

**Clover**  
**Technical**  
**Services.**



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**HEALTH AND SAFETY POLICY**

**Clover Technical Services Ltd**

# **HEALTH & SAFETY POLICY**

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## **INTRODUCTION**

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, Clover Technical Services Ltd effectively discharge our statutory duties by preparing a written Health and Safety Policy.

A copy of the Policy, which outlines our Health and Safety Arrangement and Organisational Structure is provided for each employee along with any interested person who may be affected by our work activities.

For Clover Technical Services to discharge our statutory duties, employees are required by law, to co-operate with the management in all matters concerning health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The main Health and Safety Management System for Clover Technical Services is located in the Office and is available for inspection by any interested party after any reasonable request.

Clover Technical Services agrees that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the directors to liaise with our Health and Safety Consultants and to ensure that suitable revisions are made which reflect changes that have taken place within the Company. Our consultants will advise on new relevant legislation throughout the year and review the documentation on their annual audit. In addition, the Policy will be reviewed if accident reports or the findings of any management inspections raise concerns

Clover Technical Services encourages all employees to inform their immediate superior of any areas of the Health and Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a true working document.

## **HEALTH & SAFETY POLICY STATEMENT**

The following is a statement of the Company's General Health & Safety Policy in accordance with section 2 of the Health and Safety at Work etc Act 1974.

It is the policy of Clover Technical Services to ensure so far as is reasonably practicable the Health, Safety and Welfare of all the employees working for the Company or other persons who may be affected by our undertakings.

Clover Technical Services acknowledges that the key to successful Health & Safety management requires an effective policy, organisation, and arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor, and revise where necessary an annual plan to ensure that Health and Safety standards are adequate and up to date.

Clover Technical Services management will implement the Company's Health and Safety Policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of management and to all employees. The Company recognises that successful Health and Safety Management contributes to successful business performance and will allocate resources accordingly.

The management of Clover Technical Services looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees at all levels. It is, therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including the public, insofar as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

All employees have duties under the Health & Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this Policy.

The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risk determining suitable and sufficient control measures and informing employees.

The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training, and supervision is given.

The Company regards all Health and Safety Legislation as the minimum standard and expects management to achieve their managerial targets without compromising Health and Safety.

Signature



Position: Managing Director

Date: 01/05/21

Review Date: 01/05/22

## **CLOVER TECHNICAL SERVICES LIMITED**

### **STATEMENT OF INTENT**

The management of Clover Technical Services looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees.

It is the policy of the management of Clover Technical Services to do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone, including the public; in as far as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

In particular, the management of Clover Technical Services recognises its responsibility:

- To provide and maintain safe and healthy working conditions.
- To provide training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in Health and Safety.
- To consider all statutory requirements for Health and Safety.
- To consult and involve employees in Health and Safety matters wherever possible.

The management of Clover Technical Services also recognises that its employees have a duty to co-operate in implementation of the Health and Safety Policy by:

- Working safely.
- Meeting their statutory duties.
- Reporting incidents that have led or may lead to injury or damage.
- Following the Health and Safety procedures and safe systems of work.

Signed: -



Position: - Managing Director

Date: -01/05/21

Review Date: - May 2022

**CLOVER TECHNICAL SERVICES LIMITED****ENVIRONMENTAL STATEMENT**

We are committed to a clean and healthy environment. The company recognises the environmental implications of its activities and is committed to achieving best environmental practice within all areas of its business by implementing and maintaining the Environmental Management Standard ISO 14001.

We are committed to:

- Comply fully with environmental legislation and industry standards/regulations and where appropriate exceed regulatory requirements.
- Commit to a programme of continuous improvement in the prevention of pollution and in compliance with ISO 14001.
- Use energy efficiently.
- Continue to reuse and recycle products where possible and to explore new avenues for the recycling and reuse of materials where it is commercially beneficial.
- Minimise and dispose of unavoidable waste in a safe and responsible manner.
- Ensuring that our road transport vehicles are used efficiently to minimise our contributions to road congestion and pollution.
- Communicate the policy externally to our suppliers, customers, contractors and internally to all our employees ensuring that they understand and implement the relevant aspects of the programme.
- Annually review our progress and monitor our achievements against set targets and objectives.



Signed: -

Position: - Managing Director

Date: - 01/05/21

Review Date: - May 2022

## **DRIVING POLICY STATEMENT**

Clover Technical Services Ltd 'hereafter known as the company' understands that as part of its day-to-day activities Employees / Sub contractors are required to drive.

It is therefore the policy as far as is reasonably practicable to comply with the requirements of the Road Traffic Act, The Health and Safety at Work Etc Act 1974 and The Management of Health & Safety at Work Regulations 1999 and any subsequent updates issued.

In doing so the company requires that all Employees / Sub contractors are suitably qualified and insured and all vehicles are fit for purpose for which they are being used. It will be necessary for the company to check and record information provided by any Employee / Sub contractor to ensure this provision is carried out adequately.

