



COVID-19 – WORKING SAFELY POLICY

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

Briggs & Stone is are working within Government guidance whilst prioritising the health, safety and well-being of our staff, our clients and the community. Government guidelines must be adhered to AT ALL TIMES.

During the current COVID-19 crisis and we have adapted our procedures to enable us to continue to undertake visits, surveys and inspections. We are committed to looking after our staff and our clients by ensuring that we all take the necessary precautions to minimise the spread of the coronavirus COVID-19. We have put in place the following measures:

Office Working

Our employees will continue to work agilely from home until further notice

Where it is necessary to visit the office (to retrieve a file, etc) we will ensure that no more than 1 person will be in the office at any one time.

Before leaving the office the individual must ensure that all surfaces are wiped down and sanitised.

Property Inspections, Site Visits & Client Meetings

Site visits and client meetings should only take place where they are absolutely necessary.

Where possible meetings should take place outside and all attendees must adhere to a social distance of at least 2 metres.

Our employees are recommended to wear Personal Protective Equipment (PPE) whilst on site visits; this is for our clients protection as well as staff.

Employees will politely decline handshakes or any physical contact with other persons.

Our employees will avoid unnecessary contact with surfaces such as light switches, doors, door handles, tables, etc.

When on site employees should maintain strict personal hygiene. In addition to PPE, our employees are advised to use hand sanitisers and/or wipes, and may ask to use handwashing facilities (soap and water) at regular intervals, particularly if gloves are not available or are damaged.

1.1 Before a site visit or client meeting

When the visit is booked employees should request that a Briggs & Stone COVID-19 Client Meeting Checklist be completed.

Before undertaking a site visit or client meeting employees are requested to self-monitor for any signs or symptoms of COVID-19. In the event that they experience potential signs or symptoms employees are expected to self-isolate immediately and re-arrange any appointments.

Title	COVID-19 Working Safely Policy
Review Date:	21 May 2020
Version:	1.0



1.2 Property Inspections

Employees should request that clients prepare for the visit, survey or inspection – specifically for building inspections - request that all doors are opened prior to the visit so to avoid unnecessary contact with surfaces, opening of doors etc:

To enable the inspection to be undertaken as efficiently as possible, and if available and appropriate, employees should request a set of floor plans to be emailed prior to the inspection.

1.3 At a site visit or client meeting

On arrival employees should confirm that there is no change to the COVID-19 Client Meeting Checklist which has been provided. If circumstances have changed then the meeting should be postponed until a later date.

Employees should confirm that the property is empty and that pets are contained.

If social distancing is not possible employees will terminate the visit and arrange another appointment.

Employees should not touch internal surfaces unless wearing disposable gloves.

Employees should ensure that they wash their hands for 20 minutes or sanitise after any client meeting or site visit.

General Employee Advice & Recommendations

- Limit contact with people outside your household as much as possible.
- Transmission of the virus is affected by both duration and proximity of contact. Do not be close to anyone outside your household for longer than absolutely necessary and maintain a 2 metre distance at all times.
- Wash your hands as for 20 seconds as often as possible with soap. Use disposable paper towels to dry them. If washing facilities are not available in the field use hand sanitiser or anti-bacterial wipes.
- Cough or sneeze into disposable towels and throw them away immediately.
- Site visit and client meeting arrangements should be agreed by all parties prior to the visit or inspection.
- Where possible only one person should visit a property at any one time. Employees should ensure they are not exhibiting any symptoms of the virus prior to attending a meeting.
- Secure as much information as possible and practical from the client or occupier (or their representative) prior to a visit.

Travelling

- Before you travel, consider if your journey is necessary and if you can, stay local. Try to keep your travel to a minimum.
- You should avoid using public transport where possible. Instead try to walk, cycle, or drive.
- If you do travel, thinking carefully about the times, routes and ways you travel will mean we will all have more space to stay safe.
- If driving, you should anticipate more pedestrians and cyclists than usual, especially at peak times of day. Allow other road users to maintain social distance, where possible. For example, give cyclists space at traffic lights.
- Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible pay by contactless. Wash your hands for at least 20 seconds or sanitise your hands when arriving and leaving.
- A copy of this Policy should be kept in your car