

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No.	Title	Page No:	Issued to:
CVD/01	Thinking about risk	Page 1	All sites & webpage
CVD/02	Who should go to work	Page 2	All sites & webpage
CVD/03	Social distancing	Page 3	All sites & webpage
CVD/04	Visitors & contractors	Page 5	All sites & webpage
CVD/05	Cleaning	Page 6	All sites & webpage
CVD/06	Hand washing	Page 8	All sites & webpage
CVD/07	Hygiene	Page 10	All sites & webpage
CVD/08	Meetings	Page 12	All sites & webpage
CVD/09	Shared equipment	Page 13	All sites & webpage
CVD/10	Personal protective equipment & face coverings	Page 14	All sites & webpage
CVD/11	Drivers and goods in/out	Page 15	All sites & webpage, all drivers & managers with responsibility for transport
CVD/12	Communication	Page 17	All sites & webpage
CVD/13	Remaining vigilant	Page 18	All sites & webpage
CVD/14	Working from home	Page 20	All sites & webpage
CVD/15	Psychological health/wellbeing	Page 21	All sites & webpage
CVD/16	Emergency preparedness & response	Page 22	All sites & webpage
CVD/17	Controlling the virus in the workplace	Page 23	All sites & webpage
CVD/18	Resources	Page 25	All sites & webpage
CVD/19	Performance evaluation and improvement	Page 26	All sites & webpage
CVD/20	Body temperature screening	Page 28	All sites & webpage
CVD/21	NHS Track and Trace	Page 30	All sites & webpage
CVD/22	Managing a confirmed COVID-19 case or outbreak	Page 34	All sites & webpage

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/01	Title: Thinking about risk	Page 1 of 1
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The company shall seek out and refer to guidance issued by relevant authorities in respect of COVID-19 to ensure current and correct information is received, understood and appropriate actions are planned and implemented to evaluate and respond to the risks posed by coronavirus to the organisation and its shareholders.

The relevant authorities and sources of information shall include:

H.M. Government guidance (COVID-19). gov.uk

Coronavirus (Covid-19) - NHS

ACAS. Org. UK

Public Health England

Risk assessments shall be made by the company's health and safety team with the consultation and input of workplace safety representatives and department heads. The company undertakes to communicate its risk assessments with its employees in the workplace and with all its stakeholders including its employees and management on the company's websites.

The risk assessments created shall be the basis for producing method statements and safe systems of work to mitigate the adverse effects of coronavirus and promote to safe working practices in the workplace.

Managing risk

The company shall use the methods at its disposal to promote:

- An increase in likelihood / frequency of employees washing their hands with poster campaigns, signs, and notices.
- Increase the frequency of surface cleaning by creating cleaning procedures increasing the frequency of cleaning and promoting cleanliness in the workplace.
- Making every effort to promote working from home.
- Enforcing social distancing.
- Where social distancing cannot be followed in full as regards any activity either stop doing it or take all mitigating actions possible to reduce the risk of transmission between staff.

Mitigating actions may include:

- Increasing the frequency of handwashing.
- Keeping activity time to as short a time as possible.
- Work back to back or side to side rather than face to face where possible.
- Use fixed teams or partnering so each person works with the same one or others only.
- If you must work face to face for a sustained period, the company shall assess if this activity is safe to go ahead. No-one is obliged to work in an unsafe environment.

Specific risk assessments have been prepared and communicated where teams may work together these are:

- The galvanizing process where shorter materials may be drawn from the zinc bath by two operatives
- The maintenance team who may work together to support / fix / remove / construct items together.

Risk assessments and method statements are created specifically to each site and the activities conducted therein as well as drivers or maintenance teams' activities or operations off-site.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 1 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/02	Title: Who should go to work	Page 1 of 1
-----------------------------	-------------------------------------	--------------------

1. Only essential personnel should come to work with working from home preferred where possible.

The company must monitor the wellbeing of employees not at work to achieve this the company shall:

(a) Maintain records of who is working from home or is at home for other reasons. These reasons may include:

- Falling into a high-risk category because of high vulnerability, age, or medical condition.
- Isolating because of illness.
- Isolating because of contact with a person suspected of having or having coronavirus.
- The need to protect a loved one at home or for whom a person has responsibility.

(b) Maintain regular contact with people at home and obtaining information as to their physical and mental welfare once a week.

Record keeping of such contact shall be maintained where possible, for instance, if a person has reported symptoms of coronavirus but illness did not develop and conversation to verify that a person has completed their period of isolation and consider themselves fit to return to work.

If the interviewer believes the interviewee to be suffering low mood, anxiety, and stress they may refer that person to relevant sources of help in such cases more frequent contact should be maintained. The company make a referral to its HR consultancy to contact such persons and if deemed appropriate make a further referral for the person to attend the company's chosen stress and counselling service in Birmingham once that business has re-opened.

2. The criteria for who can work from home shall be that where reasonably practicable priority shall be given to:

- Persons whose job function can be performed effectively and efficiently at home.
- Where the computer links can be established at reasonable costs.
- Where the need and cost to establish direct telephone, links are not prohibitive if a person depends on the telephone to carry out their job function.

Where a person may need to isolate for a long period, that is until such time as a vaccine has been established the company will consider the costs of establishing such links and communication as is necessary rather than the prejudice that persons in such cases an analysis of costs and the person's circumstances shall be created so that directors may approve costs and further actions.

Persons working at home may be called upon to complete a risk assessment to satisfy the company that their home and workstation are safe and fit for purpose. The need for such a risk assessment shall be relative to the length of time a person shall be expected to work and the duration of the period of isolation.

3. All persons must be treated equally as equality laws continue to apply during the pandemic. Older persons may not automatically be sent home, they may for example be moved to duties that expose them to less risk.
4. The company shall consider the caring responsibilities of employees. For example, who they are looking after may mean coming to work compromises the safety of someone who depends on them.
5. The company shall refer to government guidelines when identifying which of its employees need to remain at home, as set out and described in level one. (persons at very high risk) and level two (persons at high risk) categories.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 2 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/03	Title: Social Distancing	Page 1 of 2
-----------------------------	---------------------------------	--------------------

1. Social distancing guidelines require:
 - (a) That persons maintain a minimum of 2 metres social distancing wherever possible.
 - (b) That the company enforces social distancing in the workplace.
 - (c) That if social distancing guidelines cannot be followed in full as regards any activity either stop doing it or take all mitigating actions possible to reduce the risk or transmission between staff.

