>	Site/Facilities Managers	Conducted by Site/Facilities Managers; regular meetings with other sites to share best practice and consistency as we get back to the offices
Review risk assessment on regular basis to ensure compliance	Site/Facilities Managers	Regular meetings as we get back to the offices
Review measures in place	All Staff	Regular communication with all staff to ensure policies are working. Clear signage and instructions around the building. Encourage common sense practices
Identify risk in common areas, PPE required, cleaning schedules, instructions in place	Site/Facilities Managers	As part of risk assessment, regular meetings on-site
<p>Communicating risk</p> <p>Regular communications with all staff</p>	Site Managers	As part of risk assessment, regular meetings on-site
<p>External risk</p> <p>Ensure there is suitable policy on customers, contractors and visitors to minimise exposure on site</p>	Site/Facilities Managers	Robust policy on visitors : managed by site & communicated to all relevant staff Clear signage in reception on checking temperature, using sanitiser etc
Travel necessity : to be reviewed regularly	Directors PA	Directors PA to keep in contact with the Travel Agent and the Press / airlines etc., and advise if / when restrictions are relaxed. Directors PA will share information as and when it is available. As soon as agreed my Management consent will be given to resume travel to customers, suppliers etc., UK & Overseas

Signed by (on behalf of Global Invacom Limited - Canterbury) Senga Warman

Print name: Senga Warman, Human Resources

Date: 20-May-20

Next Review Date: 19-Jun-20