

COVID-19 Management Arrangements – Return to Work

RAIL-PRO-0009

Note: Please read in conjunction with SPL RAIL-PRO-007 “Site Operating Procedures COVID-19” prior to undertaking works and other SPL advice provided separately.

This document will be regularly updated to align with Government advice and feedback from the workforce to maintain safe working practices.

| | Position | Name | Date |
|------------------------------|----------------------------|-------------------|-------------|
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| <i>Approved by:</i> | Safety & Services Director | Chris Hext | 18/05/2020 |
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Amendment Record

| Review Record | | | |
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| Date | Purpose and details of amendments | Issue | Reviewed by: |
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Introduction

The following arrangements are necessary to address changes in the government rules surrounding social distancing. The Prime Minister addressed the nation on the evening of the 10 May 2020 and the principle of people working at home wherever possible has been modified to allow people to return to work where the principles of social distancing can be maintained. People can travel to work using their own cars or cycles, but of course may have company vehicles too. Use of Public transport may continue to present challenges. People who currently lodge away from their home address may face similar challenges.

SPL Powerlines UK issued several documents relating to social distancing, close proximity working and the most recent one, travelling to/from work in company vehicles.

There is now a need for people to return to work where social distancing can be maintained. This is one of the small steps we as a business need to do on the road to normality whenever this may be.

We recognise the psychological issues surrounding the COVID-19 pandemic and have considered these in everything we do, slowly getting people to return to work in a controlled environment will help us all in terms of our mental health and wellbeing and will also help in the longevity of our business and our individual roles.

Worksafe Procedure

The health and safety requirements of any work activity must also not be compromised at this time.

If an activity cannot be undertaken safely it should not take place and the company Worksafe procedure implemented.

You can implement the Worksafe procedure at any time by speaking with your manager/supervisor. Your supervisor will try to satisfy your concerns or escalate to managers and ultimately to the Project Director or the Safety & Services Director.

Ideas/Suggestions

We really do care about our work colleagues and given the gravity of the circumstances which none of us have ever experienced if you have ideas and suggestions to improve this process, we are interested to hear it. Please direct any ideas / suggestions to: chris.hext@powerlines-group.com or toni.kirby@powerlines-group.com.

1 – Management Arrangements

Each department head in consultation with their respective Director will prepare a department plan which is specific to each of our locations. The overall responsibility for each location is shown below:

1. Coatbridge – Managing Director/Regional Director, Scotland
2. Doncaster Potteric Carr – Safety & Services Director/Commercial Director
3. Doncaster Decoy Bank – Director General Manager RR/ Head of Plant & Transport
4. Warrington – Design Services Director/Head of HSQE
5. Wellingbrough – Project Director L2C
6. Derby - * Project Director is in liaison with Network Rail as building is a shared location

2 – Return to Work Assessment

Clearly not everyone can return to work at once due to the social distancing requirements. However, the purpose of a department plan will identify a structured approach to returning to work for all employees on a rostered attendance basis using the following as guidance:

- Those individuals who are currently authorised to work from home will be requested to return to work in the appropriate office and to the rostered attendance plan.
- Those who have experienced difficulty in working from home because of their job role and type of work will be assessed against the arrangements and be instructed accordingly. The main aim of this is for people to return to work.
- Those who normally lodge away from their home address will be assessed in terms of their ability to work from their SPL locations above and the arrangements for travelling to/from work and maintaining lodging arrangements.
- Those who may have childcare or other care responsibilities will be assessed in relation to the current government controls on the opening of schools etc and their opportunity to return to work in accordance with the rostered attendance plan, even if for reduced periods of each day.

The consultation with other departments will ensure an even spread of individuals across the location with the objective of having all departments represented each day.

Department heads will liaise with the Head of HR to ensure consistency of approach to these assessments and arrangements.

