

COVID-19 OPERATIONAL POLICY



1. Introduction

This policy covers the requirements and outlines the measures the company has instigated to protect the health and safety of its employees and customers during the current COVID-19 pandemic. This policy is in addition to the procedures already in place within the business and details the additional requirements that are required. All other procedures continue to be implemented unless there is an instance in this policy which states otherwise.

2. Scope

The scope of this procedure covers all operations and business functions and the changes that have been made to accommodate the social distancing and workplace guidelines set out by the UK government.

3. Terms and Definitions

Term	Definition
COVID-19	Highly infectious disease caused by a novel strain of coronavirus that attacks the respiratory system
Direct Transmission	Transmission through person to person contact
Indirect transmission	Transmission through contact with contaminated surfaces
Social distancing	Maintaining a 2m distance from others
Shielding	Additional measures to social distancing for those that are classed as clinically extremely vulnerable
Vulnerable Persons	People with underlying conditions that put them at moderate risk of severe symptoms
Extremely Clinically Vulnerable Persons	People with underlying conditions that place them at a high risk of developing severe symptoms – these people have been asked to shield by the NHS
GVH	Goonvean Holdings Ltd
GVA	Goonvean Aggregates Ltd

4. Responsibilities

Term	Definition
GVA Management Team	Review and approval of all COVID-19 documentation
Managing Director	<p>Responsible for planning and oversight of the organisation's strategy, ensuring this aligns with the latest UK Government and Public Health England advice.</p> <p>Oversee effective implementation and monitoring of control measures and review their effectiveness.</p> <p>To lead the organisations response where there is a likely possibility of either direct or indirect transmission of the virus within the workforce.</p> <p>To ensure staff planning is coordinated and managed in line with the social distancing guidelines.</p> <p>Monitor operational activities within the organisation and identify processes where operatives are less able to implement social distancing and implement control measures as a result.</p> <p>Communicate any new measures or information to site supervisor for wider distribution to staff.</p> <p>Discuss and agree Personal Risk Assessments with members of staff identified to be at higher risk from the virus.</p>

General Manager & Quarries Manager	<p>To ensure any PPE and specialist supplies are monitored and reordered where required to ensure control measures are suitably resourced.</p> <p>To ensure enhanced cleaning measures are carried out by the cleaners</p> <p>Communicate information to site employees and ensure any control measures are adhered to by workforce and visitors to site.</p> <p>Report any instances where social distancing was not possible due work requirements and ensure they are recorded.</p> <p>To assist in additional cleaning measures where required.</p>
General Manager	<p>With the assistance of the Managing Director for communication of up to date Public Health information to the workforce</p> <p>To assist with and ensure that all control measures detailed as part of the organisation's strategy are implemented across the organisation, providing employees with the required information, instruction, training and supervision required to ensure these controls are effective</p> <p>Ensuring the suitability of any additional PPE and providing employees with the necessary information, instruction, training and supervision</p> <p>To assist the designated manager in monitoring and review of all cleaning activities ensuring relevant records are maintained where required</p>

5. Additional Health & Safety Arrangements

Prior to starting work, all personnel are required to have read and signed a copy of the letter, HMRC Coronavirus Job Retention Scheme Furlough Leave and the risk assessment RA-COVID19 which details the additional control measures required during the pandemic.

The risk assessment is further supported by six method statements that pertain to the individual employees' role within the company and details the procedures that are required in order to commence work safely.

Where feasible, start times have been staggered.

Site operatives are required to wait in their vehicles until the site supervisor indicates that they may enter the building, carry out a temperature check, collect their PPE and vehicle or cabin key. Whilst moving to their place of work everyone is required to maintain a 2m distance and once at their station, all surfaces are to be wiped down using the wipes and sanitiser that have been provided, ensure the cabs are well ventilated and nitrile gloves are worn. All communications are then carried out via radio. All breaks are to be taken in either the individuals' vehicle or workstation and when entering the welfare facility to use the toilet, hand washing and use of the hand sanitiser must be carried out. At the end of the workday the site supervisor will contact each operative in turn to return to the welfare facility to ensure the 2m distancing rule is maintained.

For employees that are based at the company's head office, upon entry into the building hand washing and the use of sanitiser must be carried out. Temperature checks are made and recorded in the General Managers office. All workstations have been set up to enable the 2m distancing to be applied and designated walkways have been marked out. No visitors are allowed into the building and all callers such as post and delivery drivers are dealt with using the intercom system.

