

Business Unit	Severfield (NI) Ltd	Severfield (UK) Ltd	Severfield (Products & Processing) Ltd	CMF	Harry Peers Limited
Guideline Control Measures					
<p>Considering who should go to work</p> <ul style="list-style-type: none"> Consider who is essential to be on-site, e.g. office employees should work from home if it is possible to perform work function remotely. Necessary equipment and system access to work from home in line with Severfield homeworking guidelines. Maintain contact with off-site workers. Planning for minimum number of people needed on-site to operate safely and effectively. 	<p>Only essential employees in factory and related offices.</p> <p>Employees working from home as far as possible and line managers maintain communication.</p> <p>Employees are being returned to the factory in stages, this keeps the numbers on the premises controlled while they acclimatise to the new post Covid19 Control Measures.</p>	<p>Minimum number of people on site .</p> <p>All non-essential production staff are working from home and contacted at least weekly.</p> <p>All working production staff in office areas are socially distanced.</p>	<p>Production staff who can work from home are working from home.</p> <p>Regular comms through MS team, phone, and email.</p>	<p>Only essential number of employees for continuity of manufacturing process on-site.</p>	<p>Factory is at full capacity with the exception of those who can work from home.</p> <p>Line managers are keeping in regular contact with their staff.</p>
<p>Protecting people who are at higher risk</p> <ul style="list-style-type: none"> Clinically extremely vulnerable individuals not to work outside the home. Clinically vulnerable (but not extremely vulnerable) individuals that cannot work from home. Offer safest available way to maintain 2m social distance. 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. 	<p>Clinically vulnerable people remain at home and have not been asked to return to work at this time.</p>	<p>Extremely vulnerable employees are not present on-site.</p> <p>Those living with extremely vulnerable asked to follow strict hygiene guidelines.</p> <p>All employees asked to maintain 2m social distancing.</p>	<p>Vulnerable employees are asked to isolate in line with government guidance.</p> <p>Working from home where possible and provided with required equipment.</p> <p>Where not possible to work from home, socially distanced office space and hygiene facilities made available.</p>	<p>Employees considered to be clinically vulnerable are not working within the factory.</p>	<p>All vulnerable employees have been instructed not to visit under any circumstances, unless told to do so.</p>
<p>People who need to self-isolate - personnel with Covid-19 symptoms or live in a house with someone with symptoms</p> <ul style="list-style-type: none"> Employee reporting symptoms to be sent / stay at home and follow government stay at home guidance. 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. 	<p>Line Manager to notify Severfield HR Business Partner.</p> <p>Covid19 Testing is now available for all citizens of Northern Ireland.</p> <p>Where the results of the test are positive, all necessary</p>	<p>Line manager to notify Severfield HR Business Partner.</p> <p>All employees with symptoms self-isolate in line with Government guidelines.</p> <p>Protocol followed on sending home those who have been</p>	<p>Line manager to notify Severfield HR Business Partner.</p> <p>Employees advised to isolate in line with government guidance.</p> <p>Protocol followed on sending home those who have been</p>	<p>Line manager to notify HR Business Partner and maintain contact.</p> <p>Any employee falling unwell at work is sent home, along with anyone they have been in close contact with.</p> <p>Additional cleaning of the</p>	<p>Line manager to notify HR Business Partner and maintain contact.</p> <p>Cleaning protocol is in place with extra resource.</p>

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<ul style="list-style-type: none"> Identify areas employee has worked and implement cleaning regime. Enable home working during self-isolation as far as possible. Line manager to maintain regular contact. 	precautions and protocols will be followed as per Group Guidance.	<p>in close contact with people with symptoms.</p> <p>Regular cleaning regime in place.</p> <p>Those self-isolating can Work from Home where possible and required equipment provided.</p>	<p>in close contact with people with symptoms.</p> <p>Daily cleaning regimes are in place.</p>	areas they have worked instigated.	