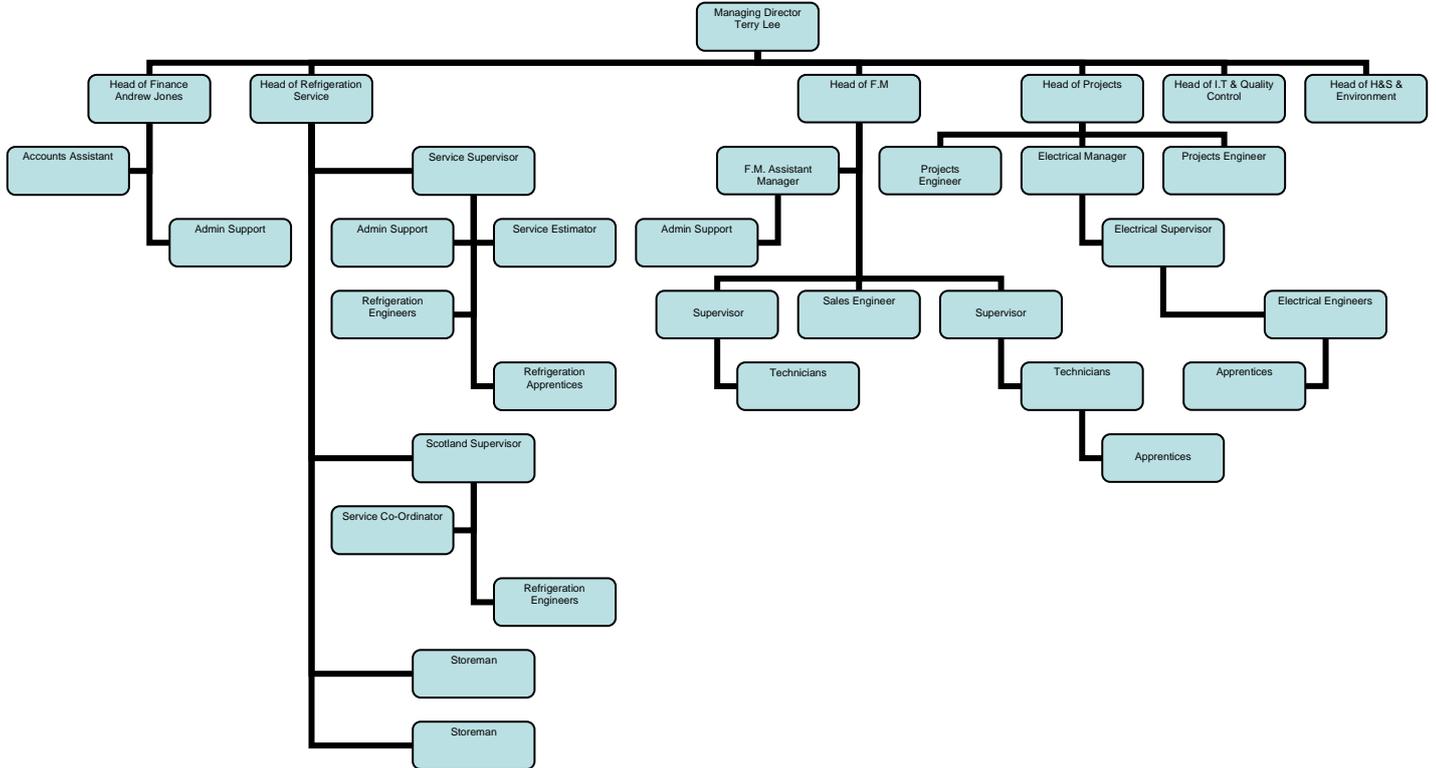
The company will carry out spot checks on vehicles and Licences on a regular basis and require that Employees submit weekly Mileage Analysis and Vehicle Check Reports to head office.

The company recognises that communication equipment will in some circumstances be required to be used. It is therefore a requirement of the company that a suitable hands-free system which complies with current UK law should be used. In cases where such equipment is not available communication equipment should be switched off until it is safe to operate.

It is the responsibility of all Employees / Sub contractors to comply with any provisions under the Road Traffic Act. The company will not be responsible for any breach of this act.

# ORGANISATION

## 2.1 Safety Management Structure



## **2.2 Individual Responsibilities**

Section 2 of the Health and Safety at Work Act 1974 places a duty on employers to prepare a written Health and Safety policy which will give details of your responsibilities for ensuring the health, safety, and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with statutory legislation.

### **MANAGING DIRECTOR**

- Will be responsible for the implementation of the Company/Organisation Health and Safety Policy.
- Will check to ensure that management and employees at all levels fully understand the arrangements for the implementation of the Safety Policy.
- Will, as necessary, review the Policy to ensure that it remains in compliance with the Company's objectives for Health and Safety.
- Will check to ensure that all levels of management and employees carry out their responsibilities in the implementation of the Company Policy.
- Will ensure that all Health & Safety issues are communicated throughout the Company.
- Will ensure that competent personnel complete and record all assessments relevant to the activities and hazards within the Company and inform employees of the results in writing.
- Will ensure that statutory insurance cover is provided, and the current Certificate displayed in a prominent position for all employees to see.
- Will ensure that sufficient funds are allocated within the company budget for the requirements of health, safety, and welfare provisions.

### **DIRECTOR**

- Will check to ensure that management and employees at all levels fully understand the arrangements for the implementation of the Safety Policy.
- Will check to ensure that all levels of management and employees carry out their responsibilities in the implementation of the Company Policy.
- Will ensure that all Health & Safety issues are communicated throughout the Company.
- Will ensure that qualified First Aid personnel and facilities are provided to address potential hazards within the Company.
- Will ensure that competent personnel complete and record all assessments relevant to the activities and hazards within the Company and inform employees of the results in writing.
- Will ensure that statutory insurance cover is provided, and the current Certificate displayed in a prominent position for all employees to see.

Will ensure that sufficient funds are allocated within the company budget for the requirements of health, safety, and welfare provisions.

