

Business Unit	Severfield (NI) Ltd	Severfield (UK) Ltd	Severfield (Design & Build) Ltd / Severfield (Products & Processing) Ltd	CMF	Harry Peers Limited
<b>Guideline Control Measures</b>					
<b>Considering who should go to work</b> <ul style="list-style-type: none"> <li>Employees to work from home where they can perform work function remotely.</li> <li>Necessary equipment and system access to work from home in line with Severfield homeworking guidelines.</li> <li>Use of electronic media to maintain contact.</li> <li>Employees to work in office only where work function cannot be performed remotely.</li> <li>Consider who needs to be on site e.g. critical roles for business and operational continuity.</li> </ul>	<p>All employees that can work from home are doing so with required equipment.</p> <p>Limited number of employees in the office and complying with social distancing.</p>	<p>Employees that can work from home have been instructed to do so and provided with required equipment.</p> <p>Only essential employees currently working in the offices.</p>	<p>Employees working from home were possible with required equipment provided.</p> <p>Those working from the office / critical roles needing to attend the office maintain social distancing.</p>	<p>Only employees essential to the continuity of the manufacturing process remain working in the office areas.</p>	<p>Employees working from home where possible and provided with required equipment.</p> <p>Offices operational with minimal staff visiting for essential office facilities.</p> <p>Managers maintaining contact with employees working remotely.</p>
<b>Protecting people who are at higher risk</b> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals not to work outside the home.</li> <li>Clinically vulnerable (but not extremely vulnerable) individuals that cannot work from home.</li> <li>Offer safest available way to maintain 2m social distance.</li> <li>Make assessment of people with protected characteristic e.g. pregnant workers, and people who live with clinically extremely vulnerable individuals and offer safest available way of working.</li> </ul>	<p>Clinically extremely vulnerable / vulnerable employees have been asked to work from home until further notice.</p> <p>Employees with protected characteristics are working from home.</p> <p>Employees remaining in the office are socially distanced.</p>	<p>Personnel falling within this category have been notified by the NHS or will have discussed and agreed requirements with their line manager.</p>	<p>Clinically extremely vulnerable / Clinically vulnerable individuals must work from home. These groups will not return until instructed.</p>	<p>Arrangements have been made for employees who are considered to be clinically vulnerable to not attend workplace.</p>	<p>Vulnerable employees instructed not to visit unless informed it is safe to do so.</p>
<b>People who need to self-isolate - personnel with Covid-19 symptoms or live in a house with someone with symptoms</b> <ul style="list-style-type: none"> <li>Employee reporting symptoms to be sent / stay at home and follow government stay at home guidance.</li> <li>Line manager to identify any person who has been in close contact with person and if necessary, send them home to follow government stay at home guidance.</li> <li>Identify areas employee has worked and implement cleaning regime.</li> <li>Enable home working during self-isolation as far as possible.</li> </ul>	<p>Employees needing to self-isolate notify their line manager, who in turn notifies HR Business Partner. Line Manager maintains regular contact.</p> <p>Line Managers will send other employees in close contact with a self-isolating person home, if necessary.</p>	<p>Employees needing to self-isolate notify their line manager, who in turn notifies HR Business Partner.</p>	<p>Employees needing to self-isolate notify their line manager, who in turn notifies HR Business Partner.</p>	<p>Employees needing to self-isolate notify their line manager, who in turn notifies HR business partner. Where possible, employees will work remotely.</p> <p>Any employee falling unwell at work is sent home, along with anyone they have been in close contact with. Additional</p>	<p>Employees needing to self-isolate notify their line manager, who in turn notifies HR Business Partner.</p> <p>Cleaning protocol is in place, additional resource allocated.</p>

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<ul style="list-style-type: none"> <li>Line manager to maintain regular contact.</li> </ul>	<p>Additional cleaning staff have been employed to implement new cleaning regimes.</p> <p>Covid19 Testing is available for all citizens of Northern Ireland.</p>			cleaning of the areas they have worked instigated.	