Social distancing at work – maintain 2m social distancing <ul style="list-style-type: none"> Maintain social distancing as far as possible, e.g. consider occupancy levels. Where social distancing cannot be maintained: Consider if the activity needs to continue. Reduce the risk of transmission as far as possible. Increase hand washing and surface cleaning. Maintain social distancing in all areas not just prime work location, e.g. entrances/exits, kitchens, toilets, rest areas, parking, and smoking areas. 	Social Distancing is maintained as far as possible throughout all work activities and welfare facilities.	<p>Protocols introduced to maintain 2m social distance using PPE when in close contact.</p> <p>Hand washing and regular cleaning implemented.</p> <p>Traffic areas continually under review.</p>	<p>Reducing number of subcontractors where possible.</p> <p>Social distance reviews ongoing and under continual review.</p> <p>Social distancing in place on walkways and in communal areas.</p>	<p>Occupancy levels allow the implementation of social distancing.</p> <p>Signs to remind employees to maintain social distancing have been put up throughout the factory. Compliance will be monitored.</p>	<p>Social distancing is in place.</p> <p>The layout and size of the factory floor allows social distancing to be maintained.</p> <p>Occupancy in communal areas has been restricted.</p>
Social distancing at work – coming to and leaving work <ul style="list-style-type: none"> To reduce congestion, consider: Staggered start / finish times. Having more entry/exit points. Use markings and one-way systems to control flow of personnel and maintain distance where required. Provide handwashing facilities or hand sanitiser at entry/exit points. Disable and provide alternatives to touch-based security devices. Provide adequate parking facilities. 	<p>Employees are advised not to car share; single occupancy travel is the norm.</p> <p>Hand sanitiser has been provided to all employees at entry and exit points.</p> <p>Clocking in and out is done via an employee's own tab. (no touching of machines or cards).</p>	<p>Break times staggered.</p> <p>Entry/exit points fixed open.</p> <p>Floor marking in place to indicate 2m distance.</p> <p>Hand sanitiser stations on order.</p> <p>Touch Base security devices removed for clocking.</p> <p>Additional measures under review for iPad use.</p>	<p>Minimum vans in use and 1 person per row of seats.</p> <p>Advised not to car share.</p> <p>Several entry and exit points to avoid congestion.</p> <p>Floors marked for distance.</p> <p>Hand washing facilities and sanitiser provided.</p>	<p>Start, finish and break times have been staggered to minimise congestion.</p> <p>One-way entry/exit.</p> <p>No touch pad entry in use.</p> <p>Hand sanitiser and hand wash facilities are in place.</p>	<p>Clock in machine is positioned on entry/exit with instruction to support social distancing.</p> <p>Semi-permanent markings are to be in place on the floor at 2m intervals to remind employees of the social distancing measures.</p>

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Social distancing at work – moving around buildings and worksite <ul style="list-style-type: none"> Limit movement between work areas, e.g. personnel to stay in defined areas / use allocated facilities, use of phones and radios. Reduce job and equipment rotation. Regulate use of high traffic areas, e.g. introduce one-way / define flow routes. Reduce occupancy of vehicles for on-site travel. 	<p>Employees expected to socially distance on traffic routes.</p>	<p>Limited employee integration.</p> <p>Reduced job rotation.</p> <p>High traffic areas have mirrors.</p> <p>All employees advised to use their own vehicles.</p>	<p>Limited or no movements between areas; fixed teams in work areas.</p> <p>No face to face – same room meetings. All done via teams.</p> <p>Floor markings to show distance.</p>	<p>Operators stay at designated workstations and few office staff enter the factory.</p> <p>Traffic light control measures are in place.</p> <p>Floor tapes have been ordered to facilitate social distancing.</p>	<p>Each bay is stocked with the required tools to prevent sharing of tools.</p> <p>Where it is not possible to prevent sharing of tools, employees are to disinfect after using appropriate cleaning agent and gloves.</p>