Mitigating actions may include:

- Increasing of hand washing
 - Keeping activity time to as short as possible
 - Working back to back or side to side rather than face to face wherever possible
 - Use of fixed terms or partnering so that each person works with the same one or others only
 - If work must be conducted face to face for a sustained period, the company shall assess if this activity is safe to go ahead. No-one can be obliged to work in an unsafe environment
2. Risk assessment of operations/activities shall be conducted with a specific assessment of anywhere social distancing cannot always be followed. Currently, these are recognised as:
 - Galvanizing where shorter work may be drawn from the zinc bath and brushed and / or put into the water bosh.
 - Maintenance team activities where two men may be required to perform a task.
 - Company drivers who may require a co-worker to load/unload a vehicle or go to sites where arrangements are unknown to maintain social distancing.
 3. Common areas may be populated by more people at different times of the day and attention shall be given to entrances, exits, break rooms, locker rooms and washrooms. The company shall employ different measures relevant to its risk assessment findings to mitigate adverse effects these may include:
 - Staggered start/end times and break times.
 - Providing secure places to leave bikes if people wish to cycle to work.
 - Use a one-way system to move about the site and open more entry and exit points on site.
 - Reduce and or discourage non-essential trips within buildings or between sites.
 - Use technology to communicate information rather than making journeys or passing on paperwork.
 - Keep equipment and tools limited to one person or team and if needed mark these to prevent someone else using them in error.
 - Reduce the occupancy of frequently used areas.
 4. To enforce social distancing managers are expected to be vigilant and top management shall maintain communication with workplace safety representative for on-going monitoring of social distancing in the workplace.

Other actions shall include:

 - Poster campaign in the workplace to remind persons on-site to maintain 2-metre social distancing.
 - Marking of 2 metre spacings in key areas for example those extending up to clocking in/out time management equipment and in locker rooms.
 - Issue of social distancing safe systems of work to all employees.
 - Communication of social distancing to external providers providing essential services on or to site.
 5. Workstations should be sited to maintain social distancing and allocated to one person where possible, where shared there shall be limited to as few people as possible. In these instances, and where workstations cannot be kept apart extra attention shall be paid to clean, cleaning equipment and good hygiene.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 3 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/03	Title: Social Distancing	Page 2 of 2
-----------------------------	---------------------------------	--------------------

Steps normally required shall be:

- Review of layout especially if it is possible to move a workstation to maintain social distancing.
- Use paint, floor tape or decals to mark 2-metre distancing.
- If social distancing of 2 metres cannot be maintained and it is not possible to move a workstation we shall consider if arranging side by side facing away from each other is possible.
- Screens shall be installed if required to separate people.
- Use of consistent pairing of people if working in proximity.

7. Meetings shall only be held between necessary participants and social distancing of 2 metres shall be maintained other roles shall apply:

- No sharing of papers, pens, or equipment.
- Hand sanitiser shall be provided.
- Well, ventilated rooms shall be used for meetings.
- Where possible hold meetings outside.
- Employ technology wherever possible to remove the need for people to gather in one place.

8. Common areas will be subject to on-going observation by managers and work safety representative to maintain social distancing. The measures employed to maintain it shall include:

- Staggered break times whilst encouraging the use of outside areas if congestion is a problem.
- Screening off persons in reception.
- Configuring seats to avoid face to face interactions.
- Encouraging staff to remain on-site during working hours.
- Promote awareness of social distancing for toilets, locker room and time management activities of clocking in or out.

9. Accidents and incidents may dictate that social distancing cannot be maintained in an emergency. If persons must help another, they must pay attention to sanitisation measures immediately afterwards including hand washing.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/04	Title: Visitors & contractors	Page 1 of 1
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1. Visitors shall be discouraged in favour of other communication where possible.
2. If visitors must come on-site numbers shall be limited to one at a time.
3. Where planned visits are scheduled for essential services and contractor visits the company shall:
 - Check schedules so that visits do not clash.
 - Try to reduce interaction.
 - Consider if work can be carried outside of busiest times or out-of-hours.
4. Record keeping of visitors to the site shall be maintained as usual.
5. Visitors to the site shall be provided with clear guidance on arrival of:
 - Social distancing on site.
 - Welfare / hygiene facilities on site.
 - Any requirements prevailing on the day, for instance, areas to avoid one-way systems, break times and when/how to take them to avoid the interaction.
6. Signs shall be put in place to advise visitors, contractors, or drivers what they are expected to do on arrival which may include:
 - Social distancing.
 - Hygiene facilities.
 - Drivers to remain in cabs if their safety is not compromised.
7. "Hosts" receiving visitors shall be made aware of what persons coming onto our premises are expected to know. What visitors need to know on arrival. (Social distancing, welfare facilities)
8. The company shall consider if visitors can be directed to use alternative entrances, exits or routes to minimise social interaction.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 5 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/05	Title: Cleaning	Page 1 of 2
-----------------------------	------------------------	--------------------

What you need to know

- Cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people.
- Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished.
- Using a disposable cloth, first, clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.
- If an area has been heavily contaminated, such as with bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth, and nose, as well as wearing gloves and an apron.
- Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.

Principles of cleaning after the case has left the setting or area.

Personal protective equipment (PPE)

The minimum PPE (<https://www.gov.uk/government/publications/wuhan-novl-coronavirus-infection-prevention-and-control/covid-19-personal-protective-equipment-ppe>) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of the virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where an asymptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that an asymptomatic person has met must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as toilets, door handles, telephones, stair-rails and canteen surfaces and equipment.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- A household detergent followed by disinfection (1000 ppm av.cl.) Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants.
- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 6 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/05	Title: Cleaning	Page 2 of 2
-----------------------------	------------------------	--------------------

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Personal items

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

The company's appointed laundry service will sufficiently launder overalls. Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Do not attempt to launder items that are heavily contaminated with body fluid, these must be disposed of as for cleaning material.

Waste

Waste from possible causes and cleaning of areas where possible cases have been (including disposable cloths and tissues):

It should be put in a plastic rubbish bag and tied when full.

The plastic bag should then be placed in a second bin bag and ties.

It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from the public. You should put your waste in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual tests negative, this can be put in with the normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

If storage for at least 72 hours is not appropriate to arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 7 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/06	Title: Handwashing	Page 1 of 2
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1. The company shall display in its washrooms and in other relevant locations where handwashing may be performed. A poster with graphics script that describes the method of handwashing to be adopted in addition an adhesive vinyl notice with a handwashing graphic and the words "Wash hands for 20 seconds" shall be displayed. Both poster and notice shall be displayed prominently.
2. Hand sanitiser shall be made available in dispensers and placed at strategic points in the workplace to supplement handwashing with soap. If you do not have hand sanitiser in the workplace because:
 - (a) You do not have a dispenser in place, or,
 - (b) Your dispenser is empty;you should refer this matter to your department supervisor and ultimately to the Purchasing Director John Price.
3. The company shall promote awareness of the need for regular handwashing as a means of reducing the spread of infection. The means in which it does this shall include:
 - Poster campaigns
 - Posting of notices, some with graphics
 - Verbal communications
 - Communication of procedures
 - Communication of safe systems of work
 - Communication of risk assessments and method statements
 - Communication in both the workplace and on the company's websites

It is essential that all persons on site understand the need to:

- Increase the frequency of handwashing
 - To wash their hands on arrival at the workplace and when they return home
 - To adopt the correct method of handwashing as given by Public Health England
4. The method for handwashing shall be as follows:
 - (1) Apply a palmful of the product (soap) in ac upped hand and cover all surfaces.
 - (2) Rub hands palm to palm.
 - (3) Place right palm over the back of the other hand with interlaced fingers and vice versa.
 - (4) Rub hands palm to palm with fingers interlaced.
 - (5) Place backs of fingers to opposing palms with fingers interlocked.
 - (6) Rotational rubbing of left thumb clasped in right palm and vice versa.
 - (7) Rotational rubbing backwards and forwards with clasped fingers of the right hand in left palm and vice versa.

