

B&A GROUP COVID-19 OFFICE PROCEDURE

This Code of Conduct has been prepared using the HM Government Guidance for employers, employees and the self-employed, 11 May 2020, on how to work safely during the COVID-19 pandemic. It is important that our employees can working safely and that we support your health and wellbeing during this Coved -19 pandemic.

This document does not supersede any legal obligations relating to health and safety, employment or equalities and it is essential that we all comply to the existing company policies and procedures.

This document should be read in conjunction with the company risk assessment: BAT.RA.28 All Operations Coronavirus

1. Risk	
1.1 Thinking about risk	Steps
Objective: That all employers carry out a COVID-19 risk assessment	<p>B&A Group conducted a risk assessment in March 2020 for all areas of the business, taking guidance from the Government and consulting with employees. We have looked at the risks our employees face and have taken all reasonably practicable measures to minimise them, recognising we cannot completely eliminate the risk of COVID-19.</p> <p>Our risk assessment is continually evaluated, communicated to all employees and published on our website.</p>
1.2 Managing Risk	Steps
Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	<ul style="list-style-type: none"> • B&A Group have increased the frequency of handwashing and surface cleaning – on the entrance and exit hand sanitizing stations have been installed. Hand sanitizing stations on each floor are installed. Cleaning stations are installed on each floor and the drivers mess room for employees to clean down surfaces more frequency. • Working from home is our first option. Where working from home is not possible, for some roles, we have made every effort to comply with social

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	<p>distancing guidelines - please refer to section 3 Social distancing for further information.</p> <ul style="list-style-type: none"> • Where social distancing guidelines cannot be followed in full, in relation to a particular activity, we have either eliminated the need for that activity or put the following measures in place: • Increased hand washing and surface cleaning • Shorten the activity time. • Installed barriers/screens to separate people from each other. • Reduced the number of people doing this activity to reduce the number of people each person comes into contact with. • Made our assessments with particular regard to people especially vulnerable to COVID-19.
<p>2. Who should go to work</p>	<p>Steps</p>
<p>Objective: That everyone should work from home, unless they cannot work from home.</p>	<ul style="list-style-type: none"> • Most Managerial and administration roles can be performed from home. Employees have been provided with the necessary equipment to carry out their roles from home. • Roles which are critically operational to the business are required to come into the office, however many of these roles will work remotely. These roles are: • Drivers • Plant Operatives • Site Operatives • Weighbridge Operator • Workshop employees • Transport Co-ordinator

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	<ul style="list-style-type: none"> • Please refer to B&A Group COVID-19 Procedure for Construction and Outdoor work for the roles of Drivers, Plant Operatives and Site Operatives. • For those employees working from home, managers will keep in touch to check that you have the necessary equipment and supplies as well as keeping in touch regarding your welfare, mental and physical health and personal security.
2.1 Protecting people who are at higher risk	Steps
<p>Objective: The protect clinically vulnerable and clinically extremely vulnerable individuals.</p>	<ul style="list-style-type: none"> • B&A Group have a confidential register of employees who are either clinically extremely vulnerable or clinically vulnerable. This register is under constant review to consider employees changing health or that of their household. • Clinically vulnerable individuals, where possible are being helped to work from home. Where this is not possible, we will conduct individual risk assessments and offer the safest available on-site roles.
2.2 People who need to self-isolate	Steps
<p>Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>	<ul style="list-style-type: none"> • If you test positive to Covid then you can reduce your self-isolation from 10 days but only if you have two negative lateral flow tests. The first test can be taken on day 6 and the second on day 7. (Please note that the day of the positive test is day zero). If both tests are negative then you can return to work on day 8 providing you no longer have a temperature and feel well. • If you test positive on a lateral flow test and have no Covid symptoms, from 11th January, you no longer require a confirmatory PCR test but will start your isolation period from the date of the positive test (please remember this is day zero). You are still required to take a PCR test if you

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	<p>are experiencing Covid symptoms. PLEASE REMEMBER TO INFORM YOUR MANAGER AS SOON AS POSSIBLE.</p> <ul style="list-style-type: none"> • Self-isolation rules for close contacts of someone with Covid: If you have been identified as a close contact of someone with Covid you should take a lateral flow test every day (prior to coming into work i.e. each morning) for seven days and - unless you test positive or develop symptoms – you should where possible WFH or continue to attend work as usual. • Please refer to company guidance on statutory sick-pay.
<p>3. Social Distancing</p>	
<p>3.1 Coming to and leaving work</p>	<p>Steps</p>
<p>3.2 Moving around the office</p>	
<p>Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p> <div data-bbox="206 847 972 1252">  </div>	<ul style="list-style-type: none"> • Maintain 2m social distancing when arriving, leaving and signing IN and OUT. • All employees currently travel by car or bike to work. There is no use of the company minibus. If employee’s car share with members outside of their household the PPE guidance should be followed. • Touch free automatic hand sanitizer stations on situated on the entrance and exit. • The fob touch time clocking machine should be used.