Social distancing at work – workplaces and workstations <ul style="list-style-type: none"> Review layouts, line set-ups or processes to allow people to work further apart. Use markings to help keep 2m distance. Only where it is not possible to move workstations further apart: Keep the activity time as short as possible. Arrange to work side by side or facing away from colleague. Use screens to separate people from each other. Reduce number of people each person has contact with by using 'fixed teams or partnering'. Limit sharing of workstations and office equipment. If shared, limit number of users and implement cleaning regime between uses. 	<p>All work areas are well separated.</p> <p>Supervisors put operatives to work in a manner which can ensure social distancing.</p> <p>Workstations are allocated to individuals.</p>	<p>Personnel distanced in production office areas.</p> <p>Markings to be introduced for 2m distancing.</p> <p>Close activity limited to 15 mins or covered by RPE wearing.</p> <p>Limiting teams to 2 people per bogie wherever practical.</p>	<p>2m social distancing in place</p> <p>Low staff numbers ensure distancing can be maintained.</p> <p>Markers on the floor.</p>	<p>Break times have been staggered to minimise congestion.</p> <p>All staff and employees bring their own food.</p>	<p>HPSL workstations are set up in a way that enable solo working and are screened off with welding screens.</p> <p>The process team also work in isolation at a safe distance</p> <p>Where assistance is needed this is to be done at 2m, where this is not possible the task is to be done side by side or back to back.</p>
Social distancing at work – meetings <ul style="list-style-type: none"> Consider use of electronic media to avoid in person meetings. Limit attendees at meetings to those necessary and maintain social distancing. Wash hands before and after meetings. Do not share equipment (pens, white boards etc.). 	<p>Meetings are kept to a minimum and majority are conducted over Microsoft Teams. There is no sharing of equipment.</p>	<p>Electronic media to be used for meetings.</p> <p>No sharing of pens or whiteboards.</p>	<p>MS Teams used for meetings.</p> <p>Inductions limited and format adapted.</p> <p>Hand gels and washing facilities provided.</p>	<p>Only necessary people attend meetings, social distancing is maintained.</p> <p>Meetings held outdoors where practicable.</p>	<p>HPSL have been utilising remote means for meeting e.g. MS Teams.</p> <p>Attendance of critical meetings only, limited to essential attendees and held in the Conference room maintaining social distancing.</p>

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Social distancing at work – common areas <ul style="list-style-type: none"> • Stagger break times to reduce use of communal areas. • Use safe outside areas for breaks. • Create additional space if needed. • Reconfigure seating and tables to maintain spacing. • Encourage employees to bring meals to avoid opening canteens or need to go off-site. • Consider use of social distance marking where queues typically form. 	Break times have been staggered. Canteen is marked out for 2m social distancing measures and two personnel per table rule.	Break times staggered. People use cars or outside areas for eating and drinking during lunch and breaks. Under continual review by C-19 Marshalls. All employees bring their own food. Additional social distancing marking in queuing area.	Staggered breaks. 1 person per table in canteen. Floor markings in place. Regular cleaning of areas.	Break times have been staggered to minimise congestion. All staff and employees bring their own food and permitted to eat in their own cars. Only 2 no. employees permitted in canteen and toilets at any one time.	Occupancy in communal areas have been restricted. Smoking shelter limited to 2 employees at a time
Social distancing at work – accidents and other incidents <ul style="list-style-type: none"> • Social distancing does not need to be maintained in the event of an emergency. When at a safe point, social distancing to be reinstated. • Define arrangements for first aid provision • First aiders to wash hands before and after providing treatment. • Social distancing only to be broken for time taken to administer treatment. • Rescue breaths / mouth to mouth ventilation is not recommended. Where felt to be necessary, resuscitation shield to be used where available. 	All first aiders are to wear gloves and a mask when attending a casualty First aiders are not to blow into the mouth a suspected heart attack victim. Only to phone for an ambulance and commence compressions.	All first aiders issued with masks. Protocol on how to maintain hygiene to be issued. Protocol for mouth to mouth and use of defibrillator to be communicated.	First aiders maintain good hygiene practices. First aid in line with guidance. Resuscitation shields in place	Resuscitation mouth shields are contained in every first aid box should resuscitation be required. There are surgical gloves available in all first aid boxes.	Factory first aid provision is sufficient, and employees have been briefed on the protocols. In the event of an evacuation the exiting of the building will be as normal however the roll call will be carried out with social distancing being observed.