**ACCOUNT/QUALITY ASSURANCE MANAGER**

- Will, as necessary, review the Policy to ensure that it remains in compliance with the Company's objectives for Health and Safety.
- Will ensure that all employees fully understand the Company Safety Policy, rules, and procedures.
- Will ensure that relevant Health and Safety issues are communicated within areas under their control.
- Will ensure that Health and Safety issues raised by employees are recorded and investigated.
- Will ensure that qualified First Aid personnel and facilities are provided to address potential hazards within the Company.
- Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
- Will ensure that adequate fire fighting appliances are provided to address the hazards within the Company and to ensure that all maintenance records are kept.
- Will ensure that there are means of raising the alarm in the event of a fire and checks are carried out annually.
- Will ensure that fire escape routes and doors are provided and maintained in good working order.
- Will ensure that all reportable injuries, diseases, and dangerous occurrences are reported to the local enforcing authority by telephone and/or forms within the relevant time periods.
- Will ensure that competent personnel complete and record all assessments relevant to the activities and hazards within the Company and inform employees of the results in writing.
- Will ensure that all assessments relevant to the company activities are reviewed on a regular basis.
- Will ensure that suitable and sufficient Personal Protective Equipment is provided for the relevant hazards within the areas under your control at no cost to the employee.
- Will ensure training is provided for employees on Health and Safety, Company Rules, operation of plant and equipment, and specific training to perform their duties and work-related tasks.
- Will ensure that joint consultations between management and employees take place at regular intervals.

- Will ensure that records are compiled for statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment
- Will ensure that all welfare facilities, including temperature, lighting, and ventilation levels, are adequate within areas under your control.
- Will ensure that safe access and egress is provided and maintained in areas under your control.
- Will ensure that statutory insurance cover is provided, and the current Certificate displayed in a prominent position for all employees to see.
- Will ensure that sufficient funds are allocated within the company budget for the requirements of health, safety, and welfare provisions.

### **PROJECTS MANAGERS**

- Will ensure that relevant Health and Safety issues are communicated within areas under their control.
- Will ensure that Health and Safety issues raised by employees are recorded and investigated.
- Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
- Will ensure that before commencing work all employees are inducted and trained in emergency procedures of the Company and that suitable records are maintained.
- Will ensure that all accidents are investigated, and control measures implemented to prevent any recurrence within areas under your control.
- Will ensure that all assessments relevant to the activities and hazards within areas under your control are completed, and employees informed of the result in writing.
- Will ensure that employees are instructed on Safe Systems of Work and that records are kept confirming that they are competent to carry out their task.
- Will ensure that suitable and sufficient Personal Protective Equipment is provided for the relevant hazards within the areas under your control at no cost to the employee.
- Will ensure that employees are aware of the relevant Personal Protective Equipment available, and that records are maintained of the supply of equipment and of any instructions that have been given in the use of specialist equipment.
- Will ensure training is provided for employees on Health and Safety, Company Rules, operation of plant and equipment, and specific training to perform their duties and work-related tasks.

- Will ensure that records are compiled for statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment
- Will ensure that safe access and egress is provided and maintained in areas under your control.
- Will ensure that all flammable and hazardous substances are contained and identified with signs to comply with statutory regulations.

### **ELECTRICAL MANAGER**

- Will ensure that relevant Health and Safety issues are communicated within areas under their control.
- Will ensure that Health and Safety issues raised by employees are recorded and investigated.
- Will ensure that employees are informed of the location of First Aid personnel and facilities and the importance of recording all accidents in the Accident Book.
- Will ensure that before commencing work all employees are inducted and trained in emergency procedures of the Company and that suitable records are maintained.
- Will ensure that all accidents are investigated, and control measures implemented to prevent any recurrence within areas under your control.
- Will ensure that all assessments relevant to the activities and hazards within areas under your control are completed, and employees informed of the result in writing.
- Will ensure that employees are instructed on Safe Systems of Work and that records are kept confirming that they are competent to carry out their task.
- Will ensure that suitable and sufficient Personal Protective Equipment is provided for the relevant hazards within the areas under your control at no cost to the employee.
- Will ensure that employees are aware of the relevant Personal Protective Equipment available, and that records are maintained of the supply of equipment and of any instructions that have been given in the use of specialist equipment.
- Will ensure training is provided for employees on Health and Safety, Company Rules, operation of plant and equipment, and specific training to perform their duties and work-related tasks.
- Will ensure that records are compiled for statutory inspections, testing, or maintenance carried out by competent personnel on all work equipment
- Will ensure that safe access and egress is provided and maintained in areas under your control.

### **2.3 Employers' Responsibilities**

We have a duty to all employees, casual workers, part-time workers, trainees, visitors, and sub-contractors who may be in our workplace or using equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to workers Health and Safety and bring the findings to the attention of employees.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.

### **2.4 Employees' Responsibilities**

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee working for the Company has a duty of care under the Health and Safety at Work etc. Act 1974 Section 7 to take reasonable care of himself and any other person who may be affected by their actions and omissions.

In addition to the above, Section 8 states that under no circumstances must employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare such as guards, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of Health and Safety Legislation are adhered to.

Employees are obliged to: -

- Always follow Safety Rules, avoid improvisation, and comply with the Health and Safety Policy.
- Do not perform work that you are not qualified to undertake.
- Always store materials, equipment, and tools in a safe manner.
- Never block emergency escape routes.
- Always practice safe working procedures, refrain from horseplay, and report all hazards and defective equipment.
- Always wear suitable clothing and Personal Protective Equipment for the task being undertaken.
- Inform the Company of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

## **2.5 Responsibilities & Duties of Sub Contractors/Self Employed Personnel**

- Will be made aware of the Company's Health and Safety Policy and safety rules.
- Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work Etc. Act 1974 and other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the Company, are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out risk assessments in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.

## **2.6 Information for Employees**

Information regarding Health and Safety law is provided by several methods and are as follows: -

- Employees are provided with a copy of the Company's Employee Safety Handbook.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in the Office. This poster will always be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of responsible persons entered in the appropriate spaces provided.
- Management has access to a 24-hour Helpline that will connect them to Rawlings Consultancy Services Ltd Health and Safety Consultants who will advise on all aspects of health and Safety.
- Management and employees have access to the Company Health and Safety General policy that contains all relevant information regarding recording and monitoring.

