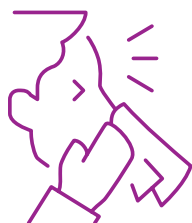


Taking care of personal hygiene

Protecting yourself and each other

Catch it, bin it, kill it



Wash your hands frequently with soap and water



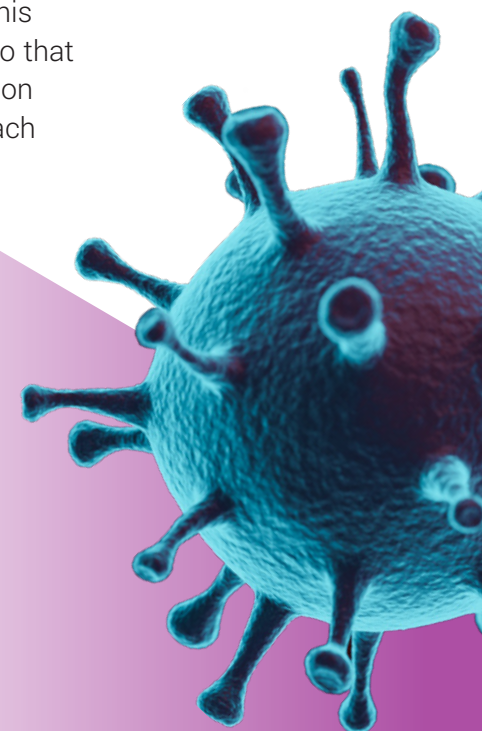
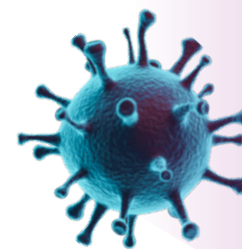
Avoid touching eyes, nose and mouth



COVID-19 SAFETY MEASURES

Working safely on site

We're committed to protecting the safety, health and wellbeing of our people and our visitors, and are taking steps to effectively manage the risks associated with the COVID-19 pandemic. This situation is being continuously monitored so that we can ensure we are taking every precaution necessary. This booklet outlines our approach and the steps we all need to take to keep ourselves and each other safe.



Working together to protect each other

Take responsibility for ourselves and each other



- If you are experiencing symptoms of COVID-19 or any other illness, please stay at home
- If you become unwell while on site, please speak to a manager or host
- Take notice of all the latest communications
- Make sure you're taking the right precautions, such as PPE
- Talk to your manager if you need to work on your own
- Report injuries and unsafe equipment, practices or conditions

Follow social distancing rules



- Follow one way systems, and allow for extra time if needed
- Only use the lift/elevator if you have to, and adhere to capacity
- Avoid all personal contact, such as shaking hands, handling parcels
- Use the phone, email or instant messaging to contact internal teams

Practice the very highest hygiene standards



- Wash your hands often
- Keep shared areas, such as kitchens and bathrooms scrupulously clean
- Clean down your immediate area or desk before and after using the space

Be aware



- Look to see who is around you and make sure you can maintain a safe distance, such as passing someone on the stairs
- Stay in corridors or shared spaces for the shortest possible time, and avoid loitering
- Minimise surface contact by only touching what you need to

Be prepared



- On site refreshments are limited, so it is advisable to bring your own food and drink
- Air conditioning and heating systems may be turned off, so dress accordingly
- With fewer people on site, make sure you know who to contact in an emergency (such as the First Aider)

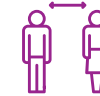
Speak up



- If you are worried about anything, speak to someone; a colleague, manager, site host, employee representative, Health & Safety Team
- Feel confident to say STOP if you think you or your colleagues are being put at risk
- Use the Confidential Reporting system, if you feel that you need to report something that you can't talk to someone else about

Protecting you in the workplace

Measures in place to enable social (physical) distancing



- Enabling working from home where possible
- Managing the number of people on site
- One-way systems
- Floor markings as a reminder of social distancing
- Ensuring desks are spaced appropriately
- Restricting the number of people in meeting rooms and communal spaces
- PPE available where required

Enhanced cleaning routine



- Locations that have been closed cleaned ready for reoccupation
- Focus on local contamination touch points, including:
 - Kitchen and bathroom facilities
 - Door handles, push plates and light switches
 - Hand rails on staircases and corridors
 - Machinery and equipment controls
 - Food preparation and eating surfaces
 - Equipment, including key boards and photocopiers
- Inside vehicles and work areas between use by different people
- Increased rubbish collection and storage points

Hygiene procedures



- Bathrooms and kitchens supplied with soap and hand sanitiser
- Where possible the same desk should be used by the same person
- Cleaning materials available locally

Working on site



- Some communal spaces closed, including canteens, coffee shops and gyms
- Visitors booked in advanced and briefed on COVID-19 safety measures
- Visitors restricted to only essential activity, with virtual options used in the first instance
- Events and social activities not taking place
- Goods in and out processes to avoid contact
- Fire evacuation procedures remain in place

Risk assessment



- COVID-19 risk assessments carried out on tasks where needed, including:
 - Increasing the frequency of hand washing and surface cleaning
 - Keeping activity time as short as possible
 - Using screens or barriers to separate people from each other
 - Using back-to-back or side-to-side working
 - Reducing the number of people each person has contact with by using fixed teams or partnering
- Assessing if an activity is safe to go ahead, where working face-to-face for a sustained period is necessary
- Assessments to include details of anyone who is especially vulnerable to COVID-19