Managing visitors / contractors <ul style="list-style-type: none"> • Where visits are absolutely necessary, limit number of visitors. • Consider visits during times of low office occupation. • Revise visitor arrangements to avoid contact e.g. use of signing in facilities. • Provide clear guidance on social distancing and hygiene, e.g. signage, communicate prior to arrival. 	Unnecessary visitors are actively discouraged. Posters and floor markings at reception provide clear guidance on social distancing in the reception area.	Visitors only by appointment. Visitors sign in at security. Emphasise social distancing.	Contractors for essential work only. Area for signing in set up and signed in / out by Severfield personnel. Social distancing and rules discussed with them.	Contractors are only attending site if the work is absolutely necessary. Contractors are inducted and Covid-19 precautions discussed before they are permitted to start work. Haulier drivers not allowed into works office, now raise	Visitors to the Factory are by appointment only, visits must be of a critical nature. During this period Visitors are not required to sign in as they will be accompanied at all times.

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				queries at designated office window.	
Cleaning the workplace - reopening <ul style="list-style-type: none"> Assess areas that have been closed before reopening and ensure cleaning and hygiene provision is in place. Consider ventilation systems that may need service or adjustment, e.g. if they automatically reduce ventilation based on occupancy. 	Complete closure not required.	Complete closure not required.	Complete closure not required.	Complete closure not required.	Complete closure not required.
Cleaning the workplace – keeping the workplace clean <ul style="list-style-type: none"> Frequent cleaning with disinfectant products (normal cleaning products): Work areas and equipment between uses. Objects that are touched regularly in areas of high use (door handles, light switches). Waste facilities available; waste bagged and regularly removed. Clearing workspaces and removing waste and belongings at the end of a shift. Cleaning personnel to use disposable gloves and cleaning cloths, disposing after use in a sealed bag. Additional controls in line with public health England advice implemented when cleaning after a reported case of Covid-19 in the workplace. 	<p>All machine operators have been supplied with disinfectant and blue roll to regularly clean the controls on their machine.</p> <p>The cleaners remove all cleaning materials at the end of shift.</p>	<p>All areas regularly cleaned.</p> <p>Canteens cleaned between breaks.</p> <p>Toilets regularly cleaned.</p> <p>Cleaners use hygiene protocol.</p>	<p>Increased facility cleaning</p> <p>Disposable products used.</p> <p>Door handles cleaned at regular intervals.</p>	<p>FLT's and machine control panels are cleaned regularly along with the canteen and toilets.</p>	<p>Additional cleaning is in place focussing on regularly touched surfaces.</p>
Cleaning the workplace – hygiene (handwashing, sanitation, toilets, changing rooms and showers) <ul style="list-style-type: none"> Using signs and posters to build awareness of personal hygiene measures required: Washing hands regularly; on arrival / leaving, after use of communal equipment and throughout the day. Avoid touching face. Cough and sneeze into tissues and dispose into waste containers. Report any symptoms of covid-19 to line manager. 	<p>Posters are displayed around the factory and offices.</p> <p>The electronic screens around the factory floor are all displaying Covid19 Awareness Information.</p> <p>Additional cleaners have been employed.</p>	<p>Hygiene advice on screens around factory.</p> <p>Hand sanitiser provided.</p> <p>Decision made to stay with hand dryers; paper towels used in porta toilets.</p> <p>Washrooms being modified to assist with social distancing.</p>	<p>Hand gels provided.</p> <p>Hand washing facilities available.</p> <p>Poster guidance on hygiene provided.</p> <p>Communal facilities controlled (restricted to 2 people).</p>	<p>Washing of hands guidance in welfare areas.</p> <p>Cleaning personnel use disposable gloves and anti-viral wipes.</p> <p>Only 2 employees are allowed in the canteen and toilets at any one time – signs erected.</p>	<p>Additional cleaning is in place focussing on regularly touched surfaces.</p> <p>Hand sanitiser has been placed throughout the factory, including at entry.</p> <p>Personnel have been issued individual hand sanitiser with more stock available.</p>

