

## POLICY STATEMENT

### Staying COVID-19 Secure

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AmcoGiffen (Amalgamated Construction Ltd and Giffen Group Ltd) recognises its obligations under current legislation and is fully committed to the provision of a safe and healthy environment for the wellbeing of all employees, workers, sub-contractors, visitors and the people in the communities where we work.

We have reviewed and will comply with Public Health England (PHE), the Health and Safety Executive (HSE) and Construction Leadership Council (CLC) guidance on managing the risk of COVID-19. However, health and safety is everyone's responsibility and, in line with our organisational values, everyone must take personal responsibility to assess and manage the risks of COVID-19 as part of their role.

AmcoGiffen will:

- Conduct a COVID-19 risk assessment for each office and share the results with our workforce;
- Take all reasonable steps to help people work from home, where they can;
- Take all possible steps to maintain the two metre social distance across our projects and offices; where people cannot be two metres apart for essential operational reasons, we will do everything possible to manage the transmission risk of the virus i.e. amended shift patterns, screens or barriers, fixed teams and/or ensuring colleagues face away from each other and the use of PPE and/or face coverings (which are mandatory on public transport);
- Offer clinically vulnerable individuals (not those who are extremely vulnerable and shielding on government advice) the safest available roles in our office and on-site, if they cannot work from home;
- Implement enhanced cleaning procedures, particularly high-contact areas such as door handles, printers and keyboards;
- Ensure handwashing and hygiene procedures are available and in line with current guidance;
- Install administrative controls i.e. distance markings and signage.

Our guidance and risk assessments will develop and change as the situation develops to ensure that when we are asking people to return to offices, we will have the appropriate measures in place to make this as safe as possible. The generic COVID-19 risk assessment has been published on "Workspace", each office has a bespoke risk assessment that has been reviewed for compliance by the SHEQ team prior to reoccupation. When each office is COVID secure a sign shall be displayed at the entrance to the building, confirming we have complied with the government's guidance on managing the risk of COVID-19.



**John Booth**  
Managing Director