Ensure this method is conducted for at least 20 seconds and then wash your hands with running water. Once dry your hands are safe.

Hands may be dried using paper towels or hand dryers. If using a towel, you should avoid sharing it with anybody else.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 8 OF 34
---	------------------------------	---------------------	-------------------------	---------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/06	Title: Handwashing	Page 2 of 2
-----------------------------	---------------------------	--------------------

5. There are key times to wash your hands. These shall include:
 - On your arrival at work
 - Before preparing or eating food
 - Before and after treating a cut
 - After using a toilet
 - After blowing your nose, coughing, or sneezing
 - After touching waste
 - After being in a public place or after touching an item or surface frequently touched by other people such as door handles, tables, chairs, or stair rails.
 - Before touching your face, eyes, nose, or mouth
 - Before and after applying or removing a face mask

6. The correct method to use hand sanitising gel is:
 - To apply the gel to the palm of the hands
 - Rub hands together
 - Rub the gel over all surfaces of your hands and fingers until your hands are dry. This should take 20 seconds.

7. Department heads shall liaise with the company's appointed workplace safety representatives to collectively:
 - Monitor the observance and frequency of handwashing in the workplace to help control the spread of COVID-19
 - Monitoring the provision of washing and sanitising facilities in the workplace.
 - Ensuring where facilities are provided, they remain adequately supplied and function as required.
 - Reporting any shortfalls in the provision of handwashing and hand sanitising measures to top management so that corrective action can be taken.

8. The Purchasing Director shall be responsible for requisitioning suitable hand washing and sanitising measures and supplies for the workplace.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/07	Title: Hygiene	Page 1 of 2
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The company understands that robust hygiene procedures are essential to prevent the spread of coronavirus to and throughout the workplace. The following procedures record the actions to be taken.

1. The company shall promote awareness of coronavirus and the importance of hygiene throughout the organisation using means that include:
 - The information posted on the company's websites.
 - Information communicated in the workplace with notices, posters, and safe systems of work.
2. What it communicates may include:
 - Awareness of the virus and how it may be spread.
 - The symptoms of coronavirus.
 - What to do if you think you have these symptoms.
 - What to do if you have been in contact with someone who has symptoms or is a confirmed case of COVID-19, including staying away from work.
 - To report immediately to your supervisor if you develop symptoms of coronavirus at work and to leave the workplace thereafter following the instructions that you have been given.
 - The importance of handwashing performed regularly in the workplace and at home. When you should clean your hands.
 - To contain coughs and sneezes with a disposable tissue, covering your mouth and nose, or to cough into your elbow if you cannot access a tissue. That you should dispose of the tissue in a waste bin and wash your hands immediately afterwards.
 - This procedure and all others created to help reduce the risk and spread of coronavirus including cleaning procedures.
 - The importance and necessity of maintaining good hygiene always.
 - The importance and requirements for cleaning regimes.
 - The control of other persons on site, for instance, contractors performing essential maintenance or safety work.
3. Workers must take reasonable care of their own health and safety and the health and safety of others in the workplace. They must co-operate with any reasonable policy or procedure that relates to safety in the workplace including those relating to COVID-19.
4. Employers shall take action to protect workers and others in the workplace from the risk of COVID-19 so far is reasonably practicable. This includes implementing government measures to protect public health. Consultation and communication with the workforce are vital to promote these measures and for them to be effective. These actions shall include:
 - Working from home arrangements.
 - Enforcing social distancing requirements (note that where 2 metres social distancing cannot be maintained the company shall perform risk assessments to determine if (1) such an activity can be undertaken if mitigating actions to reduce the risk to acceptable limits or (2) if unsafe to proceed the activity must be stopped) Reference to procedure CVD/01 thinking about risk and procedure CVD/03 social distancing should also be made.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 10 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/07	Title: Hygiene	Page 2 of 2
-----------------------------	-----------------------	--------------------

Social distancing measures may include staggering times for starting and finishing work and break times to reduce the amount of people in common areas at busy times.

- Handwashing awareness and increasing the frequency of handwashing
- Workplace cleaning regimes
- Requirements for other persons on site (i.e. lorry drivers or contractors)

In addition, the company shall undertake risk assessments enabling the creation of method statements and safe systems of work to reduce the risks within the workplace which shall be communicated and enforced within the company.

5. Daily cleaning regimes shall be overseen by the company's department managers after consultation with workplace safety representatives and the formulation of risk assessments and method statements by top management have been complete these measures shall include:
- The use of bleach and anti-bacterial products in the workplace.
 - Daily cleaning regimes that pay attention to frequently touched areas.
 - Deep cleaning of areas or surfaces that may have been contaminated by a suspected or confirmed case of coronavirus.
 - The training of appointed cleaners so they can perform their tasks effectively and safely.
 - Actions to take if a member of a cleaning team is absent from work.

Reference should be made to cleaning procedure CVD/05 when establishing cleaning regimes and appointing personnel.

6. The company must provide and maintain adequate waste facilities where used cleaning materials, tissues and other wastes may be disposed of on-site. Daily removals of such waste should be undertaken and when plastic bags are removed from bins these should be sealed, before going to bulk waste.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/08	Title: Meetings	Page 1 of 1
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- Only necessary participants should attend meetings.
- Where possible use technology to avoid actual attendance in person.
- Maintain social distancing of 2 metres during meetings.
- Do not share papers or pens or similar items.
- Provide hand sanitiser.
- Use well-ventilated rooms or hold meetings outside.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/09	Title: Shared equipment	Page 1 of 1
-----------------------------	--------------------------------	--------------------

- Clean all shared equipment after use this may include:

Forklift trucks

Tools and maintenance / machine setting equipment

Photocopiers

Printers

- Avoid sharing a desk and PC or "hot desking" of any form.
- Encourage more frequent handwashing or the use of hand sanitiser where sharing occurs.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/10	Title: Personal protective equipment & face coverings	Page 1 of 1
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The government advise that additional PPE beyond what is normally required is not beneficial because the risks of COVID-19 are best managed through social distancing, hygiene and fixed teams partnering not PPE.

