

Business Continuity Procedure – in response to COVID-19 outbreak.

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Produced to provide assurance to Business Continuity in the face of a rapidly changing and evolving environment. This document covers the actions we are currently taking and plans we have in place in regards to the protection of our employees, their interactions with our clients and the general public in executing their duties and our IT systems and management of our supply chain.

This document will be updated in line with the UK Government ‘Mitigate – Delay – Research – Mitigate’ strategy as the outbreak develops. We will review our Coronavirus COVID-19 contingency planning as required and will communicate with our clients any additional changes to this plan, should they occur.

Employees

The health and well-being of our employees is paramount. We have prepared a plan based on Government & Chief Medical Officers’ advice and we will wherever possible, act to help prevent the spread of the COVID-19 virus. This includes:

- Inspectas Compliance Ltd are supplying appropriate guidance to all employees on the prevention of spread of infections.
- We are ensuring that we are up to date with information issued by the UK Government. This is being checked daily as updates are communicated, with action plans implemented accordingly and incorporated to this document.
- We have provided antibacterial wipes for all staff. Staff have been instructed to purchase hand soap and hand sanitizer at the cost to the company. They will also carry their own hand towel for hand washing if there are facilities on site and permission has been granted to use them.
- **Additionally, disposable gloves, overalls and face masks (including P3 filters) have been issued to all staff who carry stock in their vehicle.**
- Site staff will use anti-bacterial wipes to regularly disinfect their tools and surfaces they have worked on.
- Site staff will be equipped with usual PPE and RPE equipment and we have ensured that we have a steady supply of this.
- The offices have been fully sanitized and will be done so each time someone has to enter the office.
- Flexible working arrangements are in the process of being adopted to allow employees to work from home, for example if they have children or other caring responsibilities.
- All office staff have been instructed to work from home.
- We are actively encouraging meetings to take place via conference or video call where possible.
- We have made staff aware of the symptoms of coronavirus. They have been told that they should not work from one of our office locations if they are showing any symptoms, even if they are

currently mild symptoms. The UK and Scottish Governments have advised that anyone who has a fever, cough, or shortness of breath should self-isolate for at least 7 days. Our managers are monitoring this and ensuring that if symptoms are evident, people are asked to work at home. If this is not possible they would be told to stay at home on sick leave.

- If someone in your household is displaying symptoms - yesterday the government announced that going forward the whole family should self-isolate for 14 days if one member of the family is displaying symptoms (if you live alone and are displaying symptoms you should self-isolate for 7 days as mentioned above).
- We have asked anyone who has returned from travel overseas to affected countries to self-isolate for 14 days even if they are not showing symptoms. Again, this is being monitored by line managers and reported to HR.
- If an employee becomes unwell in the workplace our policy is to immediately send them home with instruction to follow the government advice of self-isolation and the related healthcare guidance.
- Any colleague who is pregnant will be required to work at home without exception.
- All measures are being implemented for our site staff in addition to the reduction of communal site gathering eg. site meetings. All staff and in particular, site staff are instructed to keep a distance of more than 2m from anyone else on site.
- All site staff have been instructed to travel to and from work in their own vehicles and the use of “car sharing” has been stopped for the foreseeable. Site staff are to travel to and from work only and not deviate to other locations during their working day. Once site activities have been completed for the day, site staff are to return home immediately.
- Following the governments enforcement to close all shops / restaurants, Inspectas site staff are advised to take their own food/drink to sites. It is also strongly advised that where shared welfare facilities are utilized, employees are to eat their lunch isolated within their company vehicles.
- Survey teams have been stopped for the foreseeable and only one surveyor will attend a site at one time. Where high level areas require ladders to be “footed”, surveyors are to input limitations within the survey report and we will return to these sites and update the survey information once the government’s temporary restrictions have been lifted. Where this is not practical and assistance is required, it is mandatory that both members of staff are in full PPE and don P3 RPE wherever 2m distancing cannot be avoided.
- Where it is necessary for supervisors to sign analysts tablets to sign off a four stage clearance or additional members are to sign onto surveyors risk assessments on their tablets, the other person should wash their hands first and anti-bacterial wipes should be used to wipe tablets before and after someone else signs the screen.

Minimum PPE for Employees

As a minimum, we now expect all site operatives to don the following PPE/RPE when on site.

- Face masks*
- Overalls
- Gloves
- Steel toe cap boots/footwear

*Discretionary in vacant buildings

Expectations of site operative interaction with client

In addition to the above procedures, all site staff should follow the procedure below when arriving at site.

- Don relevant PPE and RPE as required
- Prior to commencement of any work, the client is to be offered a hard copy of this procedure for review, and should be given the opportunity to inform us of any specific adaptations they would like to suit their own Covid-19 procedure. This is mandatory and must be completed prior to commencing works on site.

Interaction with clients and stakeholders

- In addition to all of the above measures, in relation to our interaction with our clients and stakeholders we are:
 - Actively encouraging video conferencing and phone conference call where appropriate.
 - Rescheduling any planned seminar workshop commitments to later in year, subject to the latest Government advice.
 - Adopting and working to all changes requested by our clients to ensure best outcomes (e.g. changes to required site visit protocols).

IT systems

Inspectas Compliance Ltd already operates through a secure network with a high proportion of staff working from remote locations on a daily across all departments. We are therefore highly confident that our workforce is fully able to work remotely.

Our in-house IT support team is available to resolve any connection issues to ensure full functionality for remote working. Our IT staff are working in separate locations as part of our above protocols to ensure we have cover within the business to minimise any impact an IT issue may have on productivity/service.

All office staff conducting the critical day to day functions for the business have laptops and mobile phones. Staff can be contacted on their mobile when required. Our 0844 2640094 number is to remain fully operational.

The above contingency planning is subject to regular reviews based on third party and Government input and advice. Any significant updates or changes will be communicated to all possible impacted parties.

Thank you all for your co-operation

Craig Candlish / Matthew Fahy

Inspectas compliance Ltd

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