

Travis Perkins <sup>plc</sup>

# Group Safety & Wellbeing Guidance

Working safely with the ongoing risk of COVID

All Group locations

Effective from Wednesday 27th April 2022 until further notice

Owner: Group HSE & Fleet Director



Date	Changes
1st April 2022	Changes to requirements in Wales Removed recommendation to complete twice weekly LFT Update to testing requirements in England Removed vulnerable colleague slide (remains available in Task/Area Specific slides)
21st April	Removal of face coverings in Scotland Removal of COVID risk assessments
27th April	Update on perspex screens Update to additional guidance on office set up and showrooms

## Working Arrangements

All Group locations, in line with the Government's 'Living with COVID Plan', must **keep**:

- ~~Perspex screens in place at trade counters, kitchen design desks and, where fitted, between desks~~
- Heightened cleaning regimes and ventilation (as detailed in later slides)

Branches **can revert back** to:

- Obtaining signatures for deliveries
- Offering walk-in design appointments
- **Branches may remove perspex screens if all colleagues are comfortable in doing so but the screens must be retained in branch in the event they may be used again in future**
- **In Group offices perspex screens may be removed from the sides of desks but a screen should remain in place in the direction the colleague faces when working at their desk.**

## Colleague Responsibility

Colleagues are encouraged to wear a face covering when in crowded indoor environments where they mix with people they don't normal meet.

If you experience symptoms of COVID you should stay at home and avoid contact with other people. The Government guidance says that you can go back to your normal activities when (1) you feel well enough to do so and (2) you do not have a high temperature. More details can be found [here](#). You must also report it to your line manager in the normal way.

## Testing

Lateral Flow Tests and PCR Tests are no longer freely available unless you are in a vulnerable group. Therefore -

- if necessary Branch Managers can purchase Lateral Flow Tests and claim them back on expenses should they wish to confirm a colleague is no longer symptomatic.
- a supply of Lateral Flow Tests should be available at single points of failure in our network e.g. Distribution Centres and Hub locations.

At the current time PCR tests are still free for people in Scotland and Northern Ireland who are displaying symptoms available.

Throughout the pandemic the Group has employed robust Health and Safety management principles to keep colleagues and customers safe and well, whilst enabling the business to continue to trade following Government advice.

As the UK continues to navigate the COVID-19 pandemic we need to continue to adapt our safe ways of working to protect our colleagues and customers. This means that for the Group we need to view the risk of catching COVID-19 and it spreading to other colleagues and customers as we do any other workplace Health and Safety hazard.

## Our COVID-19 Risk Control Principles

We will continue to follow the UK Government's guidance and respect the devolved nations stance on specific issues.

The Safe Ways of Working detailed in this document will be put in place across all Group businesses in England, Scotland, Wales and Northern Ireland; branches, Distribution Centres, Head Offices and all colleagues are expected to follow them.

We will review our guidance regularly and make sure updates are posted on 'MyPlace' and the Plc website and communicated via the Internal Communications Team to the wider business.

As well as our two core personal responsibility messages ...



If you see something that doesn't look right,  
**CALL IT OUT**

Stop,  
Step Back,  
Think.  
Then Act.

The risk of **catching or passing on COVID-19** can be higher in certain places and when doing certain activities. **The main way of spreading COVID-19 is through close contact with an infected person.**

When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles (droplets and aerosols) containing the virus that causes COVID-19. These particles can be breathed in by another person. The particles can also land on surfaces and be passed from person to person via touch.

In general, **the risk of catching or passing on COVID-19 is higher:**

- **in crowded spaces, where there are more people who might be infectious**
- **in enclosed indoor spaces where there is limited fresh air**

Some activities can also increase the risk of catching or passing on COVID-19. This happens where people are doing activities which generate more particles as they breathe heavily, such as singing, dancing, exercising or raising their voices.

The risk is greatest where these factors overlap, for example in crowded indoor spaces where people are raising their voices.

The most important signs and symptoms of Coronavirus are:

- **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature).
- **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual).
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

Most people with coronavirus have at least one of these symptoms.

NHS advice is that if you have any of the above you must not leave your home and go into self isolation. To protect others, do not go to places like a GP surgery, pharmacy or hospital. Use the 111 online Coronavirus service to find out what to do.

Remember to follow our sickness absence procedure and tell your line manager as well, so that we can make sure we can put the right support in place to help you.

**If you start to shows these signs or symptoms at work**, keeping at least a 2m distance tell your line manager and immediately remove yourself to an isolated area before taking stock and going home.

**Where a colleague becomes symptomatic at work the Group's cleaning and disinfection regime must be followed.** This is available [here](#).

Further information on **self isolation** is available from the NHS website [here](#).

## If you test positive for COVID-19 or you are displaying COVID-19 symptoms

You must immediately self isolate if you test positive for COVID-19 **OR** you have COVID-19 symptoms.

## Self Isolation Arrangements

There are slight differences between them but in all cases they relate to those colleagues who are fully vaccinated. If you are not fully vaccinated you are required to self isolate for the full 10 days if you are a close contact, and if you test positive. Please follow the [NHS guidance](#) on self isolation for your respective nation.

## Lateral Flow Testing

Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it.

- Lateral flow testing is not mandatory across the Group as we are not a high risk setting like, for example, a care home.
- **Lateral flow test kits are no longer free in most parts of the UK**, more information on how to get the kits and use them can be found [here](#). If necessary Branch Managers can purchase Lateral Flow Tests and claim them back on expenses should they wish to confirm a colleague is no longer symptomatic.