<p><b>Social distancing at work – maintain 2m social distancing</b></p> <ul style="list-style-type: none"> <li>Manage occupancy levels to enable social distancing.</li> <li>Maintain social distancing in all areas not just prime work location, e.g. entrances/exits, kitchens, toilets, rest areas, parking and smoking areas.</li> <li>Where social distancing cannot be maintained:</li> <li>Increase hand washing and surface cleaning.</li> <li>Keep the activity time as short as possible.</li> </ul>	<p>Only essential employees in office. Social distance measures are in place.</p> <p>Hand washing facilities available and use encouraged.</p> <p>New cleaning regimes incorporating regularly touched surfaces.</p>	<p>Managed within office occupancy level. Confined areas, e.g. small kitchens, managed by permitting one person at a time. Additional cleaning of surfaces touched regularly, e.g. door handles, stairway handrails. Hand sanitiser available in all kitchen areas.</p>	<p>Office employees generally not present. Sufficient desk space to maintain social distancing for those who do attend office.</p>	<p>Occupancy levels allow the implementation of social distancing.</p> <p>Compliance monitored.</p>	<p>Social distancing controlled with minimal employees attending office.</p>
<p><b>Social distancing at work – coming to and leaving work</b></p> <ul style="list-style-type: none"> <li>To reduce congestion, consider:</li> <li>Staggered start / finish times.</li> <li>Having more entry/exit points.</li> <li>Use markings and one-way systems to control flow of personnel and maintain distance where required.</li> <li>Provide handwashing facilities or hand sanitiser at entry/exit points.</li> <li>Disable touch-based security devices.</li> <li>Provide adequate parking facilities.</li> </ul>	<p>Employees may have staggered working hours to reduce congestion, if required.</p> <p>Congestion limited through use of multiple entrances / exits.</p> <p>Hand sanitiser and hand wash facilities provided.</p> <p>No touch-based services in place.</p>	<p>With the limited number of employees working in the office, this is managed well. all personnel have their own passes for entry and doors are fixed open to avoid unnecessary contact. Multiple handwashing facilities available.</p>	<p>Employee numbers are extremely low.</p> <p>Hand washing facilities and hand sanitiser are available to all employees.</p>	<p>Touch pad entry systems have been disabled.</p> <p>Floor tapes to be used to facilitate social distancing.</p> <p>Hand washing facilities and sanitisers in place.</p>	<p>Social distancing controlled with minimal employees attending office.</p>
<p><b>Social distancing at work – moving around buildings and worksite</b></p> <ul style="list-style-type: none"> <li>Limit movement between work areas, e.g. personnel to stay in defined areas / use allocated facilities.</li> <li>Introduce one-way / define flow routes through buildings.</li> </ul>	<p>Movement around the offices is limited. (no visiting other departments).</p> <p>Defined routes in place.</p>		<p>Additional kitchen open to prevent crowding.</p> <p>Number of people in the kitchen areas is being monitored.</p>	<p>Few office-based staff enter the factory.</p> <p>One-way entry/exit to factory implemented.</p>	<p>One-way systems are introduced with defined exits.</p>

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<b>Social distancing at work – workplaces and workstations</b> <ul style="list-style-type: none"> <li>Position workstations to comply with the recommended 2-metre distance rule.</li> <li>Only where it is not possible to move workstations further apart:</li> <li>Arrange to work side by side or facing away from colleague.</li> <li>Use screens to separate people from each other.</li> <li>Limit sharing of workstations and office equipment. If shared, limit number of users and implement cleaning regime between uses.</li> <li>Deactivate hand/finger operated communal equipment as far as possible.</li> </ul>	Workstations 2m apart. No sharing of workstations or equipment. Communal equipment regularly cleaned. No touch-based devices in use.	With the limited number of employees working in the office, this is being managed well.	Office layout and attendance numbers ensure 2m social distancing at all times.	All workstations are 2m apart. Printers/Scanner, kettles etc are to be wiped after every use.	Majority of offices are individual with low occupancy. Additional controls for other office areas.
<b>Social distancing at work – meetings</b> <ul style="list-style-type: none"> <li>Consider use of electronic media to avoid in person meetings.</li> <li>Limit attendees at meetings to those necessary and maintain social distancing.</li> <li>Wash hands before and after meetings.</li> <li>Do not share equipment (pens, white boards etc.).</li> </ul>	Meetings are conducted via Microsoft Teams as far as possible. Critical meetings held face to face incorporate 2m social distancing. Hand washing facilities available and cleaning regime in place. No equipment is shared.	Limited meetings where employees are required to attend are being held. These are conducted in a large meeting room maintaining 2m distance. Microsoft teams utilised to hold socially distanced meetings.	Meetings are conducted via Microsoft Teams.	Meetings are conducted via Microsoft teams where practical. Staff meetings conducted outdoors whenever practicable. Only necessary people attend meetings, social distancing is maintained.	Meetings are conducted via Microsoft Teams. Only critical meetings held face to face, which are limited to essential attendees and held in conference room where social distancing can be maintained.