The exception is for cleaning teams who should be issued, under normal circumstances, with nitrile or washing up gloves and plastic aprons to be disposed of after each session and in abnormal circumstances (that is where a suspected or confirmed case of COVID-19 has been present for a period of time) with the PPE described above with the addition of goggles.

Face masks are only effective where the risk of infection is very high. However, if workers wish to wear a face covering, they shall be issued with and work in accordance to the company's safe system of work for using a face mask. The company shall support any worker who wishes to wear a face covering, this means telling them:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting on a face mask or removing it.
- When wearing a face-covering avoid touching your face or face covering as it could contaminate your mask with germs from your hands.
- Change a mask if it becomes damp or you touch it.
- Continue to wash your hands regularly.
- If the material is a washable wash in line with the manufacturer's instructions if it is not washable dispose of it carefully in normal waste bins.
- Practice social distancing wherever possible.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/11	Title: Drivers and goods in / out	Page 1 of 2
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Note: The company's risk assessment and method statement for the management of goods in / out document reference 20/11 is the basis for this procedure:

1. Company drivers should avoid arriving at or leaving work at the same time if there is a risk of adversely affecting social distancing measures. Managers responsible for company vehicles should plan and arrange the loading, departure and off-loading of vehicles where possible to avoid such effects.
2. Loading and unloading of vehicles and collections should be planned by transport managers to avoid overcrowding or arriving at busiest times.
3. Picking of goods and loading or lorries is best done when they can avoid the interaction of drivers.
4. Jobs to specific locations are to be limited where possible to dedicated personnel to repeat multiple persons attending one site.
5. Avoid two persons delivering wherever possible if this is unavoidable but cannot be done safely it should not be done at all. If the risk is considered manageable the controls necessary shall include:
 - Placing clear signage in vehicles to maintain social distancing.
 - Avoid face to face working in favour of side by side or back to back.
 - Use a fixed pairing system to limit possible exposure and transmission.
 - Make sure vehicles are well ventilated and increase airflow by opening windows.
 - Increase regular cleaning of vehicles particularly where they are shared.
6. Avoid rush hours or times where crowds gather (i.e. break times or start / finish times)
7. Have consistent pairings of persons delivering / collecting, unloading, and loading.
8. Drivers should avoid unnecessary contact with a gatehouse, yard, or warehouse personnel.
9. If possible, pre-booking a delivery slot may reduce time spent when waiting at premises.
10. Maximise the use of technology so that where possible paperwork may be exchanged electronically rather than physically.
11. Enable access to toilet facilities and washrooms consistent with rules already in place in the workplace relevant to maintaining safety during COVID-19 and ensure rules of entry to the site are observed.
12. Encourage drivers to stay in their cabs where this does not compromise their safety or existing safe working practices.
13. Manage contact by reducing interaction when there is an overlap of people, exchange documents electronically or establish an agreed drop off point for papers or goods. Maintain records of visitors.
14. Explain social distancing to drivers and staff on company sites to maintain the 2-metre rule.
15. Refresh drivers' knowledge and that of persons who load or unload them regularly so social distancing does not lapse.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 15 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/11	Title: Drivers and goods in/out	Page 2 of 2
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16. Place procedures for drivers in cabs so they have a copy to refer to, to refresh their knowledge.
17. Maintain frequent cleaning of vehicles, work areas, surfaces and any equipment used or stowed on a vehicle. This should be done at least daily or more often if there is reason to believe surfaces have become contaminated.
18. Clean objects / surfaces with particular care if they are regularly touched i.e. door handles, fuel pumps, filler caps, vehicle keys, radios, sat navs or control equipment.
19. Make sure there are disposal arrangements for drivers to safely dispose of their waste, tissues, and wipes.
20. Drivers should be encouraged to wash their hands before boarding their vehicles.
21. Provide drivers with sufficient hand sanitiser and wipes within their vehicles to enable them to clean their hands after each delivery.
22. Drivers should clean workspaces and remove waste and belongings from vehicles at the end of a shift.
23. Refresh drivers' knowledge of good hygiene at work by reminding them about sneezing or coughing into a disposal tissue which is to be put into waste bags or bins immediately prior to hand sanitising.
24. If using toilet facilities at noncompany sites drivers must obey rules in place to protect safety on-site during the pandemic. They should be provided with hand sanitiser so they may clean their hands in case the facilities they ask to access are not correctly maintained.
25. Particular attention to cleaning must be paid, include more frequent and thorough cleaning where:
 - A lorry is shared by more than one driver and
 - When a suspected or confirmed COVID case may have contaminated a vehicle.
26. Face mask shall be provided if drivers ask for them, but they must understand that the level of production offered is limited and they should understand and observe the company's safe system of work for wearing face coverings.
27. If in the opinion of the company's transport managers and / or senior management that social distancing or contact cannot be reduced when going to specific sites they must make a decision as to if working times may be adjusted to minimise contact of if it is safe to proceed.
28. Transport and works managers should maintain an on-going engagement with vehicle drivers to monitor their understanding of how to protect themselves whilst performing their duties. Managers should also enquire if any unforeseen situations or their impacts have arisen that need to be investigated with a suitable response agreed to address them.
29. Company premises shall be reviewed periodically by site managers to ensure suitable signage is maintained to minimise contact where goods are despatched or loaded, that is to prevent unauthorised access into areas of the premises and to maintain social distancing and good hygiene practices.
30. The frequency of deliveries should be reduced by managers wherever possible.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 16 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/12	Title: Communication	Page 1 of 1
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The company shall:

1. Keep workers updated with safety measures including:
 - Procedures for cleaning, handwashing, and hygiene.
 - Maintain social distancing.
 - Risk assessments and method statements for all sites and activities where social distancing may not always be maintained but may be mitigated by other actions or controls.
 - Safe systems of work in respect of COVID-19.
 - Staying COVID-19 secure in 2020.
 - Other COVID-19 management procedures as laid out in procedure Nos. CVD/01 to CVD/12.
 - The nature of the virus. Now it is spread and what are its symptoms
 - What do you do if you believe you have COVID-19 or have been in contact with someone who has it or shows symptoms of having it?
 - Handwashing technique and importance.
 - Who can enter our premises and on what terms?
 - Good hygiene including containing coughs and sneezes.
 - Cleaning materials and regimes.
 - The importance of managers enquiring to the physical and mental health of employees not at work during periodic contact.

2. The company shall do this by:
 - Posting information in the COVID-19 section of its websites.
 - The information posted in the workplace including notices, posters, risk assessments and method statements
 - Information issued directly to employees including relevant COVID-19 safe systems of work.
 - On-going engagement with workers and workplace representatives.
 - Awareness of the importance of mental health and wellbeing.
 - On-going managerial and workplace communication to avoid face to face contact.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 17 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/13	Title: Remaining vigilant as lockdown eases	Page 1 of 2
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1. As the government's lockdown measures are further eased from 4th July 2020 the company understands that COVID-19 has not been eradicated and in fact may be a heightened risk of contracting the virus as we come into contact with people more frequently in different situations.

