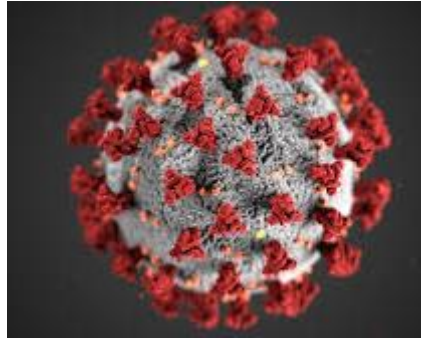


COVID-19 (CORONAVIRUS) POLICY STATEMENT



COVID-19 (CV-19) poses a real and significant threat to the most vulnerable in our society and as an organisation, we are committed to play our part in helping to restrict the spread of the virus so far as is reasonably practical, to fulfil the statutory duties that are required of us and by following the latest UK Government and NHS advice. Furthermore, with the ongoing Coronavirus pandemic, we recognise an additional duty of care for everyone. We will therefore aim to:

- Maintain compliance to the requirements of the Health & Safety at Work Act and associated Regulations whilst taking into account biological hazards
- Continue to provide safe and healthy working conditions to all our employees, subcontractors, clients and visitors whilst making workplace amendments as needed to protect everyone from the virus
- Provide sufficient resources to monitor and support the continuing effectiveness of our occupational health, safety and welfare management system which includes COVID secure measures
- Making our staff fully aware of the need to self-isolate if they experience symptoms or where they are at a high risk of infection due to travel or close proximity to anyone testing positive
- Consider further site risk assessment measures specific to CV-19
- Avoiding any non-essential meetings or gatherings for the time being
- Putting in place processes and procedures to enable staff to work from home where practicable to do so
- Keeping in touch with our customers and maintaining good communications throughout
- Provide sufficient information, instruction, training and supervision to ensure ongoing compliance to COVID management and that all persons are aware of the dangers of COVID 19 and how to protect themselves

- Ensure an effective reporting system is in place for reporting incidents and rectifying in a timely manner whilst operating an open door policy to allow persons to speak up
- Implement emergencies arrangements so that everyone understands what to do in the event of a major incident including potential or confirmed cases of COVID 19

We look forward to working with suppliers and clients alike to navigate this difficult time as safely and efficiently as possible.

Signed for and on behalf of **EXPRESS ASSEMBLIES LTD:**

Date: 23/11/20

Name: Mike Crane

Signature: *Mike Crane*

Title: Director