<b>Social distancing at work – common areas</b> <ul style="list-style-type: none"> <li>Stagger break times to reduce use of communal areas.</li> <li>Reconfigure seating and tables to maintain spacing.</li> <li>Encourage employees to bring meals to avoid opening canteens or need to go off-site.</li> </ul>	Break times have been staggered to reduce congestion in canteen. Employees maintain social distancing rules and do not share tables in the office canteen. Encouraged to spend breaks on-site.	Employees are bringing their own food and drink into the office. Access into confined areas, e.g. kitchens, is confined to one person at a time.	Due to limited numbers attending the office, this does not apply, and no additional measures are required.	Break times staggered to minimise congestion in kitchen areas. All staff and employees to bring their own food. Floor tapes and signs have been ordered to facilitate social distancing.	Occupancy in small communal areas restricted. No requirement to stagger break times due to attendance, which will be continually reviewed.

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<p><b>Social distancing at work – accidents and other incidents</b></p> <ul style="list-style-type: none"> <li>• <i>Social distancing does not need to be maintained in the event of an emergency. When at a safe point, social distancing to be reinstated.</i></li> <li>• <i>Define arrangements for first aid provision</i></li> <li>• <i>First aiders to wash hands before and after providing treatment.</i></li> <li>• <i>Social distancing only to be broken for time taken to administer treatment.</i></li> <li>• <i>Rescue breaths / mouth to mouth ventilation is not recommended. Where felt to be necessary, resuscitation shield to be used where available.</i></li> </ul>	<p>All first aiders to wear gloves and a face mask when attending a casualty.</p> <p>First Aiders are not to blow into the mouth of a suspected heart attack victim. Phone for an ambulance and commence compressions.</p> <p>When at a safe point, social distancing to be reinstated by first aiders/casualties.</p>	<p>Office first aid facilities remain available.</p>	<p>Due to limited office numbers and low risk environment, this is not considered a concern.</p> <p>Factory first aiders may be called to assist – procedures and protocols are in place for first aid during Covid-19 period.</p>	<p>First aid facilities remain available.</p> <p>Resuscitation mouth shields are contained in every first aid box should resuscitation be required.</p> <p>There are surgical gloves available in all first aid boxes.</p>	<p>First aiders have been briefed on the protocols to follow and first aid equipment has been provided.</p>
<p><b>Managing visitors / contractors</b></p> <ul style="list-style-type: none"> <li>• <i>Where visits are absolutely necessary, limit number of visitors and maintain social distancing providing guidance on measures in place.</i></li> <li>• <i>Consider visits during times of low office occupation.</i></li> <li>• <i>Revise visitor arrangements to avoid contact e.g. use of signing in facilities.</i></li> </ul>	<p>Visitors to office are actively discouraged.</p> <p>Where visitors cannot be avoided, social distancing and hygiene rules must be adhered to.</p>	<p>Restriction on visitors unless agreed with the Operations Director or General Manager.</p>	<p>There are limited visitors to the Sherburn office.</p> <p>Contractors can only access the office if deemed an urgent requirement.</p>	<p>Visitors only attend site if the business cannot be completed over the phone or via conference call.</p>	<p>Visitors authorised for critical business activity only booked in via appointment.</p>
<p><b>Cleaning the workplace - reopening</b></p> <ul style="list-style-type: none"> <li>• <i>Assess areas that have been closed before reopening and ensure cleaning and hygiene provision is in place.</i></li> <li>• <i>Consider ventilation systems that may need service or adjustment, e.g. if they automatically reduce ventilation based on occupancy.</i></li> </ul>	<p>Offices have remained open – on-going cleaning schedules in place.</p>	<p>Offices have remained open – on-going cleaning schedules in place.</p>	<p>Offices have remained open – on-going cleaning schedules in place.</p>	<p>Offices have remained open – on-going cleaning schedules in place.</p>	<p>Offices have remained open – on-going cleaning schedules in place.</p>