## **2.7 Joint Consultation**

All information regarding Health and Safety is communicated by means of consultation between management and employees. Rawlings Consultancy along with other professional bodies will inform senior management of any relevant changes to health and safety. The managers are immediately advised of the changes who in turn advise subordinate employees.

If nonemployees raise any concerns regarding Health and Safety, management will investigate and either deal with it themselves or contact senior management for advice. If needed, senior management will contact our Health and Safety Consultants for advice.

If required, senior management will request that our consultants liaise with the Health and Safety Executive or Local Authority on the Company's behalf.

## **2.8 The Working Time Regulations**

Working time is any period during which a worker is working, at the employer's disposal and carrying out his activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

Except for exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period, but this can be successive 17-week periods if this is specified in a relevant agreement.

The average is calculated using the formula  $\frac{(A) + (B)}{(C)}$  where: -

- (A) The total number of hours worked during the reference period,
- (B) The total number of hours worked immediately after the reference period to compensate for any 'excluded days' and
- (C) The number of weeks in the reference period.

'Excluded days' are non-working days that occur because of holidays, sickness, etc. Where there are excluded days during the reference period, hours worked on an equivalent number of days immediately after the reference period must be added into the calculation as (B).

For the first 17 weeks of employment, workers will never have an average more than 48 hours a week and their average is calculated by dividing the total number of hours worked by the total number of weeks worked.

There is a general requirement on our Company to take reasonable steps to ensure that workers do not work more than the 48-hour average, which includes asking whether the worker has more than one job.

There is no requirement to keep specific records of hours worked, but if required we will show an Officer of the HSE or Local Authority that their workers have not exceeded the 48-hour average.

Employees can opt out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days notice. Employees cannot be required to opt-out of the 48-hour week, and it is unlawful to take action against them for refusing. If an employee does opt-out of the 48-hour week, we must keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

## **Rests**

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours unless different periods are agreed in a collective or workforce agreement. The rest break is 30 minutes in any work period that exceeds four-and-a-half hours for young workers and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.

Employees are entitled to a daily rest of at least 11 consecutive hours (12 hours for young workers) in each 24-hour period.

Employees are entitled to a weekly rest of at least 24 consecutive hours in a seven-day reference period. The seven-day period starts at midnight between Sunday and Monday unless a relevant agreement states otherwise. The weekly rest should start immediately after an 11-hour daily rest unless there are objective, technical, or organisational (OTO) reasons why the weekly rest cannot follow the daily rest. Derogations on weekly rests can be made by collective or workforce agreements.

For adult workers, the 24-hour weekly rest can be averaged over a 14-day reference period by giving two rest periods of at least 24 consecutive hours or one rest period of at least 48 consecutive hours in each 14-day period. The option to use a 14-day reference period is the Company's and in theory this would give a maximum continuous work period of 24 days in two 14-day periods (2 off, 12 on, 12 on, 2 off).

Young workers should have two 24-hour rest periods in each seven-day reference period, preferably consecutive. This can be reduced to 36 continuous hours (12 hours daily rest followed by 24 hours weekly rest) if this can be justified for OTO reasons.

As with the 48-hour average working week, it is unlawful to take any action against workers for taking or attempting to take their entitlement to rest breaks or daily or weekly rests.

### **3.0 ARRANGEMENTS**

#### **3.1 Information, Instruction & Training**

It is Company policy to provide all employees with suitable and sufficient information, instruction, and training. This is provided not only to ensure the Company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Company's undertakings.

Training is provided for all employees: -

- On recruitment into the Company.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All Health and Safety training will be undertaken during working hours wherever possible.

It is the Company's policy to ensure all management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employee's personal file for future reference

#### **3.2 First Aid Procedures**

First Aid Kits provided will only contain items that the First Aider has been trained to use and will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the location of First Aid equipment.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time, and the circumstances of the accident with the details of the injury sustained and any treatment given. If employees or their representatives wish to inspect the records at any time, they can contact the Manager who will make them available for inspection.

### **ACCIDENT REPORTING PROCEDURE**

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken: -

Seek medical attention from the Company's First Aider or Appointed Person.

The names of the First Aiders or Appointed Persons are written on the First Aid Notices, which can be found in prominent locations around the Company premises.

The First Aid Kits can be located in the Stores at the Head Office and all Company Vehicles.

After all accidents, details must be recorded in the Accident Book, which is located in the Main Office and is completed by Company First Aider.

All major accidents must be reported to the Manager who is responsible for investigating the accident/dangerous occurrence and contacting the National Incident Centre immediately when necessary. If the Manager is not available senior management will contact the Company's Health and Safety Consultants for immediate advice.

Records of all reportable injuries will be kept for a minimum of three years.

Accidents that occur when working away from the Company's premises must be reported to the Client's Supervisor as well as being reported to Clover Technical Services Ltd Head Office.

#### Accident Reporting

All accidents will be reported and an entry made in the accident book at the site office and in any accident book which exists on site. The accident book will be made available for the "competent" persons, so that accidents and their causes can be investigated.

#### **RIDDOR:(2013)**

Certain types of accidents and dangerous occurrences must be reported to the HSE i.e. Fatalities, broken bones, amputations, electrocution, asphyxiation etc (see Regulations for full details). The Contracts Manager/Site Manager/Foreman must ensure that any incidents that are required to be reported under RIDDOR are notified to the responsible person at Clover TS office immediately so that appropriate action can be taken. Clover TS Ltd will ensure that action is followed by completing and sending to the HSE the form F2508 within 10 days of the accident or incident.