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3.3 Workplaces and workstations	Steps
<p>Objective: To maintain social distancing between individuals when they are at their workstations</p> <div data-bbox="203 443 974 954">  </div>	<ul style="list-style-type: none"> • The office layout has been reviewed to maintain the 2m social distance. You will find a 'Don't sit here' stickers on the desk spaces and chairs where that workstation has been removed from use to increase the social distance of others. This has taken the seating banks of 6 down to 3, with no face to face workstations. • In areas where face to face is unavoidable, we have installed screens. • We are managing occupancy levels to enable social distancing, where all staff who are able are working from home. • No use of hot desks or shared workstations.
3.4 Meetings	Steps
<p>Objective: To reduce transmission due to face to face meetings and maintain social distancing in meetings</p>	<ul style="list-style-type: none"> • We are using remote tools to avoid in-person meetings. • Where meetings are absolutely necessary participants should maintain 2m separation. This has been marked out using green markers to indicate where each participant should sit. • Hand sanitizer is provided in each meeting room. • No sharing of pens or equipment. • If possible, meetings should be held on site outdoors.

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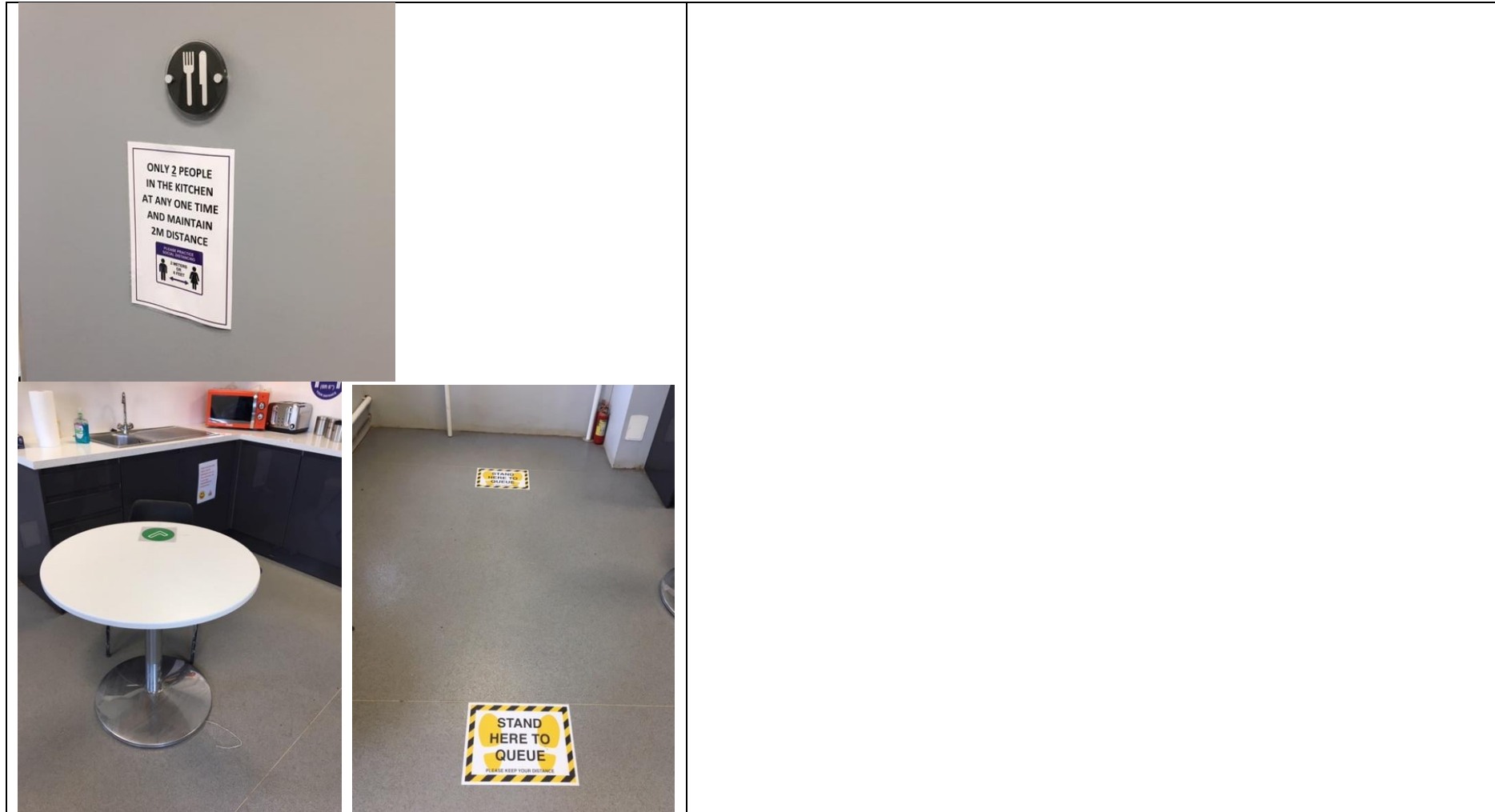
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	<ul style="list-style-type: none"> • Extra chairs have been removed in kitchens.
<p>3.5 Common areas</p> <p>Objective: To maintain social distancing while using common areas.</p>	<p>Steps</p> <ul style="list-style-type: none"> • Staggered break times are already in place in B&A Group. • Only 2 employees are permitted to be in the kitchen/break area at one time and are required to maintain 2m distance. • In the Drivers mess only 1 person on each of the 2 tables. The positions are marked with a green marker. Employees are encouraged to eat in their own (cleaned) vehicle for their lunch breaks. • Employees are encouraged to remain on site and bring their own food. • Employees are required to stagger using the changing/drying area and are not permitted to enter if the area is already occupied. Take notice through the glass door prior to entering. • The 2 common areas of Reception and the de-brief area have restricted access and floor markers as well as screens to protect staff.

