

Health and Safety at Work Policy

It is Almetron's intent to **demonstrate** an ongoing and **determined commitment** to improving health and safety at work throughout our organisation. We will endeavour to ensure the health, safety, and well-being at work for all our employed personnel and any other persons who may be affected by our work and business activities. We will be compliant with all current UK Health and Safety legislation and regulations relating to the personnel in our organisation.

Within the scope of its resources Almetron is committed to provide the best available equipment, technology, training, and supervision to maintain a safe and healthy working environment.

Scope.

Our policy applies to all persons employed by Almetron Ltd.

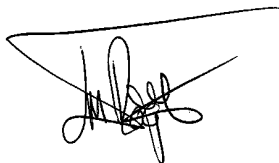
Almetron Ltd, will always endeavour to secure the health and safety of all persons who are known to and have lawfully entered their site and followed their guidance, safety advice and been made aware of the Health and Safety rules and practices applicable and enforceable on their sites.

During all its external activities Almetron will maintain its compliance with current HSE regulations. Almetron is also committed to abide by any safety rules that are in force at its customer's premises that its employees attend on its behalf.

Commitment.

- Monitoring and developing its **operating procedures** with the aim of bringing **continuous improvement** to the workplace and environment.
- Placing the **people, it employs and product user's safety as paramount** in design, manufacture and operating of its products.
- The **induction and training** of its people enabling their awareness and interpretation of the rules and regulations, helping to ensure their safety and that of others.
- We will engage and collaborate with all contractors and others officially entering our site to ensure that their health and safety, understanding and competence fulfil our expectations.
- The provision of any information for its customers and persons acting on its behalf to fulfil their safety obligations and conduct tasks and business in a **responsible, competent, and safe manner**.
- Acting in responsibly towards community and the environment.

Ian Rogers,



Managing Director

Date: 04-04-2022

COVID-19 Health and Safety at Work Policy

Updated January 2021

Addendum to Health and Safety at Work Policy

As a result of the COVID-19 outbreak this addendum has been drafted as a supplement to the Health and Safety at Work Policy.

Aim of this policy

To put in place additional measures to.

- Protect employees and clients from risk of infection of COVID-19
- Provide employees and clients with a COVID-19 secure workplace and offices
- Provide employees and clients with a workplace and offices where they feel comfortable and not at risk of infection

Government Guidelines

This policy is based on the government's guidelines as set out in Working Safely During Coronavirus first published in May 2020

1. Carry out a Risk Assessment.
2. Develop cleaning, hand washing and hygiene procedures.
3. Help people work from home when practical.
4. Maintain 2 metre social distancing where possible.
5. Where people cannot be 2 metres apart, manage the transmission risk.

Risk Assessment

Covid-19 Risk Assessment No 42 is on the Almetron Risk Assessment Central Register which assesses the risks and measures to eliminate or mitigate those risks.

Cleaning, Handwashing and Hygiene Procedures

We encourage people to follow the guidance on hand washing by placing signage in all areas.

Hand sanitiser is provided in the reception area as well as individuals are all provided with their own on each desk. Hand sanitiser is provided on the entrance and exits to the building also in the rest room, kitchen, entrance to the office, near the copier, and in the meeting rooms.

Frequently cleaning and disinfecting objects and surfaces that are touched regularly is conducted.

Enhanced cleaning in busy areas, such as the kitchens, copiers and other high usage areas and equipment.

Almetron provide suitable protective equipment where necessary and appropriate.

Working from Home

Where possible and practical we will enable employees and contractors to work from home, considering, the requirements of the business, safety of personal data and employee well-being are all key considerations.

Any request to work from home will be discussed individually with each employee to establish their requirements and the business needs and how practical this will be.

Maintain 2 Metre Social Distancing Where Possible

Where possible and appropriate we will undertake as many tasks electronically as possible

Put up signage to remind people to observe the social distancing guidance

No sharing of workstations

Placing floor markers to remind people to keep a 2-metre distance

Not having face to face workstations except for people of the same family or household

Where possible arrange a one-way traffic system throughout the business

Increase the use of telephone and video meetings where appropriate

Where 2 Metre Social Distancing Is Not Possible

Consider whether that activity is essential

If it is keeping activities as short as possible, involve as few people as possible

Consider the use of screens if necessary

Avoid face to face seating, use back-to-back or side by side if 2 m social distancing is not possible

Emergency Situations

There may be emergency situations such as fire, evacuation, or injury, where it would not be necessary to observe social distancing or where it is unsafe to do so. Once the emergency is over, people involved should wash or sanitise their hands

Procedures

A: Persons who are or may be unwell with Covid-19 or suspect they have been in close contact with someone known to have the virus or symptoms that require you to be tested.

People who are Covid-19 symptomatic or suspect they may be or have been in contact with someone who is Covid-19 symptomatic or has the virus may not come to the premises until they have confirmed they do not have the virus by way of testing and in the event of having the virus they must wait until they are fully recovered and have undertaken testing and the necessary periods of quarantine, before requesting a return to work.

In respect of employees, normal absence procedures apply. Any employee who suspects they are ill should advise management immediately they suspect they are ill. This will enable management to advise other employees, implement quarantine if necessary, and to undertake sanitation.

In respect of clients who appear to be ill, or the questionnaire we ask them to complete prior to any meeting raises any concerns Almetron Ltd employees may respectfully advise the

client that they are not comfortable meeting with them face to face and will continue to advise them by telephone or electronically.

Any employee who has been in contact with another employee or a client who appears to be ill must advise management immediately and take all measures to ensure they do not become ill, washing their hands, not touching their face. Arrange a Covid-19 test and stay away from the business until they are certain that they are not contagious.

Where an employee becomes ill at work, they must leave the office immediately and advise management that they have done so. Management to ensure that other employees are advised that an employee has gone home ill and that all precautions should be taken.

Any area where a potentially ill client or employee has been in the office must be fully sanitised.

B: In compliance with the governments track and trace policy, anyone who exhibits symptoms of coronavirus (a new cough, a fever or loss of smell or taste) should contact the NHS to book in a COVID-19 test. If the test is returned positive the individual must inform management who will work to identify any colleagues or clients who have come into contact with the individual who has tested positive. Anyone who has come into contact with a confirmed case will be required to self-isolate for the recommended period.

Failure to Comply with This Policy

Clients and Employees

Where a client or an employee fails to follow this policy or the government guidelines. They should be formally asked to follow the policy or the guidelines

Where they continue to refuse, they ought to be asked to provide a reason as to why they are not following the policy

If reasonably possible, that reason should be accommodated if feasible

Where it is not possible, that should be explained to the employee and they should be advised that further failure to follow the policy would result in discipline and for employees, further instances of failure to follow the policy or the government guidelines may result in disciplinary action being taken

Where it is not possible to accommodate the client's reason for not following the policy, the employee dealing with that client may decline to continue to assist the client in any face-to-face situations and may advise the client that further work will only be undertaken by telephone, or electronically.