RIDDOR report will be made on line at [www.hse.gov.uk](http://www.hse.gov.uk) or by phone to the incident contact centre on **0345 300 9923**. Full reporting guidance and process and procedure are within section 9 of the safety management system of Clover TS Ltd. This process defines the procedure of Clover TS Ltd in the event of an accident occurring, appendix 1 of the accident investigation procedure form will be actively applied by Clover TS Ltd and is repeated below

All RIDDOR incidents/accidents will be fully investigated by a competent person and the report issued to the Directors and Contracts Managers of Clover TS Ltd.

### **3.3 Alcohol and Drugs.**

All alcohol and drugs impair individual reaction speeds, and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees: -

- Report or endeavour to report for work on any of the premises having consumed alcohol or under the influence of drugs.
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe a manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

### **3.4 Fire Precautions and Evacuation Procedure**

The H&S Officer will ensure:

- A Register of Employees is always kept up to date. This Register must be always available for inspection and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- A Visitors Book is always kept up to date recording the names of all visitors to the premises. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- The requirements for employee training in Fire Safety are adhered to.
- A Fire Logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority Fire Brigade.
- All fire fighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the Fire logbook.
- Emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be required.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for the information/inspection by the local authority Fire Brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire Exit doors should be always unlocked and available for use when persons are in the building. Fire doors should always be closed and not wedged open.

## **FIRE ACTION**

### **If you discover a fire:**

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire, if trained to do so, with appliances provided but without taking personal risks.

Call the Fire Brigade immediately by telephone.

- Lift the receiver, select, and dial 999.
- Give the operator the Company's telephone number 0151 650 1551 and ask for the Fire Brigade.
- When the Fire Brigade replies give the call distinctly:

“We have a fire at **Clover Technical Services**” and give the operator the address.

No 4, Valiant Way  
Lairdside Technology Park  
Birkenhead  
**CH41 9HS**

Do not replace the receiver until the Fire Brigade has repeated the address.

Call the Fire Brigade immediately to every fire or on suspicion of a Fire.

### **On hearing the alarm for a fire or notification of a fire:**

- Evacuate the building by the nearest available exit and proceed to the Evacuation Assembly Point.
- The Evacuation Assembly Point is located at the Front of the Building.
- The Senior Person will take charge of any evacuation and ensure that no one is left in the building.

**USE THE NEAREST AVAILABLE EXIT**

**DO NOT STOP TO COLLECT PERSONAL BELONGINGS**

**DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR FIRE OFFICER**

### **3.5 Electricity**

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is used.

Movable and portable electrical equipment will be inspected, tested, and maintained on a routine basis, depending on the use and application of the particular item.

All members of staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

#### **Records**

Records of all portable electrical appliance testing will be kept on the Company premises and always be available for inspection if required.

Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

#### **Inspection and Testing**

To ensure all electrical equipment remains in a good condition throughout its working life: -

- All leads will be examined and those with damaged sheaths replaced. Under no circumstances will insulation tape be used to repair or extend any electrical lead.
- All plugs will be visually inspected prior to use to ensure they are not damaged.
- At least once a year (more often for equipment that is in heavy and frequent use) the plug on every item of portable equipment will be subjected to close scrutiny, i.e., the plug top removed and the wiring checked to ensure the wires are connected to the correct terminals, the contacts are secure, and the correctly rated fuse is fitted.
- All electrical appliances will be visually inspected during use and will be tested by a competent person every twelve months.
- Following satisfactory inspection and testing the appliance, plug and lead will have a self-adhesive label or other similar tag attached, to indicate that the equipment has passed the testing procedure as well as indicating the date when the appliance must be rechecked.

Portable electrical appliances will only be used for the task that they are intended, and the lead will be suitably positioned to prevent any damage or entanglement.

### **3.6 Hazard Detection Procedures**

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace always remains safe.

The workforce is encouraged to use this system, which will improve the attitude of the workforce towards safety and will aid the organisation in consulting with employees.

If a hazard is detected employees or management will:

- Complete part one of the Hazard Report Forms.
- Liaise with management who will carry out the necessary remedial action.

### **3.7 Risk Assessments**

The Health & Safety Coordinator and the Site Managers will complete risk assessments for all work activities undertaken by the Company, and they will strive to ensure that the documentation is reviewed if circumstances change. All management will attend a training course to ensure they are competent to undertake risk assessments competently. The management will ensure that all employees and other interested parties are informed and instructed of the risks they may be exposed to, in order that the work activities are completed in a safe manner as documented in the assessment.

The Company will not employ any young person unless an assessment has been undertaken outlining any hazards for which they will be exposed. When the assessment is completed, particular attention will be given to the following areas: -

- The inexperience and lack of awareness of risks along with the immaturity of the young person.
- The layout of the working environment and the workstation where the young person is required to work.
- The nature, degree, and duration of exposure of any physical, biological, and chemical agents to which the young person will be exposed.
- The type and use of work equipment that is required to be operated along with the way that it is handled.
- The extent of the Health and Safety training which is provided along with details of any additional training that is required to be undertaken.

## **Procedures Management Follow when Completing Risk Assessments.**

### **Step 1**

- Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people. List any hazards in column 1 of the Assessment Form.

### **Step 2**

- Think about the people who might be harmed and how, considering people who may not always be in the workplace, e.g., Cleaners, Visitors, Contractors etc. List the people who may be harmed in column 2 of the Assessment Form.

### **Step 3**

- Decide whether the existing precautions are adequate or whether more precautions are required to be implemented. Ask the question, “Can I eliminate the hazard?” If not, “How can I control it?” List all the controls that are in place in column 4.

### **Step 4**

- In column 3, Risk Factor, assess the likelihood of the event occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium, or high-risk activities.

### **Step 5**

- List in column 5 the action you require to implement to adequately control the risk.

### **Step 6**

- Review your assessment at regular intervals and any new process that is introduced into the Company. It is important to ensure all assessments are recorded and distributed to the necessary people.