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3.6 Accidents, security and other incidents	Steps
Objective: To prioritise safety during incidents	<ul style="list-style-type: none"> • In an emergency situation such as an accident or fire, people do not have to stay 2m apart if it would be unsafe. • For those required to provide assistance to others, such as first aiders, particular attention should be paid to sanitation measures immediately afterwards. There is also PPE available in the Reception Kitchen store room.
4. Managing your customers, visitors and contractors	
4.1 Managing contacts	Steps
Objective: To minimise the number of unnecessary visits to offices	<ul style="list-style-type: none"> • All visitors are encouraged to connect remotely. • Where visitors are required B&A will issue them with site guidance on social distancing. • We are limiting visitors to the office and have a contact number on the all access doors to restrict visitors who have not booked an appointment. • All visitors required to conduct essential works to the offices are required to pre-book an appointment with a member of the B&A Group Management team, who will then inform Reception staff and the Office Manager. • A record will be kept of all visitors. Each visitor is required to declare they have not had any Covid-19 symptoms within the last 7 days, that they do not live with anyone who has experienced Covid-19 symptoms in the last 14 days and that they have not recently tested positive for Covid-19. • A designated box is available for sub-contractors to deliver batches of tickets to avoid contact with B&A employees.

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4.2 Providing and explaining available guidance	Steps
Objective: To make sure people understand what they need to do to maintain safety	<ul style="list-style-type: none"> • Visitors will be provided with clear guidance on social distancing and hygiene on arrival. Information will also be displayed on our website and sent to visitors prior to their appointment. • The B&A host will be responsible for ensuring the visitor complies with the site guidance. • B&A hosts will be provided with training. • Visitors, where possible, will be restricted from entering the main office areas and kept to the Yard or meeting rooms.
5 Cleaning the workplace	
5.1 Before reopening	Steps
Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart.	<ul style="list-style-type: none"> • The air conditioning units are always to be turned on and operated. • Employees are free to open the office windows as frequently as they wish.
5.2 Keeping the workplace clean	Steps
Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.	<ul style="list-style-type: none"> • Cleaning stations have been positioned in the main office areas on each floor and in the Driver's mess room. • Employees are encouraged to use the cleaning products to regularly clean down desks, handles and kitchen areas. • All wipes and blue roll used to clean down surfaces is required to be deposited in the bin beside the cleaning station. • If there is a suspected case of COVID-19 B&A Group will follow the specific Government guidance.

	
<p>5.3 Hygiene – Handwashing, sanitation facilities and toilets</p> <p>Objective: To help everyone keep good hygiene through the working day</p>	<p>Steps</p> <ul style="list-style-type: none"> • Posters are situated around the building to raise awareness of good handwashing techniques, increased handwashing frequency, avoid touching your face and cough into a tissue and dispose of in a bin safely. • Hand sanitizers are provided at the entrance, exit, mess room and on every floor. Each employee has also been issued with a bottle of hand sanitizer, which is refillable in reception. • All toilets are individual so social distancing can be maintained.

