

Health & Safety Back to work at Charlton & Jenrick working with Covid-19

Additional Rules for company vehicle drivers or Employees visiting other premises

The Directors take very seriously the Health & Safety of every employee, so we understand that you may feel worried and concerned about returning to work. So, the directors want to assure that we have undertaken a thorough risk assessment to ensure the work environment operating systems you are returning to is very safe.

To ensure your safety and the safety of your colleagues and other persons, we have introduced some very important extra Health & Safety rules, and these new rules which have resulted from the risk assessment, it may be necessary to amend these rules throughout the period we have to live with the threat of Covid-19 to ensure we maintain the highest safety conditions for us all.

Health and Safety is every employee's personal responsibility not just the companies. These rules are for the protection of others as well as the protection of the individual that they apply to. Individuals are responsible for working to the guidelines just as much as the C&J is expected to make provisions for them, which it has proactively done.

These rules are additional to C&J's Health & Safety rules. All employees are strongly encouraged to advise a Director of any concerns or worries they you may have about these new rules or any other issues that concern you about returning to work.

These additional rules will be subject to C&J's disciplinary rule and will remain in place whilst the Directors deem them necessary.

Please remember following rules are designed to keep you and your colleagues safe at work whilst we are all living with Covid-19.

New Covid-19 Health & Safety Rules Additional rules

- Please regularly clean the inside of the cab with wipe all contact surface with a good surface cleaner
- Do not carry any other person in your vehicle who is not a member of your household
- Use hand sanitiser every time you get into your cab or before touching surfaces and controls.
- Before entering any premises or building it is always a necessary part of your job to put on a face mask before entering and maintain social distancing of 2 metres
- Before entering any premises confirm with the proprietor that it is both safe and acceptable for you to enter. Under no circumstances enter a building that has or had any person during the last 14 days that has displayed any of the symptoms of covid-19
- If you need to use the toilet or handwashing facilities, ensure you advise the proprietor and you clean every surface before and after you touch them

- If you are required to carry out any work in the premises. Then you must carry out a risk assessment ensuring any other persons that need to be in the room understand they need to maintain social distance from you. Ensure maximum ventilation by opening windows and doors.
- Minimise your touch contact with door handles and other items in the building
- Wear disposable gloves whilst carrying out the work and dispose of them by turning them inside out and putting them safely in an outside general rubbish bin
- Keep a record of every address, and the time and date you visit

Barry Charlton 04/06/2020