**Risk Assessment Guidance Sheet.****Column 1. Significant Hazards. (Examples)**

Slipping – Tripping hazards	Electricity
Fire	Dust
Chemicals	Fumes
Moving Parts of Machinery	Manual Handling
Ejection of Materials	Pressure Systems
Noise	Poor Lighting
Internal Transport	High / Low Temperatures
Storage of Goods and Materials	Violence to Staff (Robbery etc)

**Column 2. Who Might be Harmed? (Examples)**

Office Staff	Operators
Maintenance Staff	Cleaners
Contractors	Members of the Public (Customers)
Visitors	Security Staff

**Column 3. Risk Factor.**

See Attached Graph.

**Column 4. How is The Risk Controlled? (Examples of Control Measures)**

Information, Instruction, Training	Guarding
Safe Working Procedures	Provision of Personal Protective Equipment
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment Air Receivers etc)	Routine Inspections & Checks

**Column 5. What Further Action is Necessary to Control the Risk? (Examples)**

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic time scale based on the following criteria: -

Magnitude of the Risk. (Life Threatening etc)	Availability of Parts and Equipment
Down Time	Financial Constraints

**Column 6 Completion and Review Date**

6 or 12 months hence or if there is any significant change within the working process.

**Note 1.**

If you find that something needs to be done, ask the question: -

- Can I **get rid of the hazard** altogether?
- If not, how can I **control the risks** so that harm is unlikely.

**Note 2.**

The object of the exercise is to look for the significant hazard associated with our business

Anticipate the risk

Take action to eliminate the risk.

**3.8 Control of Substances Hazardous to Health Assessments**

To enable the Company to comply with the Control of Substances Hazardous to Health Regulations we will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the organisation. Management who have attended a training course will complete the assessments and all the information will be brought to the attention of employees, subcontractors and visitors who are likely to be exposed to the substances that are likely to cause harm to health.

The Company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the organisation.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.

All employees have a duty under the **COSHH** regulations as outlined below:

- Take part in training programmes.
- Read container labels.
- Practice safe working habits.
- Report any hazard or defect to the Manager.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

## **COSHH Do's and Do Not's**

### **Do Not**

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

### **Do**

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

## **3.9 Display Screen Equipment**

### **User**

An assessment will be carried out to determine whether an employee who works on display screen equipment is a User. A User is someone who habitually uses the equipment as a significant part of his or her work, i.e., an alternative means to do the job is not available and continuous spells of an hour or more are encountered. If they are a User, we will ensure the regulations are followed to reduce or remove the risk so far as is reasonably practicable.

The workstation will be analysed to reduce any risks and will be reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.

The elements of the workstation that are assessed are divided into three main topics: -

- The Equipment.
- The Environment.
- The Interface.

Present Users shall be provided on request with appropriate eye tests, it is also advisable that future Users are tested before they become Users.

Where the User experiences difficulties with DSE we will provide eye/eyesight tests as soon as possible. The Company will be required to meet the cost of providing these tests and any special corrective appliance necessary.

### **3.10 Manual Handling**

The Company will avoid the need for employees to undertake manual handling operations wherever possible. Risk Assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

The assessments will be recorded and updated when changes take place or if a reportable injury is sustained.

Management who are familiar with the Regulations and handling techniques and can identify both the risks and the remedies will carry out the assessments.

If the task must be undertaken in the knowledge of the risk, then we will inform the employee of the following

- Weight of the load.
- Centre of gravity (if not central).

### **3.11 Abrasive Wheels**

All persons who change or mount the disks / wheels or angle grinders or bench mounted abrasive wheels must have been trained to do so. They must be appointed in writing and their names entered in the Abrasive Wheels Register. Persons who use abrasive wheels must ensure that they have the correct disk mounted for the task. They must take precautions to prevent dust, grip or sparks from causing a nuisance to others. If working near the edge of site and there is a risk of sparks / dust etc being discharged in a manner likely to cause danger or interference to members of the public - then a secure fence or barrier should be erected to prevent this nuisance. Also sparks can cause fire, therefore ensure that all carbonaceous materials are cleared for at least 2 metres and or Highly Flammable Liquid's or Liquefied Petroleum Gas's for 6 metres. Alternatively and if possible, cover or wet down the materials at risk. Safety guards must be properly adjusted. Ensure the working area is uncluttered and provides safe footing. Safety glasses and dust masks must be worn and other PPE which is necessary.

### **3.12 Asbestos**

Clover TS acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of effective management and proper control measures combined with work methods supported by regular training of employees. This policy requires the full co-operation of management and staff at all levels.

#### **Arrangements for Securing the Health and Safety of Workers**

No work shall commence without assessment of the potential exposure of employees and others to asbestos as a result of the work and a statement of a suitable plan of work shall be made before the work commences. All employees are responsible for adhering to this policy and complying with all the requirements detailed within the policy.

#### **Information, Instruction and Training**

It is the policy of Clover TS to ensure that all persons who may potentially interface with asbestos are provided with information, instruction and training so they are fully aware of the risks posed by asbestos containing materials and the correct working methods, the use of

control measures, the use of protective equipment and hygiene procedures. HSE information has been provided for operatives.

### **3.13 Confined Spaces**

A Confined Space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g., lack of oxygen).

Clover will ensure -:

- Entry into confined spaces is avoided where possible.
- When entry into confined spaces is unavoidable, all hazards have been considered and there are sufficient safe systems of work and emergency arrangements in place that will reduce the risk of injury to the persons involved.
- Appropriate training will be provided for engineers assigned work requiring access, egress and working within confined spaces
- Ensure compliance with relevant legislation.

### **Duties of the Employee**

In addition to the duties placed on employees under the Section 7 of the Health and Safety at Work etc Act 1974, the Management of Health and Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

### **3.14 Personal Protective Equipment**

The Company will compile full risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff.

