

COV001: Covid-19 Safe Working Policy

PURPOSE:

The purpose of this document is to summarise Mountjoy's overall company policy for operating safely during the Covid-19 (Coronavirus) pandemic.

This Policy is part of a suite of four documents that set out our risk assessment and our detailed safe working procedures. The other three documents are:

- **COV002: Construction Covid-19 Operating Procedures** - our risk assessment and safe working procedures for operating our construction sites safely during the Covid-19 pandemic
- **COV003: Maintenance Covid-19 Operating Procedures** - our risk assessment and safe working procedures for providing building maintenance services safely including working in homes, schools, offices and other buildings during the Covid-19 pandemic
- **COV004: Mountjoy Offices Covid-19 Operating Procedures** - our risk assessment and safe working procedures to enable staff to work safely in our company offices during the Covid-19 pandemic

POLICY STATEMENT

The company is committed to operating safely during the Covid-19 pandemic so that we protect our staff whilst continuing to provide building maintenance and construction services to our clients. We will comply in full with all government guidance related to Covid-19 and put in place all necessary equipment, training, procedures and processes to do so.

OBJECTIVES

The objectives of our company policy and the associated documents are:

- To minimise the possibility that our employees contract Covid-19 whilst at work
- To minimise the possibility that employees who may have the Coronavirus pass it on to other staff members, clients, customers and members of the public
- To ensure our employees and subcontractors have clear and up-to-date guidance
- To ensure our Managers and Supervisors are clear on their responsibilities
- To ensure the advice we give is role specific where it needs to be.

REVIEW

This policy will be reviewed by the Directors at least once a month during the Pandemic or more often if our risk assessment or government guidance changes.



Simon Ingram
Managing Director