

Covid 19 Policy & Arrangements

In response to the current Covid 19 crisis, the policy of Cousins Group Ltd and its subsidiary companies is to monitor and abide by the recommendations of the UK Government for the containment of the Coronavirus, and to provide the safest working environment for our staff that is possible.

The company operates using the Microsoft Office 365 platform which enables staff to work remotely while maintaining full access to company and project documents. This platform also enables the use of document sharing, video conferencing, chat rooms and phone calls to enable staff to operate effectively.

General

- Anyone showing symptoms has been instructed to self-isolate in accordance with current Government guidelines.
- Staff are instructed not to travel unless unavoidable.
- All staff have been given safeguarding advice and instructed to follow guidelines issued by the NHS and the HSE related to Covid 19.

Arrangements in place – Admin Staff

- Administration staff are working at home where possible; offices are remaining open for staff to use by appointment. Staff must read and sign the Covid Risk Assessment on arriving at an office for the first time and after each amendment to the Risk Assessment.
- Staff are encouraged to maintain appropriate social contact with colleagues to help reduce stress and isolation.
- Visitors to offices are by appointment only.

Arrangements in place – Site Staff and Operatives

- All operational teams have been instructed to avoid face to face contact wherever possible.
- Sites are operating within the latest issue of the CLC Guidelines.
- All staff and operatives are inducted using the Construction Leadership Council Covid video.
- Disposable gloves and masks are issued to all staff for use during work at site as appropriate.
- Staff and operatives are monitored for Covid symptoms before allowing entry to site. Anyone showing symptoms is precluded from working.
- Regular Tool Box Talks are given on wearing, removing and disposing of Gloves and face coverings.
- Regular Tool Box Talks are given on precautions to use travelling to work at site.
- Daily records are kept of monitoring carried out and PPE issued.
- Only staff essential to the delivery and management of works are to attend site.
- All staff must maintain a record of their work locations each day in case a track and trace action is required.

Bulletins have been, and continue to be, issued to staff via e-mail, and our strategy is being updated on receipt of updates on Government or Construction Leadership Council advice.

In the event of a case of Covid 19 infection being confirmed, the escalation process detailed in HW82.01 Incident Escalation will be implemented.



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Group Operations Director

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Approved by: Clare Gladney