

COVID HEALTH AND SAFETY POLICY STATEMENT

This is the Covid Health and Safety Policy of:
Sygnus Office Partnership Ltd

It is the policy of Sygnus Office Partnership Ltd to attach the greatest importance to the Health, Safety and Welfare at work with regards managing the Covid situation that we currently find ourselves in. We believe that this is the Management responsibility, which ranks equally with the Company's commercial activity. The promotion of health and safety at work with regards Covid is a mutual objective for both employer and employee and the responsibility of management cannot be properly discharged without the full and active co-operation of all employees.

In line with this, our statement of covid policy is:

- Frequent cleaning of objects and surfaces that are touched regularly inc. door handles, keys etc
- Wear full PPE when delivering, this includes a 3 ply mask and gloves if required.
- Use hand sanitiser, before, during and after the delivery/installation
- Ensure that any customer regulations are adhered to with regards PPE, use of toilet facilities etc.
- On completion of installation ensure all work surfaces are cleaned

With regards home deliveries

- On arrival at home address, sanitise hands and ring door bell or knock on door and stand back
- Once the door is answered, ask whether the customer is happy for you to enter the house
- Hazards, which may exist in connection with the work activity, are identified and eliminated through risk assessments. Where hazards still remain they will be brought to the attention of the person who may be exposed.
- Signatures are not necessary, ask for customer name and note on delivery note
- Maintain safe and healthy working conditions.

It is the aim of this company to promote the highest standards of health, safety and welfare throughout its organisation in the performance of its activities.

Signed: Jez Hodges

Position: Director

Date: January 2021