

Safe System of Work 02 (Visitors & Contractors)

COVID-19 (Coronavirus)

Purpose

Instructions for Visitors and Contractors on Allports Group sites

On 11th March 2020 the World Health Organization (WHO) declared the coronavirus COVID-19 outbreak as a pandemic. The following system of work must be followed by any site visitors to Allports Group sites.

1. Attendance to sites should be by appointment only; wherever possible meetings should be via video conferencing or telephone.
2. Do not attempt to enter any site if you have displayed any symptoms of COVID-19 within the last 14 days or have potentially been in contact with anyone who has had, or displayed symptoms of, the virus within the last 14 days.
3. Please adhere to social distancing guidelines at all times. Keep at least 2 metres away from all Allports Group employees, observe all of the signage and safe-distance floor mats.
4. If you have to share, or repair, any equipment or facility ensure this is suitably cleaned after your repair or use.
5. Paperwork should ideally be sent electronically.
6. Any contractor work should make specific reference in their Risk Assessments as to how you plan to control the risk of COVID-19 in your work activities.
7. Wash your hands often using soap and water for at least 20 seconds, or hand sanitiser if soap and water is not available. Ensure you use any facilities that may specifically be designated for visitors.
8. If you sneeze or cough, use a tissue and immediately dispose of it in a bin. If you do not have access to a tissue, sneeze into your arm / elbow. You should immediately wash your hands for at least 20 seconds using soap and water if you sneeze.
9. Ensure any equipment you are bringing to site has been cleaned (ideally disinfected) before arrival.
10. Ensure any site-specific rules are followed at all times (e.g. the use of correct PPE).

Never

- Attend, or remain in, the workplace if you or someone you have had close contact with exhibits symptoms of COVID-19.
- Leave used tissues on desks.
- Travel unnecessarily around buildings / locations if you don't need to.
- Use facilities that are not designated for you.