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	<ul style="list-style-type: none"> • Cleaning stations are located on every floor to increase the frequency of cleaning alongside the regular contractor cleaners at the end of each working day. • Bins are located at every desk, bathroom and cleaning station to avoid tissues and cleaning waste being left out.
5.4 Changing rooms and showers	Steps
Objective: To minimise the risk of transmission in changing rooms and showers	<ul style="list-style-type: none"> • Only one individual shower is located in the Workshop. Employees are reminded to remove all personal belongings once using the facilities. • All employees are reminded to remove all personal belongings from the individual toilets. • All toilets are cleaned at the end of every day.
5.5 Handling goods, merchandise and other materials, and onsite vehicles	Steps
Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	<ul style="list-style-type: none"> • On receipt of deliveries employees are required to wash their hands. • Employees are not permitted to have personal deliveries delivered to the work address. • Employees have been provided with disinfecting supplies. Cabs should be cleaned regularly (Vehicles and Plant) – before starting work, during and at the end of the shift. • Where possible B&A Group will use the same driver same cab. If a vehicle/plant is going in for service, the driver is required to thoroughly clean the inside of the cab with disinfectant wipes, especially all surfaces that have been touched and then repeat this procedure when the vehicle is returned. • Wipe down any tools that have been used, with disinfectant wipes.

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6 Personal Protective Equipment (PPE) and face coverings	<p>All employees whose job roles have identified them as required to wear PPE to protect them against health and safety risks at work should continue to adhere to B&A Group PPE Policy.</p> <p>B&A Group have assessed the risks and implemented steps to manage COVID-19 in the workplace and have identified that additional PPE beyond what employees would usually wear is not beneficial.</p> <p>Face coverings are not the same as PPE. There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. This does not however protect the user, it helps to protect others if you are infected.</p> <p>Wearing a face covering is optional. Should employees choose to wear one it is important to following the steps below to ensure you are using them safely:</p> <ul style="list-style-type: none"> • wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it. • when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • change your face covering if it becomes damp or if you've touched it. • continue to wash your hands regularly. • change and wash your face covering daily. • if the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste bin. • Adhere to all the B&A Group steps to minimise COVID-19 risk.
7. Workforce Management	
7.1 Shift patterns and working groups	Steps

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<p>Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.</p>	<ul style="list-style-type: none"> • B&A Group currently operates distinct groups, being: <ul style="list-style-type: none"> - Reception - Accounts - Transport - Yard - Weighbridge - Workshop - Drivers • Mixing between these groups should be kept to a minimum. • Should items or supplies need to be transferred between these groups they should be left at drop off points, being: <ul style="list-style-type: none"> - Reception lobby - On the end of the spare workstation on accounts and transport floor or pigeon tray. - Outside of the workshop reception entrance - On de-brief desk
<p>7.2 Work related travel</p>	
<p>7.2.1 Cars, accommodation and visits</p>	<p>Steps</p>
<p>Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations</p>	<ul style="list-style-type: none"> • B&A Group are restricting the opening of operational sites to a minimum to avoid employees having to travel between sites. • All employees travel separately to sites. • Employees to clean and disinfect vehicles prior to handover to another employee or the workshop.
<p>7.2.2 Deliveries to other sites</p>	<p>Steps</p>
<p>Objective: To help works delivering to other sites such as branches, or suppliers, or customers premises to maintain social distancing and hygiene practices.</p>	<ul style="list-style-type: none"> • Single person deliveries should be made. • All payments made on account or via phone.

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	<ul style="list-style-type: none"> No requirement for drivers to leave their cabs on delivery. Should a driver need to exit the cab follow social distancing measures on Customers sites.
7.3 Communication and Training	Steps
Objective: To make sure all workers understand COVID-19 related safety procedures and are kept up to date with how safety measures are being implemented and updated.	<ul style="list-style-type: none"> B&A Group will provide clear, consistent and regular communication to improve understanding and consistency of ways of working. Employees will receive this information by toolbox talks, email briefings, notice boards, posters, memo's and training. The information will be simple, clear and using Government guidance. B&A Group procedures will be communicated to sub-contractors, suppliers and customers.
8 Inbound and outbound goods	Steps
Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.	<ul style="list-style-type: none"> Drivers are encouraged to stay in their vehicles when collecting and unloading. All Office and Workshop deliveries are left in the reception lobby or outside the workshop and are not to be signed for. All drivers are able to access welfare facilities located at the rear of the main building, but are required to following B&A Group guidance. The weighbridge has a screen installed to minimise contact during the delivery of tickets.

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