Extra signage has been placed in pertinent areas to communicate to employees and contractors where procedures have changed or increased and are identified in section 10 of this policy.

6. General Hygiene

General hygiene is managed on all our sites with readily available hand sanitising stations and access to soap and running water. Hand dryers have been installed and paper towels are available in all areas. Mobile plant and small vehicles have been supplied with sanitising wipes and nitrile gloves. External cleaners are employed to work outside the company's business hours at each site and are under instruction to carry out enhanced cleaning procedures appropriate to the current situation.

Welfare facilities for hauliers and visitors are available at our operational sites. One unisex toilet at each site has been designated for their use and signage with instructions for use are on the door. Regular cleaning takes place, both facilities have hand wash, paper towels and sanitiser available.

7. Human Resource Management Arrangements

7.1 Staffing

A risk assessment has been completed outlining provisions for vulnerable employees where any underlying health conditions identify staff members as being clinically vulnerable and at high risk of severe symptoms. No staff have been asked to shield by the NHS due to being categorised as extremely clinically vulnerable.

In the event of an employee returning from outside the county or abroad, a risk assessment has been completed outlining requirements to ensure the safety of co-workers.

Employees that have been requested to return to work under critical worker status are supplied with a company letter signed by the Managing Director to confirm that they are travelling for work purposes if questioned by the police force.

7.2 Wellbeing

The General Manager has had Mental Health First Aid at Work training and can provide an outlet and resources to help those struggling with mental health and wellbeing. The company has additionally provided training in Mental Health Awareness for the General Manager, Quarries Manager and Compliance Manager via Cornwall College.

7.3 Management of Holidays

Due to the relatively short period of furlough that staff at GVA experienced, it is deemed this will have minimal impact on staff holiday. All staff will be encouraged to book at least 50% of their holiday by July. The General and Quarries Managers will be responsible for ensuring appropriate staffing levels are maintained throughout the rest of the year

7.4 Contractors

Only essential contractors are being permitted to visit site during this period. Essential contractors are designated as those required for effective and safe maintenance of equipment, safety or environmentally critical works and legally required thorough examination of equipment. Contractors that are required to work on any of GVA's sites are required to complete a Covid-19 Contractor questionnaire form prior to starting work which is then stored electronically along with the relevant risk assessments, insurance and training documents.

7.5 Sales and Marketing Arrangements

Customer contact is primarily being carried out via "Teams" conference calls, telephone and email. Visits to customer sites are allowed where they can be carried out in line with the current government rules regarding social distancing.

7. Information and Security Management Arrangements

No employees are working from home and there is no requirement for paperwork to be removed from site.

GVA will utilise the GVH ISM team should any issues arise.

8. Environmental Arrangements

GVA's waste disposal arrangements utilise external companies. Waste sites, waste operatives and hauliers have been classed as key businesses/workers throughout the pandemic so there is no disruption to these services.

In the event that a person is suspected or confirmed to have contracted the Covid-19 virus, GVA will utilise their external cleaning provider to carry out a deep clean of the relevant area and dispose of any waste arising in accordance with the current guidelines.

GVA is committed to performing its duties in line with the waste hierarchy and duty of care requirements as is standard practice.

9. Referenced Documentation

Document	Location
Letter - HMRC Coronavirus Job Retention Scheme Furlough Leave	X:\QAM - Quality Assurance Management\Covid-19 Communications\COVID return letter April 2020.docx
RA-COVID19 – Including: MS1 Opps Processing Materials MS2 Maintenance Tasks MS3 Supervision MS4 Technical MS5 Commercial MS6 Weighbridge	X:\HSS - Health, Safety and Security\01 H&S Management System\18 Risk Management\01 Risk Assessments\06 Covid-19\RA COVID-19 Working During Covid 19 Pandemic 14-04-20.xlsx
Covid-19 Signage	X:\HSS - Health, Safety and Security\01 H&S Management System\33 Safety Signage\03 Coronavirus
Letter – Confirmation of critical worker status	X:\QAM - Quality Assurance Management\Covid-19 Communications\Letter - Critical Worker Status.pdf
Covid-19 Contractor Questionnaire	X:\HSS - Health, Safety and Security\01 H&S Management System\03 Contractors\04 Covid-19 Contractor Questionnaire\COVID-19 Contractor Questionnaire - Blank.docx