Risk Assessment

The risk assessment associated with COVID-19 has been reviewed and updated to focus on the risks within an office environment and has taken account of the assessment of who is suitable to return to work. The risks associated with site activities remains within the 007,008 and 008a documents. The risk assessment is included as appendix 1 to this document. In addition, we have published our risk assessment on the company website in accordance with government guidelines. A copy of the basic prevention provisions will be published at each location signed by the responsible Directors/Managers detailed above.

3 – Face Masks

In line with SPL Group arrangements, face masks shall be worn when working in SPL offices. Face masks shall be either a 3-layer mouth/nose protection (surgery mask) or a respiratory protection mask (type FFP2). Self-made protective masks, scarves and similar items are not permitted.

The only exception to this is if you are alone in the room and the air conditioning system is not turned on if people are present elsewhere in the building.

Surgical masks should be replaced every 4 hours or sooner if the mask becomes moist.

4 – Maximum Occupancy

The department plan will identify the maximum number of people who may work at any one time within each location. This will take into account the layout of each floor at the location, number of desks, their proximity and the ability to rearrange offices.

5 – Meeting Rooms

Meetings rooms should only be used by those authorised to be in the building at any one time and social distancing maintained. Outside visitors are prohibited from attending our premises.

6 – Cleaning Regime

The cleaning regime for each location needs to be reviewed and modified to address the COVID-19 prevention requirements.

Individuals will be issued with hand sanitiser, surgical masks and anti-bacterial wipes at each work desk. It is their responsibility to maintain a clean desk.

7 – Assurance

Each Director responsible for a SPL work location will carry out suitable and sufficient checks to ensure compliance.

The Director will also maintain a presence and offer up a discreet and confidential opportunity for anyone having issues and concerns to raise those in private.

Appendix 1 – Risk Assessment

| Hazard | Persons in danger | Risk rating | | | Control measures | Final risk rating |
|--|---|-------------|------------|---------|--|-------------------|
| | | Severity | Likelihood | Ranking | | |
| Illness caused by exposure to COVID19. | All staff working in office environments. | H | H | H | <p>Department Specific Occupancy and Attendance Plans produced for each location. Those individuals who are currently authorised to work from home will be requested to return to work in the appropriate office and to a rostered attendance plan.</p> <p>Those who have experienced difficulty in working from home because of their job role and type of work will be assessed against the arrangements and be instructed accordingly.</p> <p>Those who normally lodge away from their home address will be assessed in terms of their ability to work from their SPL locations above and the arrangements for travelling to/from work and maintaining lodging arrangements.</p> <p>Those with childcare or other care responsibilities will be assessed in relation to the current government controls on the opening of schools etc and their opportunity to return to work in accordance with the rostered attendance plan, even if for reduced periods of each day.</p> <p>Face masks shall be worn when working in SPL offices. The only exception to this is if you are alone in the room and the air conditioning system is not turned on if people are present elsewhere in the building.</p> <p>Consultation with other departments will ensure an even spread of individuals across the location with the objective of having all departments represented each day.</p> <p>Meetings rooms should only be used by those authorised to be in the building at any one time and social distancing maintained. Outside visitors are prohibited from attending our premises.</p> <p>The cleaning regime for each location will be reviewed and modified to address the COVID-19 prevention requirements.</p> <p>Individuals will be issued with hand sanitiser, surgical masks and anti-bacterial wipes at each work desk. It is their responsibility to maintain a clean desk.</p> | L |

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|--------------------------|-------------------|---------------------|------------|---------|--|---------------------|---------------|
| | | Severity | Likelihood | Ranking | | | |
| Mental health and morale | All staff | M | L | M | Staff briefed on procedure prior to implementation of process and a reminder of the Worksafe Procedure. All personnel encouraged to ask any questions and answers to be provided promptly. Staff to be involved in planning and decision making. If a colleague appears to be struggling, please report this. Staff may be worried about the health of others. Reporting of observations to be encouraged, along with prompt action. | L | |
| Prepared by: | Andrew Adams | Reviewed by: | | | Chris Hext | Valid until: | Weekly Review |