<p><b>Cleaning the workplace – keeping the workplace clean</b></p> <ul style="list-style-type: none"> <li>• <i>Frequent cleaning with disinfectant products (normal cleaning products):</i></li> <li>• <i>All work and facility areas.</i></li> <li>• <i>Equipment between uses.</i></li> </ul>	<p>Additional cleaning staff have been employed to implement new cleaning regimes.</p> <p>A more robust cleaning schedule is in place and includes objects such as door handles, light switches, printers, etc.</p>	<p>Cleaning conducted frequently. Additional cleaning of surfaces regularly touched.</p> <p>Waste bagged and removed daily.</p>	<p>Ongoing cleaning schedules are in place.</p>	<p>Washing of hands guidance in welfare areas.</p> <p>Work areas and office equipment cleaned regularly.</p> <p>Wastes are bagged and disposed of daily.</p>	<p>Cleaners are focusing on areas / surfaces of high use with additional resource.</p>

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<ul style="list-style-type: none"> <li>• <i>Objects that are touched regularly in areas of high use (door handles, light switches, photocopier touch pads, reception areas).</i></li> <li>• <i>Waste facilities available; waste bagged and regularly removed.</i></li> <li>• <i>Cleaning personnel to use disposable gloves and cleaning cloths, disposing after use in a sealed bag.</i></li> <li>• <i>Additional controls in line with public health England advice implemented when cleaning after a reported case of Covid-19 in the workplace.</i></li> </ul>	<p>Waste bins are lined and regularly emptied.</p> <p>Cleaning personnel always wear gloves.</p> <p>Cleaning personnel dispose of cleaning equipment in sealed bags.</p>			<p>Cleaning personnel use disposable gloves and anti-bacterial wipes.</p>	
<p><b>Cleaning the workplace – hygiene</b></p> <ul style="list-style-type: none"> <li>• <i>Provide hand washing facilities in addition to washrooms.</i></li> <li>• <i>Facilities with soap and water in place.</i></li> <li>• <i>Sanitiser solution available where soap and water is not.</i></li> <li>• <i>Where possible provide paper towels as an alternative to hand dryers.</i></li> <li>• <i>Enhanced cleaning for busy areas.</i></li> <li>• <i>Raise awareness of personal hygiene measures required:</i></li> <li>• <i>Washing hands regularly; on arrival / leaving, after use of communal equipment and throughout the day.</i></li> <li>• <i>Avoid touching face.</i></li> <li>• <i>Cough and sneeze into tissues and dispose into waste containers.</i></li> <li>• <i>Report any symptoms of covid-19 to line manager.</i></li> </ul>	<p>Hand washing facilities and hand sanitisers are provided to staff.</p> <p>Work surfaces and communal equipment are cleaned regularly.</p> <p>Good hygiene posters are displayed.</p> <p>Employees are aware of the group reporting procedures.</p>	<p>Hand washing facilities and sanitiser available throughout the offices.</p>	<p>Hand washing facilities and hand sanitisers are provided to staff.</p> <p>Cleaning regimes are in place.</p> <p>Information is displayed to staff on hygiene measures.</p>	<p>All desks have sanitiser dispensers.</p> <p>Paper towels and hand dryers are used.</p> <p>Communal equipment is wiped with anti-viral wipes after each use.</p> <p>Only two employees are allowed in the canteen and toilets at any one time – signs erected.</p> <p>Posters covering how to wash your hands properly displayed.</p>	<p>High use areas have additional cleaning in place.</p> <p>Hand sanitiser has been placed throughout the factory including at the entrance.</p> <p>Individual hand sanitiser has been provided to employees.</p> <p>Employees have been briefed on good hygiene.</p>
<p><b>Handling inbound / outbound goods, merchandise and other materials, and on-site vehicles</b></p> <ul style="list-style-type: none"> <li>• <i>Cleaning procedures for goods / merchandise entering office</i></li> <li>• <i>Cleaning of hands after handling</i></li> <li>• <i>No personal deliveries to be made</i></li> <li>• <i>Maintain social distancing</i></li> <li>• <i>Regular cleaning of vehicles workers take home</i></li> </ul>	<p>Personal deliveries are not permitted.</p> <p>Office supplies received are wiped down.</p> <p>Employees handling deliveries encouraged to wash hands.</p> <p>Delivery drivers and employees are to maintain</p>	<p>Postal deliveries left in reception area.</p> <p>Additional cleaning of hands encouraged.</p>	<p>No personal deliveries are permitted.</p> <p>Deliveries are placed in a foyer and collected when the delivery driver has left.</p>	<p>Hands to be washed after handling cardboard boxes.</p>	<p>No personnel mail is to be directed to HSPL.</p> <p>Postal deliveries to one location in factory.</p> <p>Personal hygiene advised after handling post / goods delivered to site.</p>

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	social distancing measures.				
