



IMS031 FORM -

COVID-19 POLICY

Lowmac Alloys Ltd (Lowmac), an integrated waste management business that provides skip hire, transport, and waste removal for our customers, as well as secure shredding of confidential paper, WEEE, scrap metal recycling and end of life vehicle disposal. At our Material Recovery facility, we segregate, treat and recycle material, with the aim of reducing waste to landfill and running our business efficiently.

It is the policy of Lowmac Alloys Ltd to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the Company and other persons who may be affected by our undertakings.

COVID-19 has created unprecedented challenges for our business. As a Category 2 essential business we are required to continue our operations and take all necessary precautions to protect our people, customers and visitors to our sites during the course of our business activities.

Policy

This policy includes the measures we are taking to mitigate the spread of coronavirus. It is important therefore that you follow all these rules diligently, to sustain a healthy and safe workplace in this challenging environment. It's important that we all respond responsibly and transparently to these health precautions.

As the COVID-19 Pandemic takes hold, the UK and National Governments continue to introduce restrictions to reduce its impact on society and the economy. Equally as scientific knowledge of this virus improves the measures introduced by the UK and National Governments are liable to change. In turn, this means that this policy is susceptible to changes where this is the case, we will update you as soon as possible by email or by the circulation of safety alerts.

Scope

This Coronavirus policy applies to all of our employees regardless of what area of our business you work in. All employees will be expected to familiarise themselves with the content of this policy to ensure we collectively and uniformly respond to this challenge. A COVID-19 risk assessment has been prepared and this will be updated frequently reflecting the latest guidance released by the Government. COVID risk assessments and COVID training will be provided to all employees including those returning from furlough or joining Lowmac for the first time. These documents provide a list of controls in place including but not limited to:

- Provision of hand sanitiser and foot pump operated sanitising machines,
- Provision of face coverings,
- Provision of disinfectant sprays for desks and equipment
- Provision of aerosol disinfectant for mobile machinery, plant and welfare areas
- Provision of hankies
- Provision of Disposable gloves
- Temperature checks at offices
- Implementation of Perspex screens/desk dividers
- Variation in break times
- Additional welfare facilities

Due to the nature of the waste and recycling business it is not possible for our employees to work from home. Where we are able to provide the facilities to do this, we will do so.

1. If you develop a fever/sore throat / continuous cough / loss of taste or smell, you must contact NHS 24 immediately;
2. If you are advised to self-isolate for 14 days you must advise Lowmac and also follow the guidance. Those asked to self-isolate will be paid SSP from their first day of absence;
3. If you are told to report for a COVID-19 test, you must stay at home and self-isolate until you have a until you have the results of your test;



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4. If you have a POSITIVE diagnose you must stay at home and follow advice from your Dr; You must only return to work after a NEGATIVE test and with direction from your Dr;
5. If you have a NEGATIVE diagnoses which will normally be in the form of a text, this text should be forwarded to shona@lowmac.co.uk, before you return to work.
6. Work from home requests:
7. If you are feeling ill, but you are able to work, you can request to work from home.
8. Only office employees should enter the offices at our sites;
9. If you've been in close contact with someone infected by COVID-19, contact NHS 24 for advice in the first instance;
10. If you're a parent and you have to stay at home for your children speak to your line manager in the first instance. If you are absent from work, you will be paid SSP;
11. If you need to provide care to a family member infected by COVID-19, you must contact NHS 24 for guidance in the first instance. If you need to self-isolate, you will be paid SSP from day 1. In this circumstance you will likely be tested for the virus after your family member has fully recovered. You may only return to the workplace when you have tested NEGATIVE for COVID-19;

Traveling/commuting measures:

- Avoid Car Sharing;
- If you use public transport, wear a face mask and sanitise your hands before getting onto the transport and again when you get off. Open windows if possible;
- If your job role requires you to share a lorry cab, you must wear a face mask and keep the vehicle windows open;
- Avoid travelling abroad and follow Government guidance at all times. If you decide to take a holiday abroad, you may be asked to self-isolate on your return.

General hygiene rules:

1. Wash your hands/sanitize frequently throughout the day e.g., after using the toilet, before eating, when you remove your work gloves, before you put them back on, before and after you use mobile machinery, at the start and end of the day, at break times etc.
2. Wash your hands and/or use sanitiser when you cough/sneeze into your hands;
3. Follow the 20-second hand-washing rule and the guidance in the posters round the site;
4. Cough/sneeze into your sleeve, preferably into your elbow;
5. If you use a tissue, discard it properly and wash/sanitize your hands immediately;
6. Keep windows in the office open if you can, to improve ventilation;
7. Clean your desk with anti-viral cleaner/disinfectant twice each day;
8. Clean mobile machinery with anti-viral cleaner/disinfectant twice each day;
9. Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected;
10. Spray welfare areas and picking cabins with disinfectant at the end of break times and the end of each day;
11. Do not shake hands with colleagues or visitors to site.

If you have questions about our workplace measures you can contact our HR/H&S Manager, Site Manager or Directors. For more information on COVID-19 click on the links below:

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

<https://www.gov.uk/coronavirus>

<https://www.nhsinform.scot/>

Name:

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Director