All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

Clover Technical Services Ltd will compile detailed records for all equipment that is issued along with details of any training that has been given.

### **3.15 Smoking**

Smoking is prohibited on Clover's premises.

Smoking is also prohibited in company vehicles used by more than one person, and in private vehicles if a passenger is carried. This applies to employees whether employed directly by Clover, through an agency, by a contractor or other organisation, and visitors.

Employees who wish to smoke may do so in their own time during lunch breaks.

Employees will not be permitted to smoke whilst carrying out their duties and responsibilities for Clover.

### **3.16 Welfare**

We will ensure that our premises comply with the following: -

#### **Maintenance of the Workplace, Equipment and Devices**

- If a defect is discovered, then we will either rectify the situation immediately or prevent access until it can be rectified.
- Set up a maintenance system with suitable records to ensure that the maintenance is undertaken at the required intervals.
- We will, as necessary, appoint competent persons to enable the Company to comply with this duty.

#### **Ventilation**

- Enclosed workplaces will be well ventilated with fresh or purified air. Opening windows may satisfy this, but sometimes mechanical ventilation systems may be required.

#### **Indoor Temperature**

- A reasonable temperature will be provided during working hours. This must be achieved without the need for special clothing, but it would not be reasonable if the workplace is open to the outside.
- The temperature in workrooms should normally be at least 16 degrees Celsius unless the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.
- These temperatures may be achieved by local heating and a thermometer must be available to enable temperatures to be measured.

#### **Lighting**

- Suitable and sufficient lighting will be provided, that is, so far as is reasonably practicable, natural lighting.
- The lighting will be sufficient to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Wherever possible workstations will be sited where they will benefit from natural light which must be kept clean and unobstructed.

#### **Cleanliness and Waste Materials**

- The workplace will always be kept clean and tidy.
- All floors and indoor traffic routes will be cleaned at least once a week and any accumulation of dirt and refuse removed at least daily

#### **Floors and Traffic Routes**

- Floors and traffic route surfaces will be suitable for the job i.e., without holes, and not slippery or with slopes, if it places the employees at risk.

- All floors shall always be kept clear of obstructions. If the floor conditions deteriorate then they will be repaired immediately or provided with barriers until they are repaired.

### **Windows & Transparent or Translucent Doors, Gates, and Walls**

- All windows, doors etc, will be of safety material or protected against breakage. They shall also be appropriately marked to make them apparent.

### **Window Cleaning**

- All windows and skylights in the workplace shall be designed or be constructed in such a way that they may be cleaned easily.

### **Organisation of Traffic Routes**

- Where vehicles and pedestrians use the same traffic route there will be sufficient separation between them.
- There must always be a clear view on both sides of doors that are capable of opening from both directions; this should be made possible by viewing panels in the door.

### **Washing and Sanitary Facilities**

Workplaces will have:

- 1 WC per 25 females.
- 1 WC per 25 males and 1 for each part of 25.
- In the case of water closets used by women, suitable means will be provided for the disposal of sanitary dressings.
- Washing facilities will be suitable and sufficient with hot and cold running water, soap and towels or other suitable drying facility.
- The rooms should be maintained in a clean and orderly condition and be adequately ventilated and lit.

### **Drinking Water**

- Adequate wholesome drinking water will be provided that is readily accessible and appropriately marked.

### **Accommodation for Clothing**

The Company will provide somewhere where employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

### **3.17 Work Equipment**

It is the Company policy to ensure that all equipment that is used complies with the Provision and Use of Work Equipment Regulations.

Wherever there is any significant risk to Health and Safety due to the work equipment the Company will: -

- Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, interlock switches, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

### **3.18 Working at height**

WAH Regulations apply to all operations carried out at height (Maintenance, cleaning, filter replacement using a ladder/stepladder).

There is no minimum height requirement – it includes all work activities where there is a risk of the person falling and injuring themselves, regardless of what equipment is being used, how long the job takes, or the actual height itself.

The Regulations Require -:

A risk assessment for all work conducted at height, which eliminates or reduces all risks connected with Working at Height.

Safe systems of work for Working at Height.

Suitable work equipment should be selected.

All people should be protected, including passers-by.

Consideration must be given to the weather conditions. If the weather conditions were severe and could jeopardise anyone's safety or health, then the work must be left until the weather improves.

All workers Working at Height must be competent to do so.

All trainees must always be supervised.

Work at height must be avoided if there is a reasonable alternative.

All workers must prevent the fall of any material or object whilst they are Working at Height and must not allow people to be struck by any falling objects or material.

Nothing is to be thrown or tipped from a height.

All unauthorised personnel must be kept out of the area if their safety cannot be guaranteed.

If the site is left unattended then it must be checked for safety before used again.

Any defects or faults in any of the equipment being used must be reported to site management and the line manager as soon as it is noticed

Avoid Working at Height wherever possible.

Take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance where they could obtain an injury.  
The distance and consequences of a fall should always be kept to a minimum.

#### Training aids & Further Advice

All staff who are required to work at height must be competent to carry out the task safely. Staff who use harnesses and restraint systems must receive training in their safe use and of the associated emergency evacuation and rescue procedures.

### **3.19 Vibration**

Clover TS acknowledges the health hazards arising from exposure to vibration and will adopt a best practice approach to the control of vibration via the following.

Selection of plant purchasing policy using industry recommended suppliers.

Consider the risks associated with vibration in relation the use and location of plant and equipment.

Maintain all plant and equipment on a regular basis to the manufacturer's recommended specification.

Use a risk management approach to identify and eliminate so far as reasonably practicable, exposure to vibration.

Undertake a health surveillance programme subject to results of risk assessments and employee monitoring.