2. The company shall undertake to periodically refresh the awareness of the company's workforce and other persons who may be working on company premises under its direction.

Such awareness and instruction shall include good hygiene practises as are currently enforced by the company, including cleaning regimes maintaining social distancing of 2-metres wherever possible and frequent hand washing. Persons shall also be reminded to stay alert to the potential risks of infection at both work and home.

3. To refresh awareness the company shall create a notice entitled: "Remaining vigilant as lockdown easing continues" to be issued to all workplaces including to the company's workforce and visitors books as part of the induction process for persons wishing to come onto our sites.

4. The notice described above shall also remind persons who are feeling unwell not to come to work if they are feeling unwell and have symptoms of coronavirus. They shall be required to ring into work and speak to the company so that it can assess:
 - The nature of their situation
 - Possible impacts on colleagues and/or the workplace
 - The need for the person to isolate for 14 days or other action
 - Reporting of this incidence to any relevant authorities
 - Any further actions required such as cleaning in the workplace and/or notifying anybody who is known to have been in close contact with a person who is feeling unwell to be informed and sent into isolation also.

5. The works supervisor of each company site has been issued with a contactless thermometer and trained in its use in accordance with the manufacturer's instructions. The workforce and visitors to site shall be briefed with the issue of the notice "Remaining vigilant as lockdown easing continues" of the issue of this equipment and the instances in which it shall be used which are:
 - If a person has been absent from work for two or more days
 - If a person feels unwell at work
 - If a person believes they have symptoms of coronavirus whilst at work
 - If returning to work after a period of illness.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/13	Title: Remaining vigilant as lockdown eases	Page 2 of 2
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You are normally classed as having a fever if your body temperature is 38 degrees or above. Persons feeling hot or shivery may have a high temperature even if a thermometer reads below 38 degrees. Persons using the thermometer must consider if the person has a fever or has a high temperature in which case the person should be sent home immediately and asked to report on their condition back to work regularly. Such persons who demonstrate a high temperature or fever should be asked if they have come within 2-metres of co-workers recently and what surfaces they may have touched and contaminated so the cleaning crew can clean the area according to procedures.

Note: "hot temperature" could also mean a person feels hot if they touch their chest or back.

Any persons demonstrating symptoms should book a coronavirus test immediately along with anyone else who lives with them or is their support bubble.

6. Directors and supervisors shall review the perceived awareness of the workforce and refresh this knowledge at any point they think it prudent to do so.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/14	Title: Working from home	Page 1 of 1
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1. Our organisation understands that enabling workers to work from home wherever possible is the most effective way of managing the risks related to the pandemic.
2. The organisation has a duty of care to workers who are working from home as it does to those in our various workplaces. Where it is reasonably practicable, we shall take practical steps to remove barriers to working from home.
3. To determine which workers should work from home the organisation should consider in consultation from workers:
 - (a) who can effectively perform their role remotely
 - (b) whose home situation is suitable for remote working
 - (c) does the worker wish to return to the physical workplace
 - (d) can the worker travel to or from the physical workplace safely
4. The organisation may assess the risks related to home working and the actions to address them, considering factors which may include:
 - (a) the domestic situation of the worker including childcare, other caring responsibilities, vulnerability, household members who may be vulnerable.
 - (b) the physical suitability of the home (size, persons in the same space, noise levels, lighting)
 - (c) Access to relevant information systems (shared e-mail, hard drives, databases, enhanced security, and guidance on security)
 - (d) Requirements for additional equipment (computer screens, keyboards, suitable chairs, headsets, workstations)
 - (e) Psychological risks (unsupervised hours, isolation, lack of support, lack of clarity on roles, responsibilities, and deadlines.
5. Workers should refer to its guidance to employees if they become sick or a member of their household is exposed to COVID-19.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/15	Title: Psychological health and well being	Page 1 of 1
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1. Our organisation recognises the impact of the pandemic on workers, psychological health, and wellbeing, which can be affected by psychological risks which include:
 - (a) uncertainty (e.g. about what is expected, how long arrangements can last, impact on pay or working hours).
 - (b) workload and work pace (e.g. too much or too little work, expectations of meeting short deadlines even if activities take longer due to amended ways of working).
 - (c) working hours (e.g. unpredictable hours, reduced or extended hours, new shift patterns).
 - (d) role ambiguity (e.g. changes to what is expected from a role, new roles, lack of clarity).
 - (e) lack of control (e.g. rapid changes in risk levels, leading to sudden enforcement of easing of restrictions or amended ways of working).
 - (f) lack of social support (e.g. remote working, physical isolation, communication issues):
 - (g) job insecurity (e.g. concern about possible job loss, domestic financial issues):
 - (h) balancing work and home life (e.g. caring responsibilities, family emergencies, needing to work outside of normal working hours):
 - (i) specific roles (e.g. front-line, public-facing, mobile working): and
 - (j) worker's specific circumstances (e.g. belonging to a vulnerable group, bereavement, or serious illness in the family)

2. To manage risks to psychological health and well-being related to COVID-19, the organisation shall:
 - (a) promote a culture of trust, care, and support by acknowledging that individual workers experience different issues and that anxieties or difficulties are valid and respected:
 - (b) enable regular confidential meetings (remote or physical, as appropriate) to discuss issues and anxieties and to agree ways to support the worker:
 - (c) allow flexible work hours and time off:
 - (d) allow workers more control over work pace and deadlines, if possible:
 - (e) give regular, clear, and accurate information about the current situation on the organisation and planned changes that can affect workers.

3. Where the need is identified by the company's appointed independent HR consultant the organisation may offer employees confidential psychological counselling at the expense of the company to protect their wellbeing.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/16	Title: Emergency preparedness and response	Page 1 of 1
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1. The organisation prepares for foreseeable emergencies and part of its emergency preparedness planning including emergencies for fire, spillage, damage of asbestos-containing materials, gas storage, weather event or local incident. It also understands that additional considerations for COVID-19 may affect the normal responses and need to be incorporated into our procedures these considerations include:
 - how persons evacuate and maintain social distancing
 - how persons meet at the assembly point and maintain social distancing
 - provision of additional PPE
 - assisting other persons to evacuate
 - performing first aid in an emergency
 - how to handle aggressive or violent people
 - social distancing when performing fire drills or another testing of emergency measures
 - the need for persons who have aided in an emergency to take additional and immediate hygiene measures including handwashing and sanitising.

2. All persons who participate in an evacuation or emergency should be mindful of maintaining social distancing, where it does not endanger them to do so in an emergency. Failures to maintain social distancing guidelines should be reported to supervisors who shall record them and decide if additional actions need to be taken over and above the required action of handwashing and sanitising immediately this is possible.

A log of such incidents shall be maintained indefinitely by the company until a review is performed that decides it is no longer required to be kept.