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<ul style="list-style-type: none"> • Provide hand washing facilities in addition to washrooms. • Facilities with soap and water in place. • Sanitiser solution available where soap and water is not. • Where possible provide paper towels as an alternative to hand dryers. • Set clear use and guidance for showers, lockers, changing rooms and toilets to ensure they are kept clean and social distancing is maintained. • Special care to be taken for cleaning of portable toilets. • Enhanced cleaning of facilities throughout the day. • Provide more waste facilities and more frequent collection. 	Washing facilities have been provided.				<p>Personnel have been briefed on the importance of good hygiene.</p> <p>Cleaners are present for the full shift and the communal areas including toilets are at a high level of hygiene.</p>
Handling goods, merchandise and other materials, and onsite vehicles <ul style="list-style-type: none"> • Cleaning procedures for parts of shared equipment after use, e.g. tools, trucks. • Introduce and consider location for more handwashing facilities for those handling goods and encourage use. • Regular cleaning of vehicles employees may take home • Regular cleaning of any reused containers. 	Shared forklifts and machines are cleaned by the employees who are leaving them for the next operative to use.	Wipes issued to all loader drivers. No employee vehicles.	Mandatory glove wearing. Hand gel available. Operators to keep FLT MEWPs clean. Company vehicles are used only by the designated user.	FLTs are hygienically cleaned several times during the day.	HPSL have limited Company Vehicles, HPSL Driver is responsible for ensuring the cleanliness of the vehicles.
Personal Protective Equipment and face coverings <ul style="list-style-type: none"> • Record any requirement for / provision of additional PPE • 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. • Document additional PPE provided where risk of transmission is high. 	Additional PPE, such as surgical masks & surgical gloves, are available for use by all operatives, 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	Masks issued to first aiders. Use of task-based PPE for normal work.	Mandatory PPE in place for hazards associated with normal work tasks. Helmet screens and masks available for high risk activities.	The wearing of masks is advised but not mandated. Gloves are worn as standard. Hands must be washed before entering and on leaving the factory.	<p>Provision of PPE remains task based and existing procedures regarding issue are being maintained.</p> <p>Use of face coverings are not part of standard task PPE, these are not be encouraged as part of work task protection and will be down to individual choice.</p>

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<ul style="list-style-type: none"> 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. 	practice high levels of personal hygiene.				
Workforce management – shift patterns and working groups <ul style="list-style-type: none"> Fix teams / shifts patterns to minimise mixing at work. Identify areas where people pass items directly to each other and find ways to remove direct contact, e.g. drop off points or transfer zones. 	Shift patterns are currently deemed safe and minimise mixing at work.	Shift patterns normalised. Review undertaken as above.	Fixed shifts and staggered breaks. Social distance in place in communal areas. Employees have designated tools.	The walkways through the factory behind the decking lines are narrow – a traffic light system has been put into place. Shift times have been staggered.	HPSL Operate on a standard workday, shift working is not carried out.
Workforce management – work related travel (cars, accommodation and visits) <ul style="list-style-type: none"> Minimise non-essential travel. Minimise number of people travelling together, using fixed travel partners, increasing ventilation, and avoiding sitting face to face. Clean vehicles after shared use. Where employees are required to stay away from their home, centrally log the stay and make sure overnight accommodation meets social distancing guidelines. 	All non-essential travel by management has been suspended. Travelling to sites is done primarily by single occupancy vehicle or max 2 people in a 5-seater van, in line with current government guidance. Any employees staying away from home due to business will be in single rooms.	No minibus allowed. Own use of vehicle and travelling alone encouraged.	Minimal or no travel between sites. Procedure for cars, minibus, and taxis. Daily risk assessment.	Employees have been advised not to car share where practical.	Factory personnel are only to visit Client or Subcontract premises on a business-critical basis e.g. Inspection visit prior to release of critical path items. Personnel will travel separately. Factory personnel rarely require accommodation, where it is required HPSL shall ensure suitable accommodation is obtained.
