

Seed Environmental Ltd

COVID – 19 Policy Statement

Seed Environmental Ltd is closely monitoring the ongoing coronavirus (COVID-19) pandemic and is following all government guidance to ensure the safety and well-being of our employees, contractors and clients.

Our response has been managed from the outset by our leadership team in collaboration with our employees. This is to ensure we are implementing effective protective and preventative measures, our employees are aware of these measures, and all employees receive the appropriate level of training to enable them to complete works in a safe manner.

Scope

This policy applies to the entire company and its operations in the UK and will be communicated with all employees. It specifically relates to the control measures put in place to manage the risks posed by COVID-19 whilst carrying out office and site-based works.

Office based activities

Where practicable, employees are continuing to work from home and will be able to offer continued support to our clients.

Seed operates cloud-based systems allowing staff to access information remotely, and in a secure manner, to ensure they can carry work effectively and efficiently.

We are utilising online software to communicate with employees daily, and to maintain staff collaboration.

All non-essential travel has been stopped. Face-to-face meetings with staff and clients have been restricted where feasible.

Where staff are required to work from the office measures have been introduced to ensure social distancing procedures are followed. Example controls put in place include limiting the number of employees at each office location and the introduction of floor markers and posters to assist with social distancing.

Hand sanitiser stations have been established within offices at key areas such as entrances, kitchens and workstations. Additional cleaning materials have also been made available and cleaning procedures have been introduced for all workstations at the beginning and end of each working day.

Additional security has been introduced at office locations to eliminate unessential contact with persons who could enter the workplace.

Site based activities

All employees have received training and guidance on our risk assessments relating to COVID-19, and all employees have received adequate additional PPE for tasks in which they are conducting.

Hand sanitiser has been provided for all site teams with an adequate supply available for them to restock when required to do so.

We are carrying out daily checks to ensure staff and site residents are not displaying COVID-19 symptoms to ensure it is safe for works to continue as planned.

Where possible, employees are travelling in separate vehicles to sites to ensure social distancing measures are maintained. If employees are required to share vehicles additional procedures have been introduced to ensure vehicles are cleaned at the start and end of each working day. Additional PPE (nitrile gloves, face covering etc.) and cab dividers have been provided for use in line with current government advice.

Individual specific risk assessments have been conducted employees who fall into 'vulnerable' or 'extremely vulnerable' groups, as referred to in government guidance. Additional control measures have been introduced for these individuals where applicable.

Training and toolbox talks relating to safety such as manual handling, COSHH and fire awareness training continue to be conducted online to ensure competencies are maintained.

Review

The company continues to monitor all government and industry guidance relating to COVID-19 daily, and company risk assessments will be updated as required to ensure any changes are reflected in our own operations.

All updates will be communicated with employees and clients as and when they occur. Additional training will be provided to staff as required.