## Reporting COVID-19 Cases

- **Should Branches suffer from excessive colleague absence as a result of illness, they should discuss and implement mitigation plans with their Regional Director in the normal way. This might include reduced trading hours, moving to click and collect only.**
- **Following 3 or more positive cases in any 48 hour period in the workplace a deep clean should be undertaken** by approved contractors provided by Facilities Management. Below this requirement the site should complete a [localised clean](#).

## Cleaning

Keeping working areas clean means that any germs or viruses are not able to survive.

- **Cleaning regimes should be heightened with particular attention being paid to high frequency contact areas.**

These include: taps and washing facilities, showers, lockers, toilet flush and seats, door handles and push plates, handrails on staircases and corridors, lift controls, machinery and equipment controls, telephones, keyboards, photocopiers and other office furniture, showers, meeting rooms and break out areas.

Heightened cleaning regimes apply to other shared equipment like plant and equipment, vehicles and hand-held devices. Use antibacterial wipes, binning them in the appropriate waste receptacle after use.

- Details of the type of cleaning products to be used can be found [here](#). Government guidance on cleaning can be found [here](#).
- **Rubbish collection and storage points should be increased** and emptied regularly throughout and, at the end of, the day. Refuse bags should be used in the bin, tied and removed before being placed in the main waste receptacle. **PPE** (such as disposable face coverings and gloves) **should not be placed in recycling bins.**

## Washing Your Hands

Wash your hands with soap and water or use hand sanitiser regularly throughout the day. **It is particularly important to wash your hands:**

- after coughing, sneezing and blowing your nose
- before you eat or handle food
- after coming into contact with surfaces touched by many others, such as handles, handrails and light switches
- after coming into contact with shared areas such as kitchens and bathrooms
- when you return home.

**Hand sanitisers and wipes should remain available for colleague and customer use.**

## Coughing & Sneezing

- Cover your mouth and nose with disposable tissues when you cough or sneeze.
- If you do not have a tissue, cough or sneeze into the crook of your elbow, not into your hand.
- Dispose of tissues into a rubbish bag and immediately wash your hands.



## Separation

Keeping your distance from those you don't have regular contact with remains a good way to reduce the chances of you catching and spreading COVID-19.

- ~~Perspex Screens should remain in place to provide separation at Trade Counters between colleagues and customers.~~
- **Branches may remove perspex screens if all colleagues are comfortable in doing so but the screens must be retained in branch in the event they may be used again in future.** In Group offices perspex screens may be removed from the sides of desks but a screen should remain in place in the direction the colleague faces when working at their desk.
- **Contactless payment and document handling is preferable.**
- ~~In office environments – including the internal sales area in branches – Perspex Screens should remain in place; or where this is not possible, there should be 2m spacing between colleagues, either sitting back-to-back or side-to-side; never facing each other.~~
- Where there is restricted space **customer occupancy levels in shop areas should be maintained at those limited levels in place during the earlier stages of the Pandemic.** Hand sanitiser and wipes should remain available for customer use.
- In Distribution Centres and other similar locations rest breaks should be staggered to enable colleagues to maintain an adequate distance from each other whilst in the canteen area. Shift changeovers can return to normal with additional controls such as face coverings.

## 'Fresh Air' and Ventilation

See guidance link on Slide 12.

## Face Coverings

COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person.

Face coverings are no longer legally required in retail and office settings in the UK.

**Colleagues should use personal discretion around use of face coverings; considering their use in crowded and enclosed spaces, and when in contact with people they do not regularly meet.**

Information about what face coverings are is available [here](#).

**PERSPEX SCREENS ON TRADE COUNTERS etc. MUST REMAIN IN PLACE MAY BE REMOVED IF ALL BRANCH COLLEAGUES ARE COMFORTABLE IN DOING SO. Screens must be retained in branch for potential future use.**

## Asking for a Face Covering to be Removed

There may be situations when face coverings can be asked to be removed:

- If a police officer or other official requests you remove your face covering
- For the purposes of age identification on age restricted sales
- If speaking with people who rely on lip reading, facial expressions and clear sound
- Some may ask you, either verbally or in writing, to remove a covering to help with communication

## Specific Considerations

In the majority of cases sites will simply have to implement the safe ways of working outlined in this document in order to help reduce the risks associated with the COVID in the workplace to a level that is as low as reasonably practical.

However, from time-to-time with changing infection rates and surge testing, additional measures may be required. Should your area move into one of these higher risk conditions contact the HSE Support Team for further advice.

## Your Local General Risk Assessments

During the height of the Pandemic each location significantly changed ways of working and amended their risk assessments accordingly. As we continue to ease restrictions it is important that you revisit those same risk assessments and make sure that they now reflect the ways of working you have in place. Remember to include a review of your related information like fire wardens and first aiders.

For more help contact your ROM or the HSE Support Team.

## Tell Everyone

Make sure that you brief all colleagues on the revised precautions / ways of working remembering to do the same for those returning from sickness absence or holidays etc.

Further safe working precautions for specific tasks or areas are provided below and should be followed accordingly

- [Office set up and ventilation](#)
- [Delivering to customers and sites](#)
- [Showrooms](#)
- [Customer / site visits](#)
- [Distribution Centres](#)
- [Events and Business Conferences](#)
- [Pregnant and Vulnerable Colleagues](#)
- [Tool Hire](#)