3. Where drills are required to be performed managers supervising such drills should whilst in the duration of the pandemic notify persons on-site beforehand that the alarms shall be sounded for a drill to avoid any undue panic or breakdown of social distancing.

4. Fire marshals and evacuation point controllers should during an evacuation and roll call do their best to supervise and remind persons to maintain social distancing and good hygiene when this does not compromise the safety of the evacuation. Breaches should be recorded as described in Point 2.

5. Where persons require assistance to make their evacuation it may not be possible to maintain good hygiene and social distancing. In these instances, persons involved should perform handwashing and sanitising at the earliest opportunity and report the incident to their supervisor.

6. Aggressive or violent people should be calmed and given assistance where it is safe to do so. It is accepted that getting them off-site if they cannot be controlled may be the only option. Supervisors should make a report of such instances including details of other persons who may have been affected by the actions of the aggressor and victims of such behaviour perform washing and sanitising if so affected. Supervisors may advise on suitable actions.

7. First aid kits shall be supplemented with additional PPE with face coverings, additional nitrile gloves and CPR face shields. Performing CPR on a person is not without risk of contamination to the person receiving it through a CPR face shield and both parties may potentially pass on the infection where social distancing cannot be maintained. Guidance accepts that saving lives with first aid is still necessary but both parties should wash/sanitize immediately that this is possible.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/17	Title: Controlling the virus in the workplace	Page 1 of 2
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1. The company shall communicate the symptoms of the virus and update this information if additional symptoms are identified.
2. The company shall identify persons at higher risk and ask those at very high risk to either work from home where possible or self-isolate. Likewise, persons at high risk are advised to do the same, those who choose to continue to come to the workplace shall be advised to exercise extra diligence with social distancing, hygiene and handwashing being mindful of the company's controls and procedures to maintain safety on site.
3. Persons who demonstrate symptoms of coronavirus should not come to work. They should self- isolate for 14 days, notify the company of their situation and keep in contact. They should not return to work if they feel unwell, demonstrate symptoms, have been in contact with or share a household with someone with symptoms or have COVID-19 until 14 days clear have elapsed.
4. Persons who feel unwell at work with coronavirus symptoms should report this to their supervisor and leave work immediately following procedures described in 3. Above.
5. Managers are equipped with a contactless thermometer to check employees / other persons on site. This shall be used if:
 - a person reports feeling unwell
 - a person returns to work after more than 2 days of absence

Persons who report feeling hot if touching their chest or back or have a temperature associated with fever (38 degrees) shall be sent home to isolate if demonstrating high-temperature symptoms or fever.

7. Persons who are isolating but fail to develop symptoms for 7 days and have not been in contact with a person known or suspected to have coronavirus may telephone their place of work to notify them of their situation where after a decision can be made by the company about their return to work.
8. Department managers are responsible for implementing and maintaining other procedures in this manual in the workplace namely those relating to:

Social distancing
Cleaning
Handwashing
Hygiene
Shared equipment
Visitors & contractors
Drivers & goods in / out

Employees and other persons on site under the organisations' control must follow the instructions they receive and as are communicated by the company. Employees should report any shortcomings in the organisations COVID secure controls or safety measures that they have identified to their supervisor so these may be investigated and addressed.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 23 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/17	Title: Controlling the virus in the workplace	Page 2 of 2
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9. Persons returning to work after a period of illness or absence shall undergo a return to work interview with their supervisor and be tested for body temperature with a contactless thermometer, to ensure they do not have a raised body temperature or fever. The purpose of the interview is to establish that persons returning to work do not bring COVID-19 into the workplace through illness or recent contact with persons known or suspected to have the virus (as they have developed symptoms within 14 days of the persons return)

10. The organisation shall subscribe to coronavirus updates, bulletins and guidance as issued by the government, Public Health England, ACAS, and the British Standards Institute and other bodies to ensure it receives the latest information. The organisation undertakes to review this information and implement any guidance or actions as are relevant or required to control the virus in the workplace and to communicate such information as appropriate.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/18	Title: Resources	Page 1 of 2
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The organisation determines the resources that are needed to effectively manage the risks relating to COVID-19 to ensure sufficient resources are in place. This shall include the consideration of:

1. Where and how suitable information and guidance can be obtained, reviewed, and implemented for safety in the workplace and to raise the competence and awareness of the workforce and management of the company.
2. Communication of vital information to stakeholders including employees, management, customers, suppliers, and other external providers.
3. Planning including response to the pandemic, identifying persons at higher risk, working from home, hygiene, social distancing, handwashing and sanitising, control of persons admitted to site, toilet facilities, awareness campaigns and communication, technology, training, workforce consultation, human resources, psychological wellbeing, managing human resources and reduced human resources and order books.
4. Provision of adequate toilet facilities including those for handwashing and hand sanitising.
5. Cleaning materials, increased cleaning regimes, training of cleaners and provision of PPE to cleaners.
6. Technology and support for persons working from home.
7. Poster campaigns, notices, website updates, social distancing marking.
8. Documenting the organisations on-going response to the pandemic and evaluating the effectiveness of its planning and actions which may include:
 - Diary of events, items, and responses
 - Recording of employees working at home, furloughed persons at higher risk
 - Departmental losses and shortfalls
 - Instructions given to persons isolating
 - Feedback as to the wellbeing of employees
 - Order book situation / sales directors reports
 - Supplier base news / purchasing directors news
 - Management meeting or decisions
 - Financial directors reports
 - Actions and decisions in an on-going and developing situation
 - Workforce consultation and input
 - Implementing guidance
 - Responses to government announcements
9. Maintaining a dialogue with the workforce to identify specific needs for resources to manage COVID-19 and how workers can effect change in the workplace.
11. Reviewing of the effectiveness of responses and controls to mitigate adverse effects to maintain or improve the company's response to the pandemic.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 25 OF 34
---	-----------------------	--------------	------------------	---------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/19	Title: Performance evaluation and improvement	Page 1 of 2
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1. The organisation shall use a systematic approach to monitor and evaluate:
 - (a) how effectively safety measures and controls to protect workers are
 - (b) how the work is being done
 - (c) behaviours of workers and other people in the workplace and
 - (d) changes in community risk levels or other external issues

2. Monitoring and evaluation activities may include:
 - (a) determine the extent to which the guidance is being complied with
 - (b) determine if processes for ongoing risk assessments are in place and operating effectively
 - (c) determine the extent to which controls are working and if these need to be changed, enhanced, or enforced more actively
 - (d) determine if the use of controls is creating new risks that need to be addressed and
 - (e) take into account feedback from workers, worker representatives, relevant trade unions and other interested parties (e.g. customers, service users)

3. The organisation shall review the outputs of monitoring and evaluation at regular intervals and take into account:
 - (a) issues identified with people's level of compliance to safety measures and controls put in place
 - (b) incidents reports by workers and other relevant interested parties
 - (c) root cause(s) of incidents and
 - (d) effectiveness of actions taken to deal with incidents, including actions taken at the time of the incident and actions to address the root causes of the incident.

