

COVID-19 Policy

Managing Risk

Challenger Site Services LLP have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. In the context of COVID-19 this means the Company will,

- Carry out a COVID-19 Risk Assessment.
- Increase the frequency of hand washing and surface cleaning.
- Assess options for working from home.
- Make every reasonable effort to comply with the social distancing guidelines.
- Where the social distancing guidelines cannot be followed in relation to a particular activity, the Company will consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission; inducing.
 - Keeping the activity involved as short as possible.
 - Using screens or barriers to separate people from each other.
 - Using back to back or side to working (rather than face to face) whenever possible.
 - Reducing the number of people each person has contact with by using “Fixed Teams or Partnering”.
- Have regard to whether the people doing the work are especially vulnerable to COVID-19.

People at higher risk

Clinically vulnerable individuals who are at a higher risk of illness due to a pre-existing medical condition are advised to take extra care in observing social distancing and should work from home where possible. Where working from home is not possible the option of working in a way that enables them to be 2m away from others at all times should be offered.

Clinically Extremely Vulnerable individuals have been strongly advised not to work outside the home.

Definitions of the types of vulnerability can be found here;

[Clinically Vulnerable](#)

[Clinically Extremely Vulnerable](#)

People self-isolating

Anybody deemed necessary to self-isolate should notify a member of the Management Team and return home immediately.

It is extremely important that anybody with symptoms of COVID-19 stay at home and does not attempt to come to work.

Details on the latest guidance for symptoms, and self-isolation periods can be found here

[Self-Isolating](#)

Equality in the workplace

Challenger Site Services LLP will ensure that they are mindful of the particular needs of different groups of workers or individuals when applying guidance.

The Company will involve and communicate with workers whose protected characteristics might expose them to a degree of risk or might make any steps the Company is thinking about inappropriate or challenging for them.

Social distancing at work

Everybody must maintain 2m social distancing wherever possible; including while arriving at and departing from work, while in work and when travelling between sites.

Where the social distancing guidelines cannot be followed in relation to a particular activity, the Company will consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission; including:

- Keeping the activity involved as short as possible.
- Using screens or barriers to separate people from each other.
- Using back to back or side to side working (rather than face to face) whenever possible.
- Reducing the number of people each person has contact with by using "Fixed Teams or Partnering".

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, canteens, kitchens and similar settings.

Travelling to and from work

Challenger Site Services LLP employees are discouraged from using public transport or sharing transport to and from work and encourage the use of bicycles and walking as a form of transportation.

If shared transport is unavoidable employees should consider social distancing and sit as far away from one another as possible, ensure good ventilation by keeping the car windows open where possible and face away from one another.

Moving and working around the depot

Floor markings and a one-way system has been introduced at the staff entrance, clock machine and stores area to assist with social distancing.

Handwashing facilities and sanitiser stations are also available at the entrance.

Workplaces & Workstations

Workstations are assigned to individuals, are not shared, and are spaced as far away as possible to assist with social distancing.

Whilst workstations enable workers to maintain 2m social distancing, some workstation where required are fitted with Perspex screens to create a physical barrier between people.

Employees are instructed to clean their workstation daily and open windows and doors frequently to encourage ventilation where possible

Hand sanitiser stations have been setup and individual bottles placed on desks to allow employees to sanitise hands before and after handling paper or other materials

Social Distancing in Vehicles

Wherever possible Challenger Site Services LLP will avoid vehicles being shared by 2 people. If this is unavoidable employees must ensure good ventilation by keeping the windows open where possible and face away from one another. A Fixed pairing system will also be used if vehicle sharing is required.

Carrying out servicing, deliveries and collections

Challenger Site Services LLP have instructed all employees to maintain social distancing whilst carrying out servicing, deliveries, and collections. Employees are instructed not to obtain signatures for any paperwork or digital form, but instead ask the name of the customer for the employee to write it on the paperwork or digital form instead.

Copy paperwork, if requested, is to be left on site in a safe place as opposed to being handed over to the customer.

All servicing, delivering and collection work can be carried out individually with the exception of larger items such as effluent tanks which may require additional personnel, but can be done so safely at a distance of greater than 2m.

Common areas

Challenger Site Services LLP will enforce a temporary limit on the number of employees allowed in the following areas at any one time to 2 people.

- Canteen
- Downstairs Kitchen
- Changing Rooms
- Marie's Office
- Shaun & Robert's Office
- Boardroom

Challenger Site Services LLP will enforce a temporary limit on the number of employees allowed in the following areas at any one time to 1 person.

- Upstairs Kitchen
- Toilet Facilities
- Server Room

Seating facilities in the canteen area has been reduced and employees must ensure they sit spaced apart and face away from one another.

The Company has also introduced a Daily Sanitising Checklist to ensure contact points around the building are sanitised. This will be completed first thing in the morning, documented and logged. Hand Drying Facilities in both toilets and both kitchens will be replaced from hand dryers and traditional towels to single use disposable paper towels.

Accidents security and other incidents

In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.

Managing customers, visitors and contractors

Challenger Site Services LLP have ensured all regular suppliers and visitors have been made aware of the Company's social distancing measures by emailing a copy of this policy for them to pass on to their staff.

Site Guidance on Social Distancing and Hygiene must be explained to any visitors on arrival by the employee greeting them. Visitors are required to sign in, but the visitors' book is to be completed by the employee.

Cleaning the workplace

Challenger Site Services LLP have implemented the following controls for cleaning the workplace specifically for COVID-19

- A Daily Sanitising checklist is in place to ensure contact points around the building are sanitised.
- Employees are instructed to clean and sanitise their workstations in the office daily, this includes keyboard, mouse, phone, stationary, desk and drawer handles
- Employees are instructed to clean and sanitise the interior and exterior of their vehicles daily, as well as other work equipment including vehicle keys, mobile phone, sat nav, pens and fuel cards & clock cards.

Links

Links to government guidance can be found here

[Clinically Vulnerable](#)

[Clinically Extremely Vulnerable](#)

[Self-Isolating](#)

[Construction and other outdoor work](#)

[Offices and contact centres](#)

[Vehicles](#)