

CHEMTECH CONSULTANCY LTD incorporating AWT WATER AND ENVIRONMENTAL SERVICES

BUSINESS MANAGEMENT SYSTEM POLICY STATEMENTS – HEALTH & SAFETY– COVID -19 POLICY

REVISION No.:	1
ISSUE DATE:	15.10.20
REVIEW DATE:	15.10.21

COVID 19 POLICY

ChemTech Consultancy Ltd. regards the adherence of Health and Safety measures as advised by UK Government imperative for management and employees and this policy supplements the 2020 company Health & Safety policy.

The Company will take all steps within its power to meet this responsibility.

The Company will ensure that hazards are identified and that suitable and sufficient risk assessments are undertaken on all of the business' undertakings. Where possible, identified hazards will be eliminated; otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

No safety policy is likely to be successful unless it actively involves the employees themselves. In this connection, the company reminds its employees of their own duties under the Health and Safety at Work Act to take care of their own safety and that of other workers, also to co-operate with the Company in the successful implementation of the policy.

The responsibilities of the Managing Director will include, so far as is reasonably practicable, that:-

- (i) The company will provide, and maintain safe and healthy working conditions at the offices and the client's premises
- (ii) Training and instruction to enable employees to perform their work safely and efficiently will be provided in emails and tool box talk.
- (iv) All necessary protective equipment will be made available and employees instructed in its use.
- (v) The company will maintain a constant interest in health and safety matters, and where applicable will consult and involve employees wherever possible.
- (vi) The identification of hazards, the assessment of risks and the implementation of relevant control measures to reduce the level of risks within the company's operations.

Employees have a duty to co-operate in the operation of this policy by:-

- (i) Taking reasonable care of the health & safety of themselves and of other people who may be affected by their acts or omissions at work.
- (ii) Using the protective clothing and equipment provided and by meeting statutory obligations.
- (iii) Personal Protective Equipment issued at the start of employment will be subject to monthly inspection by the Supervisor and recorded on Occupational Health and Safety form 2.1. Replacement or additional PPE out with monthly inspection should be communicated to the Supervisor for purchase.

CHEMTECH CONSULTANCY LTD incorporating AWT WATER AND ENVIRONMENTAL SERVICES

BUSINESS MANAGEMENT SYSTEM POLICY STATEMENTS – HEALTH & SAFETY– COVID -19 POLICY

REVISION No.:	1
ISSUE DATE:	15.10.20
REVIEW DATE:	15.10.21

(iv) Adhering to company procedures, jointly agreed on their behalf, for securing a safe workplace.

The Managing Director is fully responsible for maintaining safe and healthy working conditions, and in particular he will arrange to publish the organisation and the arrangements applicable for the implementation of this Covid -19 policy.

Failure to comply with this policy may lead to disciplinary action.

Hazard Identification and Risk Assessment

The Company will ensure that hazards are identified and that suitable and sufficient risk assessments are undertaken on all of the business' undertakings. Where possible, identified hazards will be eliminated; otherwise the risks associated with the hazards will be reduced to as low as is reasonably practicable and those affected will be informed of the significant findings of the risk assessments.

The Company will ensure that those undertaking the risk assessments are competent to do so and are provided with adequate time, resources and support.

Employees should report any hazards that they discover so that remedial steps can be taken to reduce any harm.

ChemTech Consultancy Ltd will continue to provide staff with updated guidance as and when the Government guidance changes including:-

- Wearing **F**ace coverings in communal areas
- **A**void crowded places
- **C**leaning your hands and surfaces regularly
- Adhering to **T**wo-metre social distancing
- **S**elf-isolate and book a test if you develop coronavirus symptoms

Also see

<https://www.gov.scot/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/>

<https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>

CHEMTECH CONSULTANCY LTD incorporating AWT WATER AND ENVIRONMENTAL SERVICES

**BUSINESS MANAGEMENT SYSTEM
POLICY STATEMENTS –
HEALTH & SAFETY– COVID -19 POLICY**

REVISION No.:	1
ISSUE DATE:	15.10.20
REVIEW DATE:	15.10.21



Signature: _____

Date: __15.10.20__

(Alan Watson, Director)