4. The results of the management review should be communicated to workers and other relevant interested parties as appropriate. Communications should include actions taken and other improvement measures that are or will be introduced.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 26 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/19	Title: Performance evaluation and improvement	Page 2 of 2
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6. If a worker contracts COVID-19 due to work-related exposure to the disease, it should be reported to the HSE (the relevant authority) according to relevant legal and other requirements. The organisation is aware that reporting requirements can change as circumstances change. The organisation will regularly review reporting requirements and ensure information is up to date.

When deciding if a report is required, the organisation shall determine if there is reasonable evidence that work-related, rather than social exposure, is the likely cause of the disease.

Factors to consider when determining if contracting COVID-19 has been caused by work-related exposure include:

- (a) If the nature of the work activities or work organisation has increased the risk of becoming exposed.
- (b) any specific, identifiable incident that led to an increased risk of exposure; and
- (c) if work activities directly brought a worker into contact with a known coronavirus hazard without effective control measures being used (e.g. social distancing, PPE)

7. The company shall report if multiple workers within the organisation contract COVID-19 in case the relevant authorities implement additional actions determined by law.
8. The organisation shall determine opportunities for improving how it manages risks related to COVID-19 and implement necessary actions.
9. The organisation will consider the results of monitoring, evaluation, review and:
- (a) take immediate actions to improve or change safety measures and controls that are not effective:
 - (b) implement additional safety measures and controls if needed, considering security implications of any new measures introduced: and
 - (c) address changes to the external and internal issues that can affect work-related health, safety and well-being including changes to local, regional, or national risk levels, legal requirements, or official guidance.

To ensure the organisation continues to manage the risks to COVID-19 it shall review the guidance it obtains and has put in place regularly, to consider the dynamic nature of the situation.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 27 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/20	Title: Body Temperature Screening	Page 1 of 2
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The company considers that temperature screening is an important and reasonable method for potentially identifying infected employees and visitors on-site and for mitigating the risk of an outbreak of COVID-19 in the workplace. For this reason, the company has purchased contactless thermometers and shown members of staff how to use them. Our procedures for effecting body screening and subsequent actions are as follows:

1. Persons must understand that we require their consent to take their temperatures. If they object, they should inform their manager at the earliest opportunity. The company shall both communicate the need for consent and state the case for testing, that is the identifying of potentially infected people and the protection of the workplace from a COVID-19 outbreak and its spread to the wider community. This shall be achieved by a workplace notice on notice board and in visitors' books.
2. Testing is best conducted outside or in areas where social distancing can be maintained, even in peak times.
3. The use of the contactless thermometer shall be in accordance with manufacturer's instructions and guidance.
4. Any person recording a temperature of 38 degrees centigrade or higher should be isolated for 30 minutes before re-testing. Persons shall be permitted to return to work if their temperature has returned to normal at the discretion of the company.
5. Persons maintaining a fever (38 degrees centigrade or higher) temperature shall be sent home on full pay. For the following day they should be told to act accordingly to these instructions:
 - (i) If their temperature has returned to normal and they demonstrate no COVID-19 symptoms (loss of sense of taste or smell, fever, coughing or shortness of breath) they may return to work where admittance is (a) subject to a successful temperature screening test and (b) at the discretion of the company.
 - (ii) Persons who maintain a high temperature after 24 hours should stay at home. Rates of pay shall be adjusted to statutory sick pay. If developing coronavirus symptoms, they should notify the company and immediately register for a COVID-19 test at their nearest site.
 - (iii) Persons isolating at home should keep the company informed of their situation and the company shall endeavour to keep in touch with them so that communication and the needs of both parties can be established.
6. Testing shall be undertaken when any of the criteria below are identified:
 - (i) any person is absent from the workplace **for more than** two days.
 - (ii) when persons return to work after a holiday / shutdown
 - (iii) if a person reports feeling unwell at work
 - (iv) when returning from work after a period of illness
7. Employees who have a confirmed case of COVID-19 must report this to the company so that the company can:
 - (i) report the case under the reporting requirements of RIDDOR (reporting of injuries, diseases, and dangerous occurrences regulations)
 - (ii) investigate, inform any person(s) likely to have become infected and to affect a deep clean of the workplace.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 28 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/20	Title: Body Temperature Screening	Page 2 of 2
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8. The company shall be mindful of the requirements of the General Data Protection Regulations (GDPR) as follows:
- (i) Only simple records of who was tested and when shall be made to ensure all persons it is necessary to test for the greater safety of the workplace are tested as required. These records shall be kept no longer than six months and securely destroyed at the end of that period.
 - (ii) No names of persons confirmed to have COVID-19 **shall not be given out** by the company to any person or organisation other than to complete health and safety executive (RIDDOR) reporting requirements or as part of a subsequent investigation by a relevant authority.
9. The company shall compensate employees who lose time and earnings waiting for a screening test including second tests should they initially record 38 degrees centigrade or higher.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/21	Title: NHS Track and Trace	Page 1 of 4
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1. It is critical that the company takes steps to keep all employees and visitors safe in the workplace and that everyone plays their part by:
 - Making the workplace as safe as possible.
 - Requesting that all persons self-isolate if they have been asked to do so.
 - Supporting workers in isolation.
2. The company has taken all practical steps to reduce the risks of COVID-19 and all employees should be aware of and read the COVID-19 risk assessments that have been produced after consultation with safety representative and is published on our websites.
3. If a person develops symptoms of coronavirus, they should request a free test as soon as their symptoms start. Having ordered the test, they will be asked by NHS track and trace to provide details of anyone who they have been in close recent contact with. This will not automatically be all their co-workers, but anyone who meets the definition of close contact.

A close contact is a person who has been close to someone who has tested positive for COVID-19 anytime from 2 days before that person was symptomatic up to 10 days from the onset of symptoms (i.e. when they are infectious to others) This person could be a person who:

- Spends significant time in the same household.
- Is a sexual partner.
- Has face to face contact (within one metre) including:
 - (i) being coughed on
 - (ii) having skin to skin to physical contact or contact within one metre for one minute.
- Has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes.
- Has travelled in a small vehicle, or a large vehicle or plane.

Interaction between two people that has taken place through a Perspex screen with no other interaction described above is not considered to be close contact.

The contact tracers will not consider the wearing of personal protective equipment (PPE) as a mitigation when assessing whether a recent contact is likely to have transmitted the virus.

Medical-Grade PPE should not be purchased to circumvent self-isolation.

4. When someone first develops symptoms and orders a test, they will be encouraged to alert the people that they have had close contact within the 48 hours before symptoms onset. If any of the close contacts are co-workers the person who has developed symptoms should consider asking the company to alert co-workers.

