

Coronavirus Health and Safety Policy

1 General Statement

Andel Ltd regards the health, safety and welfare of its employees, interested parties, clients and visitors who may be affected by its activities as being of prime importance. The Company will take all reasonable steps to ensure that its business activities do not put anyone at significant risk of injury or ill health. The purpose of this Policy is to provide clear guidance during the Coronavirus pandemic and the reasonable efforts and steps the Company will take to strive to limit the spread of the outbreak.

The measures outlined in this document and the accompanying risk assessment can be seen as a hierarchy of controls that, when implemented, strive to create a safer system at work and where the risk of transmission of infection is substantially reduced.

The key policy themes, centre guidance and the associated risk assessment will be communicated, as appropriate, to all relevant parties. Staff were consulted, and continue to be so, on the development of the policy, risk assessment and the associated instructions and guidelines.

This policy sits alongside the Company's current Health and Safety Policy.

2 Legal Position

The Company has specific responsibilities under the Health and Safety at Work Act 1974, the Control of Substances Hazardous to Health Regulations 2002 (as amended) and RIDDOR (The Reporting of Injuries, Diseases and Dangerous occurrences Regulations (2013).

This Policy document, and the accompanying risk assessment, takes into account the continuing Government guidance, initially issued on 11 May 2020 and all additional updated content since, relating to offices, factories, plants and educational settings. The policy will be regularly reviewed as and when Government guidance is updated.

The Company's retained Health and Safety Specialist (competent person) has been involved in the development of the policy, risk assessment and proposed measures.

Employees have legal responsibilities in terms of health and safety at work; Andel Ltd Health and Safety Policy and Employee Handbook refers.

3. Building Access Arrangements

The Company recognises the currently known risks associated with coronavirus and will take reasonable steps to ensure that it does not put the health, safety and welfare of its employees, clients, visitors and any interested parties at an unacceptable risk. Access to the main office and associated areas located at Unit 1 Dodworth Business Park South, Upper Cliffe Road, Dodworth, Barnsley, S75 3SP will be temporarily restricted to maintain low and manageable occupancy levels; the aim is to plan for the minimum number of persons on site to operate safely and effectively to maintain business needs and sustain a viable business going forward.

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To achieve this objective:

1. the Company will monitor and act upon the latest official guidance produced by the Government and industry sector bodies and will review/ publish all relevant sources of guidance to all employees on a regular basis.
2. The Company will produce and maintain a risk assessment and issue to all employees.
3. The Company will work with its suppliers and industry partners to ensure its actions are in line with others to promote best practice.
4. The Company will provide regular updates which identify the current risk levels and appropriate control measures.
5. Andel Ltd Senior Management Team (SMT) will ensure their staff and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected.
6. So far as practicable, managers must encourage and enforce the application of the rules described in the “Employee responsibilities” section below.
7. Any functions which can be reasonably and practicably carried out via remote working – either in a full time or part time capacity - will be considered, encouraged, and accommodated where possible. Consideration will be given to the flexibility of working hours during home/remote working.
8. Andel Ltd SMT will plan to ensure that health, safety and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g., short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up, e.g., rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place.
9. Where statutory examinations of company premises, machinery, equipment and vehicles fall due in a period when such services are scarce or unavailable, the management will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant.
10. Where all or part of a premises must be temporarily decommissioned, SMT will put in place a plan for safely shutting down and subsequent recommissioning.
11. Government recommended social/physical distancing measures will be followed throughout the premises, grounds and any business-related site/ employer visits.
12. Access to the building will be restricted – see later section/s; to manage occupancy levels to maintain social/physical distancing.

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13. Where Work at Andel Ltd premises can continue:

- a) the Manager/Director overseeing the cleaning of the general/common areas of the premises will liaise with staff and/or contractors as applicable to ensure that appropriate routine cleaning and sanitation and where needed deep cleaning is required, arrangements are in place.
- b) All employees will be responsible for daily cleaning of their own specific work areas (desk, computer keyboard etc.) and equipment and desk surfaces. Employees must take care when using shared equipment, for example, photocopiers, printers etc. and sanitise their hands and equipment immediately after use.
- c) Notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and key points around the building along with social / physical distancing measures. It is the responsibility of everyone within Andel Limited to follow these notices.
- d) The provision and use of PPE for all persons within the building including employees, external contractors and visitors will be line with Government and sector-based guidance/ instruction.
- e) To reduce the risk of infection; the Logging in Pad is not to be used at this time.
- f) If anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they will be asked to leave the premises; employees will be instructed to stay at home for the duration required by Government guidelines.
- g) If a staff member (employee) reports that someone else in the household has Coronavirus symptoms, they are to be instructed to stay at home for at least 10 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin and/or in accordance with the prevailing Government guidance applicable at the time.
- h) In the event of any First Aid CPR requirements, the only cause of action is to dial 999 and not to intervene. Social distance to be adhered to and correct use of PPE (i.e., disposable gloves and face mask). Other minor First Aid requirements will require the correct use of PPE (i.e., disposable gloves/ face mask when in proximity). Only qualified first aiders will attend to minor first aid matters and, where available, will be required to attend further learning/training as may be applicable.
- l) The Company may implement staggered break times to reduce the number of staff in one area at a time and consideration given for any employees who may need to commute using public transport, avoiding peak commute times where feasible and does not adversely or seriously affect business activities. All employees and visitors to observe social and physical distancing measures whilst utilising the canteen areas during staggered break times.

