

## **Working Safely During Coronavirus (COVID -19) Management Plan**

Our priority is to the health and safety of all our staff and visitors therefore Isotank Services have developed a series of measures to protect everyone whilst in the workplace to help stop and prevent the spread of the coronavirus.

Below is a summary of the measures we have taken in keeping staff informed:

### **Toolbox talks have been conducted with staff to raise awareness of:**

- The common symptoms of COVID -19
- Actions to take should COVID-19 symptoms develop
- Reporting any concerns
- Guidance should someone in your household develop symptoms
- Social distance guidance
- Hygiene:-
  - frequent washing of hands
  - sneeze / cough into your elbow – not your hands
  - avoid physical contact.
  - follow all site rules and advisories

### **Information, notices and signage:**

A series of advisory notices and signage have been strategically positioned throughout the workplaces and are updated following any changes in the Government rules or guidance.

### **Risk Assessments have been developed and issued complete with guidance:**

- Working safely during coronavirus (COVID-19) – Offices (depot specific)
- Working safely during coronavirus (COVID-19) - Safe use of meeting rooms
- Working safely during coronavirus (COVID-19) - Depot
- Working safely during coronavirus (COVID-19) – Operating the fork lift truck / Container lifter / site vehicles

### **Social distancing in Offices:**

Revised layout of desks and work stations has been completed to enable social distancing where this is not possible or practicable further provision – screening - has been put in place to allow safe working.

### **Cleaning and sanitising:**

A range of cleaning / sanitising stations have been set up to pre and post clean of shared use equipment such a hot desks and power tools.

Other common used surfaces such as door handles and hand rails etc are subject to regular cleaning.

### **Visitors**

Visiting is by arrangement only with 48 hours notice of arrival required. All visitors will be asked to sign in to the reception area and complete a COVID-19 questionnaire.

### **Management of the Plan:**

The management team have been given responsibility to ensure all systems are in place and everyone's compliance.