<b>Personal Protective Equipment and face coverings</b> <ul style="list-style-type: none"> <li>Record any requirement for / provision of additional PPE</li> <li>Outside of clinical settings or responding to a suspected case of Covid-19, precautionary use of extra PPE in the workplace should not be encouraged where risk is managed through social distancing, cleaning and hygiene measures.</li> <li>Face coverings of the nose and mouth is not required by law and the evidence of any benefit is weak and the effect likely to be small. If employees make a personal decision to wear one employers should support this. Employees must ensure they are using and maintaining face coverings properly and not presenting a risk within the workplace.</li> </ul>	Additional PPE is available for use by employees in the unlikely event that they are performing a task where the risk of infection is high. Primarily, all operatives are encouraged to maintain social distancing and practice high levels of personal hygiene.	No requirement for PPE or face coverings in office areas.	Not necessary, limited staff attending office and 2m social distancing in place at all times.	The wearing of masks is advised but not mandatory when visiting the factory floor. Gloves are to be worn where practicable. Hands must be washed before entering and on leaving the factory.	PPE continues to be supplied based on risk in factory areas.
<b>Workforce management – shift patterns and working groups</b> <ul style="list-style-type: none"> <li>Fix teams / shifts patterns to minimise mixing at work.</li> <li>Identify areas where people pass items directly to each other and find ways to remove direct contact.</li> </ul>	Employees working within office limited. Social distancing maintained as far as practicable. Direct contact is extremely limited and hygiene practice implemented if necessary.	Limited number of employees in office ensures there is not requirement to change work patterns.	Not necessary, limited staff attending office and 2m social distancing in place at all times.	Some narrow walkways, these are segregated by time and distance.	Requirements under continual review for office areas.
<b>Workforce management – work related travel (cars, accommodation and visits)</b> <ul style="list-style-type: none"> <li>Minimise non-essential travel.</li> <li>Minimise number of people travelling together, using fixed travel partners, increasing ventilation and avoiding sitting face to face.</li> <li>Clean vehicles after shared use.</li> <li>Where employees are required to stay away from their home, centrally log the stay and make sure overnight accommodation meets social distancing guidelines.</li> </ul>	Non-essential travel has been stopped. Single occupancy travel to and from the office is normal. Office employees are not required to stay away from home.	All office employees using their own vehicles.	No visitors are permitted to the office. No overnight stays are permitted for office staff.	Employees have been advised not to car share where practical.	Office personnel are only to visit Client or Subcontract premises on a business-critical basis. Personnel will travel separately. Where personnel require accommodation HPSSL shall ensure suitable accommodation is obtained.

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<p><b>Workforce management – communications and training (returning to work, ongoing communication and signage)</b></p> <ul style="list-style-type: none"> <li>Regular communication from senior and line management</li> <li>Ongoing engagement with employees through existing communication routes notifying control measures and changes to work patterns.</li> <li>Line managers to maintain contact with teams whether home or office working as safeguard measure of mental health.</li> <li>Advice and guidance made available.</li> <li>Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival and ways of working.</li> <li>Implement measures to monitor controls are adhered to.</li> </ul>	<p>All employees have access to email/Microsoft teams and receive regular communications from management and colleagues.</p> <p>Existing communication routes used to distribute Covid-19 updates.</p> <p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p>	<p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p>	<p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p> <p>Regular team meetings are done via Microsoft teams, telephone, and email.</p> <p>Communications are held with senior management and departments.</p>	<p>Toolbox talks issued to workers regarding Covid-19, and any additional necessary briefings.</p> <p>All returning workers will be re-inducted and informed of Covid-19 preventive measures.</p> <p>Monthly safety meetings and regular updates.</p> <p>Compliance with measures and checked with regular inspections.</p> <p>Regular communication from Group.</p>	<p>Communication lines have remained open throughout.</p> <p>Group messages have been and will continue to be delivered in a timely manner.</p>