

## **IDL COVID-19 Risk Assessment Outcomes**

From the first day of the UK lockdown on 24<sup>th</sup> March 2020, we committed to making our building as safe and virus-free as we could. We have complied with the UK government's guidance for managing the risk of COVID-19 with the following actions.

- Assessed the risks, and implemented both physical and procedural changes to the way we work.
- Shared the results either through presentations, posters or verbal instructions.
- Shared relevant results with anyone who visits us.
- Regularly checking for the latest advice and acting on it
- Making sure that we have plenty of handwashing facilities and access to hand sanitiser.
- Implemented additional cleaning during the day of all touch points.
- Sourced extra cleaning materials to allow for a consistent level of hygiene throughout the day.
- Checking the temperature of everyone who attends site.

Staff needing to self-isolate or shield others has been supported, with some staff providing temporary homeworking as required.

Those who are advised to isolate are doing so with as much support as we are able to provide. This includes people who will be told to isolate through the new Track & Trace system.

We have taken all reasonable steps to maintain a 2-metre distance in the workplace, but where people cannot be 2 metres apart, we have done everything practical to manage transmission risk.

We have published the following documents to manage the risks and provide staff policies, procedures and guidance:

- a) Checklists based on the UK Government Guidance
- b) Risk Assessment
- c) Coronavirus Policy (SH-P12)
- d) Temporary Homeworking Policy (SH-P13)
- e) Coronavirus Working Procedures (SH-P12a)
- f) First Aid During Coronavirus (SH-P12b)
- g) Visitor Information during Coronavirus (SH-P12c)

Our site has plenty of handwashing facilities and access to hand sanitiser. We've implemented additional, effective cleaning during the day of all touch points. There are also extra cleaning materials available to all our people, to allow for a consistent level of hygiene throughout the day. All employees and visitors have their temperatures read when they attend site.

The company has been communicating with our customers to provide pre-sales, sales and deliveries according to changing requirements. Our UK technical services were suspended for a period of time according to government advice. We have now recommenced these activities by strict observance of both clients' and our own coronavirus policies.

We continue to monitor the situation and will update our Policies and Work Instructions as required for the health and safety of our staff, customers and suppliers.