Specify absolute maximum trigger times for each piece of equipment used, detailed in the site-specific risk assessment. (Figures may vary depending upon the material being worked upon).

Where exposure cannot be eliminated, ensure that the risk from vibration is assessed and that controls are identified and implemented to minimise exposure and prevent injury. This may involve alteration in job planning and rotation of operatives on specific tasks.

Monitor and review working procedures in accordance with best practice.

Providing appropriate control systems where exposure to vibration above the vibration Exposure Action Value is unavoidable.

Ensure that the vibration Exposure Limit Value is not exceeded.

Ensure all plant and equipment display appropriate vibration warning signage.

Ensure contractors have an effective vibration control policy and vibration control measures are demonstrated.

Ensure those involved in vibration assessment and controls are suitably competent.

Ensure employees are aware of the hazards of exposure to vibration and to ensure they wear appropriate PPE, especially in cold conditions.

### **3.20 Disciplinary Rules**

The Company believes that Health & Safety is a critical factor that needs to be considered when running a business. To enable the Company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. If after investigation the Company believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct: -

- Deliberately breaking any written safety rules.
- Removal or misuse of any piece of equipment, label, sign, or warning device which is provided by the Company (or its agents) for the protection and safety of its employees.
- Using a naked flame in no smoking areas.
- Failure to follow laid down procedures for the use of: -
  - flammable or hazardous substances.
  - toxic materials.
  - items of lifting equipment.
- Behaviour in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertaking any action that may interfere with an accident investigation.

### 3.21 COVID-19

## **Coronavirus (COVID-19)** **Company Policy**

This company policy includes the measures we are actively taking to mitigate the spread of the coronavirus. Clover Technical Services Ltd request that all employees follow these rules diligently, to sustain a safe and health workplace in this unique and uncertain environment. It is important that we all respond responsibly and transparently to these health precautions. We assure you that Clover Technical Services Ltd will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) company policy is susceptible to changes with the introduction of additional governmental guidelines, which will be reviewed on a regular basis and updated accordingly with government recommendations.

### **Scope**

This coronavirus policy applies to all our employees both office workers and engineers and co workers who are out in the field, to protect them from a potential coronavirus infection. We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

### **Policy Elements**

Clover Technical Services Ltd outline the required actions employees should taken to protect themselves and their co-workers from a potential coronavirus infection.

### **Sick Leave Arrangements**

By law, medical evidence is not required for the first seven days of sickness. After seven days, it is for the employer to determine what evidence they require, if any, from the employee. This does not need to be a fit note (Med 3 form) issued by GP or another doctor.

The government strongly suggests that the employers use their discretion around the need for medical evidence for a period of absence where an employee is advised to self isolate due to suspected COVID-19 in accordance with the public health advice being issued by government.

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave, or work from home.
- If you have a positive COVID-19 diagnosis, you can only return to the office after you have self isolated for 14 days/and and follow the home isolation advice sheet, or full recovered with a doctor's note confirming this.

## **When individuals in the workplace have had contact with a confirmed case of COVID-19**

If a confirmed case is identified in the workplace, the local Health Protection Team will provide the relevant staff with advice. These staff include:

- Any employee in close face-to-face or touching contact
- Talking or being coughed on for any length of time while employee was symptomatic
- Anyone who has cleaned up any bodily fluids
- Close friendship groups or workgroups
- Any employee living in the same household as a confirmed case

Contacts are not considered cases and if they are well and are very unlikely to have spread the infection to others.

## **Work From Home Requests**

- If you are feeling ill, but are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on CDC announcements), Clover Technical Services Ltd will ask you to work from home for 14 calendar days and return to work only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time and maintain the 2-metre social distancing rule.
- If you have been in close contact with someone infected by COVID-19, with high chances of being infected yourself, request work from home. You will also be asked not to encounter any colleagues during this time.
- If you are a parent and must stay at home with your children, request work from home. Follow up with your Line Manager to make arrangements, updates and set expectations.
- If you need to provide care to a family member infected by COVID-19, request work from home. You will only be permitted to return to work 14 calendar days after your family member has fully recovered, if you are asymptomatic, or you have a doctor's note confirming that you do not have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

## **Travelling/Commuting Measures**

- All work trips, events and training will be postponed until further notice, and subject to change with training providers.

- In person meetings should be done virtually where possible, especially with non-company parties (e.g., recruitment interviews, supplier meetings).
- If you normally commute to the office by public transportation and do not have other alternatives, you can request to work from home as a precaution.
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, the company will ask you to work from home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.

If individuals are aware that they have had close contact with a confirmed case of COVID-19 they should contact NHS 111 for further advice.

### **General Hygiene Rules**

- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the 20 second hand washing rule). Also use the hand sanitisers which are in washing facilities, kitchen areas, toilet facilities and offices.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it in an appropriate manner, clean and sanitise your hands immediately. **Catch it, Bin it, Kill it**
- Open the windows regularly to ensure open ventilation
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your co-workers and take extra precautionary measures (such as requesting sick leave).

### **Handling post, packages, or food from affected areas**

Employees should continue to follow existing risk assessments and safe systems of work. There is no perceived increase in risk for handling post or freight from specific areas.

### **Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19**

Coronavirus symptoms are similar to flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the person has come into contact with must be cleaned including:

- ❖ All surfaces and objects which are visibly contaminated with bodily fluids
- ❖ All potentially high contact areas such as toilets and door handles, telephones

**Rubbish disposal, including tissues**

All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be placed in the normal waste.

Should the individual test positive, you will be instructed what to do with the waste. Further information available on the following websites:

[Publichealthmatters.blog.gov.uk/2020/01/23wuhan-novel-coronaviris-what-you-need-to-know](https://publichealthmatters.blog.gov.uk/2020/01/23wuhan-novel-coronaviris-what-you-need-to-know)