Close contacts at this point do not have to self-isolate unless requested to do so by the NHS Track and Trace or a Public Health professional but they should:

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 30 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/21	Title: NHS Track and Trace	Page 2 of 4
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- Avoid contact with people at high increased risk of severe illness from coronavirus, such as people with pre-existing medical conditions.
- Take extra care in practising social distancing and good hygiene.
- Watch out for symptoms and self-isolate if they also show signs of coronavirus.

The company may need to keep staff informed about COVID-19 cases among their colleagues. However, the company should not name the individual. If a co-worker is at risk because of close contact with the positive case, then they will be notified to self-isolate by NHS Test and Trace. The company shall make sure their workplaces are safe by regular cleaning and by encouraging good hygiene practice.

5. If the person with symptoms tests positive for COVID-19, NHS Test and Trace will notify their close contacts and instruct them to self-isolate.

This will occur by either a phone call, text message, e-mail, or letter. The period of self-isolation will be up to 14 days, from the point of most recent contact with the person who has tested positive for coronavirus. When NHS Test and Trace advises contacts to self-isolate, it does not tell them the identity of the person who has tested positive.

6. When a case would be escalated to local public health experts contact tracing will be taken over by local public health experts where the person who has a positive test result works in or has recently visited any setting where there is a chance of a local outbreak.

7. Making sure workers self-isolate: The company shall help employees to self-isolate if they:

- Have symptoms of coronavirus and are waiting for a test result.
- Have tested positive for coronavirus.
- Are a member of the same householder as someone who has symptoms or has tested positive for coronavirus.
- Have been in close recent contact with someone who has tested positive for coronavirus and received a notification to self-isolate from NHS Track and Trace or via the COVID-19 app.
- The company shall not share the identity of any worker who has tested positive with other workers.

8. Where workers are asked to self-isolate because they are in close contact with a positive case the company may:

- Not ask them to come into work and tell them to stay at home for their period of self-isolation.
- Continue to communicate with them and provide support.
- Allow them to work from home if they remain well and it is practicable to do so, for example, by finding alternative work that can be completed at home.

If a worker cannot work from home, we:

- Will ensure they receive Statutory Sick Pay (SSP) provided they meet the eligibility criteria.
- May consider giving them the option to use their paid leave days if they prefer.

Employees in self-isolation are entitled to SSP for every day they are in isolation if they meet the eligibility conditions.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 31 OF 34
---	------------------------------	---------------------	-------------------------	----------------------

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/21	Title: NHS Track and Trace	Page 3 of 4
-----------------------------	-----------------------------------	--------------------

The company may be able to reclaim SSP (<https://www.gov.uk/guidance/claim-back-statutory-sick-pay-paid-to-your-employees-due-to-coronavirus-covid-19>). NHS Test and Trace will provide evidence to the worker that they have been told to self-isolate. The company may ask them to follow the instructions on getting an isolation note (<https://111.nhs.uk/isolation-note/>) if requiring evidence to reclaim SSP.

If contacted by NHS Test and Trace, any worker will need to isolate for the full 14 days from when they met the positive case. They will not be able to leave self-isolation early even if they are not symptomatic as it can take up to 14 days to develop symptoms.

You should not take a test if they are not symptomatic as this could generate a false negative and they may go on to develop symptoms in the following days.

9. Multiple cases in the workplace: If there is more than one case of COVID-19 in the workplace, the company should contact the local health protection team to report the suspected outbreak.

The health protection team will:

- Undertake a risk assessment.
- Provide public health advice
- Where necessary, establish a multi-agency incident management team to manage the outbreak.

10. Collecting data for NHS test and Trace from visitors / external providers on site - the company shall:

- Ask at least one member of every party of customers or visitors (up to 6 people) to provide their name and contact details.
- Ask visitors to scan and register with the QR code, using the NHS Track and Trace App for each site.
- Adhere to the General Data Protection Regulations by communicating why we require this data, how we are going to process it and that data so collected shall be destroyed after 30 days.

11. Employees who are contacted by NHS Track and Trace if having close recent contact with someone who has tested positive for coronavirus should:

- Stay at home if told to self-isolate
- Explain to their manager that they cannot come to work.
- Share the evidence provided by NHS Track and Trace and test with the company.

If developing symptoms while self-isolating you must be tested as soon as possible. Request a free test (<https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/ask-for-a-test-to-check-if-you-have-coronavirus/>).

Persons should not order a test if you do not have symptoms. A negative test does not mean that you can stop self-isolating as you will still be in the incubation period, and you could go on to develop COVID-19 in the following days.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 32 OF 34
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Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/21	Title: NHS Track and Trace	Page 4 of 4
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12. Any person who believes that they may have been infected by workplace colleagues should notify the company and ask that it consider other means to reduce the risk of COVID-19. The company could then consider:

- Other ways of working safely during COVID-19.
- Other ways to reduce the number of people each person has contact with.
- Using screens or other protective measures to separate people or manage workplace risk.

13. Company employees who are self-isolating and who are eligible can claim Statutory Sick Pay (SSP) or if no longer able to claim SSP claim Universal Credit and/or Employment and Support Allowance.

Company Procedures for the Management of COVID-19

B.B. Price Limited, Harris (Steels) Limited & Profab Limited

Procedure No. CVD/22	Title: Managing a confirmed COVID-19 case or outbreak	Page 1 of 1
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If a confirmed case or cases of COVID-19 occurs where the source of infection occurred in the workplace and where the workplace may have been or remains contaminated, the company shall:

- (1) Report the instance with a RIDDOR report completed by the Health and Safety Manager.
- (2) Remind relevant managers that the identity of the person(s) affected must remain confidential.
- (3) Initiate cleaning procedures as COVID-19 procedure CVD/05 in the workplace in all areas where it is possible or likely that contamination has occurred.
- (4) Inform relevant persons who may potentially have been in exposed areas or closer contact (for example a fellow team member) so as to have possible exposure and the need to be vigilant for developing symptoms and to exercise particular care with good hygiene and social distancing at all times.
- (5) Monitor the situation daily.
- (6) Managers to keep in contact with the effected person.
- (7) Increase cleaning regimes and refresh knowledge of workforce in the workplace with initiatives to control the spread of the virus, i.e. social distancing, good hygiene, hand washing, any other specific measures in place.
- (8) A single point of contact Paul Floud Health and Safety Manager (deputy Christopher Price) to receive reports and review measures on-site and within the group.

Note: If more than two related cases occur the single point of contact shall notify the local office of Public Health England.

(PHE West Midlands, WEST Health Protection Team, 2nd Floor, Kidderminster Library, Kidderminster. DY10 1AB. Tel No. 0345 225 3560 (Option 2) out of hours 01384 679031) For further help and support.

B.B. PRICE GROUP OF COMPANIES COVID-19 COMPANY PROCEDURES	ISSUE / VERSION No. 1	CREATED: CDP	DATE: 27/05/2020	PAGE 34 OF 34
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