



COVID-19: Health & Safety Update

Covid-19 or Corona Virus has had a significant impact to all operations in 2020. As we look to return to normal operations, the following procedures have to be introduced to prevent the spread of the virus and to protect everyone affected by our activities.

Applicability

This policy applies to all **red rock electrical ltd** employees, as well as all sub-contractors employed by the company. It does not replace any site control measures, but should be used in addition. Where there are differing levels of control measures, the strictest one should be followed where practicable. If there is any doubt, then contact your Contracts Manager, the Operations Manager or the Health and Safety Manager for advice before continuing.

CLC guidance, combined with that from the HSE means the following steps are to be implemented at the main **red rock** office site:

Travelling to and from Work

- Where possible work from home.
- If you have to travel, do so alone.
- If sharing a vehicle is necessary, then the same individuals should travel together. Good ventilation should be maintained and individuals should face away from each other.
- The vehicle should be cleaned regularly (especially if changing drivers) with particular emphasis on controls, handles and areas where passengers may touch surfaces. Do not store anything in the cab.
- Cleaning facilities are to be provided at entrances and exits. Soap and water are preferred, but hand sanitiser can also be used.

Site Access and Egress

- All non-essential visits are to be cancelled.
- The office door and gate will remain closed and locked. Visitors should follow the signed advice to gain access and follow all host instructions.
- All visitors are to have welfare facilities made available to them. However, they should be escorted and additional cleaning should take place afterwards in the affected areas.
- The last person to leave the site each day is to ensure that cleaning of door handles and key fob panels has been carried out.

Deliveries

- Post should only be handled by the Office Manager, who will have PPE available to process it safely.
- Bulk deliveries should be made at the rear of the building into the allocated drop-off zone, where they can be processed by staff while maintaining the 2m distance and any cleaning required.

Movement Around Site

- Movement around site is to be kept to a minimum to reduce the number of interactions and possible spread of the virus.
- Working side-by-side or back-to-back (where possible) is preferable over face-to-face working.
- The use of email or telephones for communication should be used in preference to face-to-face communication.
- If meetings have to take place, an outdoor location is preferable to ensure a good supply of fresh air and greater ability to maintain social distance.

Implementation

The measures are effective immediately and will remain in place while the ever-current situation continues. It will also remain under constant review. The Construction Leadership Council issued a Site Operating Procedure, as shown below. In particular, it covers those instances when a worker should not travel to work.

Social distancing	Workers in the construction industry should follow the guidance on Staying at home and away from others (social distancing) . Where they cannot work from home, they must follow the same principles of social distancing while travelling to and from work and while at work.
Self-isolation	Anyone who either has a high temperature or a new persistent cough or is within 14 days of the day when the first member of their household showed symptoms of Coronavirus (Covid-19) should not come to site, but must follow the guidance on self-isolation .
Person at increased risk	Anyone who is at increased risk of severe illness from Coronavirus (Covid-19) is strongly advised to work at home and should be particularly stringent about following social distancing measures.
Persons defined on medical grounds as extremely vulnerable	Anyone identified as extremely vulnerable will be advised by their health authority and must follow the guidance on shielding and protecting extremely vulnerable people .
Living with a person in one of the above groups	Anyone living with a person who is at increased risk of severe illness, or an extremely vulnerable person who is shielding from Coronavirus (Covid-19), should stringently follow the guidance on social distancing and minimise contact outside the home.
If someone falls ill	If a worker develops a high temperature or a persistent cough while at work, they should: <ul style="list-style-type: none"> • Ensure their manager or supervisor is informed • Return home immediately • Avoid touching anything • Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.

Welfare Areas

- The office welfare facilities do not allow social distancing with multiple use. Therefore, they are to be designated as single occupancy use until further notice.
- Do not loiter or gather around the welfare areas after use.
- Additional cleaning is to be implemented, particularly door handles, locks, toilet flush and taps in the toilets, all surfaces, hot tap, door handles and dishwasher controls in the kitchen and the controls of the water dispenser in the foyer.

Communal Equipment

- All printing, fax etc, is to be collected as soon as possible. Staff should only collect the items they require.
- Any equipment used by more than one person should be cleaned prior to use.

Cleaning

- All employees are to ensure that at the end of each working day, phones, keyboards, mice, photocopiers and printers have been cleaned.
- Desks should be left clear to allow contract cleaners access with the minimum of object contact.

PPE

- All necessary PPE will be provided as usual.
- There is currently no requirement for RPE to be worn for Covid-19 specific reasons where the 2m social distance can be implemented. However, those wishing to wear it can do so.
- Re-usable PPE should be cleaned after use and not shared between workers.
- Single use PPE should be disposed of to prevent accidental reuse.

Message from the MD...

It goes without saying, I hope everyone and their families have been keeping well during this unprecedented time. Whilst this newsletter issue is heavily focused (and rightly so) on Covid-19 and the impact to our operations, I wanted to take the time to give you a positive update on our current and future works. As the weeks go by, more and more sites are starting to open up and I do not think it will be long until all our employees are back at work again.

Yes, everyone has a job to come back to!

We have remained busy at Derriford Hospital throughout lockdown and work on Aldi Stores has really started to kick in. Saltram Meadow Primary School and a 30-bed student accommodation in Exeter are both due to start within the next two months. Sainsbury's Convenience stores have also recommenced works, so, things aren't looking bad.

A new Risk Assessment has been created to cover the additional Covid-19 advice, to which I urge you all to take special notice of when starting work on site.

I know a lot of you will have had questions about what work will be like moving forward, how you as an employee have been affected and I hope this newsletter will have answered most of them. Should any of you have any concerns that have not been covered, please contact myself or Tim for clarification.

Best wishes,

Matt

SPECIAL THANKS GOES TO...

Roger Drawert, Adam Luxton, Aron Jackson, Brad Phillips, Conor Saunders, Mick Cardy, Steve Bandy and Rachael Wilson who continued their jobs throughout the whole of the lockdown period.

Important works at Derriford Hospital didn't stop and Roger's team did a great job under difficult circumstance.



ANNUAL LEAVE: Notice to Employees

The coronavirus pandemic has of course had an impact on our holiday plans. Because of this, the government has introduced a temporary new law allowing employees and workers to carry over up to 4 weeks' paid holiday into their next 2 holiday leave years. Taking into account the difficulties of the situation we are in and the desire not to prolong the knock-on effects, **red rock** will be extending our Christmas shutdown period this year. Employees will therefore be required to use 10-days from this year's leave allowance instead of the usual 5 for the Christmas shutdown period. Dates of the revised shutdown period are:

Office Closes: Wednesday 16th December 2020
Christmas party: Wednesday 16th December 2020
Office Opens: Tuesday 5th January 2021

For the remainder of your holiday allowance, please as always, submit your requests using hronline as early as possible and before you make any firm arrangements, in order to reduce the chances of refusal. Holiday dates will be allocated on a "first come - first served" basis.

PPE

We have spent almost £3,000 stocking up on the additional PPE items required to help protect staff from Covid-19.

Hand Sanitiser
Masks
Gloves

All items are available to every employee. Please contact your Contracts Manager or the Health and Safety Manager, as required.



RED ROCK SUMMER PARTY 2020

POSTPONED

UK's most popular lockdown hobbies revealed:

1. Learn a language
2. Training with Resistance Bands
3. DIY
4. Yoga
5. Baking
6. Gardening