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j) Measures will be taken to encourage and enable social/physical distancing to be maintained between staff and other persons whilst within the building and on company grounds. These measures include reminders throughout main areas of the building which would normally see dense person traffic movement, authorised staff only permitted within the Production area.

k) All staff working rooms will be re-configured where practical and in line with current Government guidelines. Workshop environments will adhere to physical distancing when operating machinery and the correct use of PPE will be required dependant on the nature of the workshop activity.

l) Andel Ltd employee kitchen area to allow 4 persons in at any one time, sat 1 per table side. Effective hygiene rules (hand washing) to be complied with and a hand sanitiser unit is available on entrance/ exit to the employee kitchen.

m) SMT will work with all employees and provide measures to ensure, wherever practicable and reasonable, each individual employee working station complies with social and physical distancing.

n) Employee 'hot-desking' and the use of shared stationary supplies will not be authorised until further notice.

o) Consideration will be given to the rotation of employees working within the building and homeworking activities where practicable and reasonable to do so.

p) SMT will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include testing alarm systems, testing emergency lighting, checking fire doors, checking fire extinguishers.

q) Where possible and practicable, areas will be kept well ventilated

r) MS Office Teams, online message/ communications/ virtual meetings portal providing all Andel Ltd employees and invited external contacts a business wide communication tool. Used for informal and formal business-related communication matters.

4 Employee Responsibilities

1. All employees have responsibilities under health and safety legislation. Employees have a duty to take care of their own health and safety and that of others who may be affected by their actions at work. Employees must co-operate with employers and work colleagues and other interested parties to help everyone meet their legal requirements.

2. All employees must follow the instruction of the Company, represented by Andel Ltd's Senior Management Team. Failure to do so will be treated as gross misconduct and Company disciplinary procedures will be implemented.

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3. All employees will be responsible for cleaning their work areas (desk, computer keyboard for e.g.) and equipment in their immediate areas of responsibility (workshop equipment); employees will be responsible for helping to ensure that the staff kitchen is kept clean and tidy after use.
4. All employees (and contractors) are to follow the Government's published guidance on Coronavirus and the required safety procedures.
5. If anyone believes they may have symptoms of Coronavirus, however mild, they are to self-isolate for the recommended period. If they need clinical advice, they should visit NHS 111 online or call 111 if they do not have internet access. In an emergency, they should call 999. In addition, they are to notify their line manager/Company contact.
6. If anyone believes they are infected, or infection is confirmed by a medical practitioner, they may not work or complete their contracted duties until they can confirm they no longer present a risk to others.
7. Statutory sick pay (SSP) will be paid in accordance with Government guidance applicable at the time; sickness related to Coronavirus has to be recorded and reported in line with Government guidance.
8. Employees who are instructing (i.e., for new employees under Induction training) must follow the guidelines in terms of social distancing and supervision as far as is reasonably practicable.
9. Employees who are remote working (full time or part time) must keep in daily contact with their line manager.
14. Employees will be required to abide by any staff rota initiated by SMT in order to reduce occupancy levels in the building, to minimise transmission and reduce the number of daily face to face interactions amongst staff and others.

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- a) employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water. Hand sanitiser stations are available at key locations around the building.
- b) When employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel which is a company provision.
- c) If an employee feels unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave.

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d) If an employee has symptoms of coronavirus, however mild, they must stay at home and not leave their house for seven days (if they live alone) from when symptoms started.

e) If an employee lives in a household where someone has symptoms of coronavirus, they must stay at home for at least 10 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin.

f) Employees should practice social distancing as much as possible.

g) Employees must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied.

h) Where possible, employees may be asked to work from home (for part or all their contracted hours), and, at this time of national emergency, they are expected to cooperate to make this work. If for any reason this is not possible, employees should discuss this with the Company to reach a sensible compromise.

5 Gatherings and Meetings

To limit the spread of coronavirus the following steps will be taken to maximise social/physical distancing:

1. all meetings (external and internal) will be encouraged to be carried out via video link or conference call where possible.
2. Any meeting requiring face to face contact will adhere to social/physical distancing rules set at the time by Government; sharing of equipment and other items is not permitted (e.g., pens/papers).
3. Break times may be staggered to avoid overcrowding and enable social/physical distancing to take place.

6 Routine/Deep Cleaning Measures

A cleaning schedule will be devised. An del Ltd's experienced cleaning operative will, alongside the normal cleaning duties, undertake daily cleaning of:

- stair banisters.
- light switches.
- swing doors.
- door handles.
- Upper and lower floors.
- chairs/tables in reception and Kitchens.

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7 Linked Documentation

- Health and Safety Policy
- Business Continuity Plan
- Andel Ltd Risk Assessments

8 General Coronavirus Information

Particular attention is drawn to the following underlying medical conditions:

- Chronic (long-term) respiratory diseases, such as asthma, chronic obstructive pulmonary disease, emphysema or bronchitis.
- Chronic heart disease, such as heart failure.
- Chronic kidney disease.
- Chronic liver disease, such as hepatitis.
- Chronic neurological conditions, such as Parkinson's disease, motor neurone disease, multiple sclerosis, a learning disability, or cerebral palsy.
- Diabetes.
- Problems with the spleen, such as sickle cell disease or removal of the spleen.
- A weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets or chemotherapy.
- Being seriously overweight, with a body mass index of 40 or above.

Any staff member who considers that they fall within any of the scope identified above, is advised to speak to their line manager in the first instance.



Peter Double

Managing Director

19th April 2021

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