Workforce management – work related travel (deliveries to other sites) <ul style="list-style-type: none"> Minimise person to person contact during deliveries Consider methods to sign for delivery / exchange documents 	Deliveries are done by single occupancy vehicles.	Procedures being reviewed.	Drop points for goods in place. Management of drivers; all informed or social distancing measures.	N/A	Deliveries to site are carried out by subcontract logistics. Site protocols are followed to ensure social distancing. Typically, the driver will unsecure the load in isolation

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<ul style="list-style-type: none"> Maintain consistent pairing where two-person deliveries are required. 					and will then return to their cab whilst off-loading takes place.
Workforce management – communications and training (returning to work) <ul style="list-style-type: none"> Provide clear, consistent and regular communication on ways of working. Engage through existing communication routes to explain / agree working arrangements. Develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival and ways of working. 	Management communicate new procedures to all returning employees through briefings, maintaining social distancing at all times.	Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.	<p>Employees are communicated via email, intranet, and phone.</p> <p>Social distancing training in small teams.</p> <p>Morning meetings are taken place outside.</p>	<p>TBTs issued to workers regarding Covid-19, and any necessary briefings.</p> <p>All returning workers will be re-inducted.</p> <p>Medical declaration required before returning to work.</p>	<p>HPSL have remained open and maintained communication channels.</p> <p>Regular communication from Group. Corporate messages have been and will continue to be delivered in a timely manner.</p>
Workforce management – communications and training (ongoing communications and signage) <ul style="list-style-type: none"> On-going communication to explain changes. On-going engagement with employees including through trade unions and employee representative groups to monitor and understand any unforeseen impacts of changes to work environment. Engage and communicate as safeguard measure of mental health. 	<p>There is ongoing communication on a daily basis throughout all areas of the factory.</p> <p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p>	<p>Regular communication wider website and employee emails.</p> <p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p>	<p>Employees are communicated via email, intranet, and phone.</p> <p>New inductions include observing social distancing.</p> <p>Severfield Connect intranet providing regular COVID 19 updates form Group and guidance to all personnel.</p> <p>Daily risk assessment to ensure control measures remain in place.</p>	<p>TBTs issued to workers regarding Covid-19, and any necessary briefings.</p> <p>Monthly safety meetings and regular updates.</p> <p>Regular communication from Group.</p>	<p>HPSL have remained open during the pandemic and communication lines have remained open throughout.</p> <p>Regular communication from Group. Corporate messages have been and will continue to be delivered in a timely manner.</p>
Inbound and outbound goods <ul style="list-style-type: none"> Revise pick-up / drop off points, procedures, signage, and markings. Minimise unnecessary contact at security. Allocate fixed teams to for loading / unloading. Encourage drivers to stay in vehicles where this does not compromise working practice. Allow access to welfare facilities when required, consistent with social distancing and hygiene practices. 	<p>There is no security post at this facility. Once closed the gates to the rear of the factory can be opened remotely so there is no person to person contact.</p> <p>The loading and unloading teams are always the same.</p>	Restrictions in place to be reviewed by COVID marshals.	<p>Signs on office door.</p> <p>Employees are aware of social distancing measures to minimise unnecessary contact.</p> <p>Appropriate PPE provided.</p> <p>Hand sanitiser provided.</p>	<p>Collections are from the main yards. Drivers are prohibited from entering the offices and are told to remain in their cabs while waiting for their loads. They are allowed to enter the building only to access toilets.</p>	<p>Deliveries to HPSL are directed to goods in where the dedicated process team will off load with Social distancing in place.</p>

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	<p>Drivers are encouraged to stay in their vehicles and may use the toilets providing they wash their hands and maintain social distancing.</p>			<p>There are fixed teams for this.</p>	