

# PEAK WASTE RECYCLING LTD

## COVID 19 POLICY

### Working Safely during coronavirus/COVID 19

#### 5 STEPS TO WORKING SAFELY

##### 1. Carry out a COVID-19 risk assessment

Before restarting work, you should ensure the safety of the workplace by:

- carry out a risk assessment
- consulting with your workers
- sharing the results of the risk assessment with your workforce

##### 2. Develop cleaning, handwashing, and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the guidance on hand washing and hygiene
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- set clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

##### 3. Help people to work from home

You should take all reasonable steps to help people work from home if possible, by:

- discussing home working arrangements
- ensuring they have the right equipment, for example remote access to work systems
- include them in all necessary communications
- looking after their physical and mental wellbeing

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## 4. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- see visitors by appointment only

## 5. Where people cannot be 2m apart, manage transmission risk

Where it is not possible for people to be 2m apart, you should do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

## 6. Additional measures

- Provide additional PPE when it is required
  - Drivers to work alone as much as possible and use only their own vehicle.
  - Provide additional welfare facilities to enable the 2m social distancing rule whilst breaks are being taken.
  - Where possible avoid vehicle sharing when traveling to and from work
  - Remove any barriers at the works entrance so that all operatives can freely enter and leave site to prevent queuing
  - Give inductions, briefings and toolbox talks in open spaces, rather than in indoor spaces
  - Avoid meetings in enclosed spaces
  - Avoid sharing tools and office equipment
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- In an emergency, for example, an accident, fire, break-in or trespass, people do not have to stay 2m apart if it would be unsafe to do so.

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- People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.
- Ensure all personnel are aware of the policy and all changes to the normal procedures.
- Maintain adequate supervision
- Enforce the measures introduced

This policy must be relayed to all employees and understood prior to commencing any works. All employees must sign on receipt.

COVID-19 Policy – Office Staff			
Name	Date	Name	Date

COVID-19 Policy – Drivers			
Name	Date	Name	Date

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## COVID-19 Policy – Garage Staff

Name	Date	Name	Date

## COVID-19 Policy – Yard Staff

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