



COVID-19 Policy

This policy applies to Quadraturek Consulting Ltd, Quadraturek Infrastructure Ltd, Q TekTeam Ltd & Q People Ltd

Policy Page 1 of 2

Issued: April 2021

Reviewed: November 2022

Version: 3

INTRODUCTION

This policy details the actions adopted by Quadraturek in managing and controlling the risks associated. This policy may be subject to change and will be superseded by Government guidance current at the time.

OVERVIEW

Coronavirus is a "Novel" virus that appears to have emerged from China. The danger is posed by its destructive impact on the human immune system, which causes COVID-19 which is a Severe Acute Respiratory Syndrome (referred to as SARS). Whilst a lot more is known about the virus, as with other viruses it has the ability to evolve, and this will continue to provide challenges in reducing transmission and providing viable vaccinations to combat the virus.

POLICY

Within the normal workplace there is an obligation to effectively protect workers from the risks associated with COVID-19. Appropriate risk assessments are to be undertaken and safe working practices implemented to limit the risk of transmission. This may result in some workers being treated in different ways in order to comply with the relevant guidance. The Personal Protection Policy is to be adhered to and each person has a personal responsibility to ensure that they are working safely and applying reasonable working practices.

Safe working practices include:

- the need to frequently wash their hands with soap and water
- not to cough or sneeze, unless into their elbow or sleeve, or into a tissue which is then immediately disposed of safely
- to self-isolate if they present symptoms of COVID-19

HEALTH & SAFETY

All workers have an obligation to not do anything which may unnecessarily place themselves or a colleague at risk. Therefore all workers are required to abide by all health and safety measures put in place by Quadraturek, and failure to abide by these may result in disciplinary action, up to and including summary dismissal or contract termination for gross misconduct depending on the severity of the breach.

RISK ASSESSMENTS

A COVID-19 Risk Assessment has been completed in respect of:

- Quadraturek's own premises to minimise risk of infection to workers and where the worker is required to carry out work on Quadraturek's own premises, they shall abide by any measure in place and wear any appropriate PPE.
- Quadraturek has Risk Assessments to include COVID-19 as a risk which also states what control measures are in place regarding this, namely:



COVID-19 Policy

This policy applies to Quadrated Consulting Ltd, Quadrated Infrastructure Ltd, Q TekTeam Ltd & Q People Ltd

Policy Page 2 of 2
Issued: April 2021
Reviewed: November 2022
Version: 3

- Toolbox Talk 80 relating to COVID-19
- What PPE is available to the worker
- Any additional and/or specific and/or environmental factors that may be relevant to the task being undertaken by the worker

The worker shall abide by the client's on-site H&S rules and controls in addition to those implemented by Quadrated.

ADDITIONAL PPE (PERSONAL PROTECTIVE EQUIPMENT)

Quadrated shall ensure that adequate and appropriate PPE is issued to all workers. This may include all or any of the below as appropriate to the task:

- Mask
- Sanitiser
- Visor
- Overalls
- Gloves
- Any other appropriate PPE relative to the task

HYGIENE SYSTEMS

Quadrated shall ensure that it maintains a clean workplace.

TRAINING AND TOOLBOX TALKS

Quadrated shall ensure Toolbox Talks 80 COVID-19 is issued to all workers on at least a bi-weekly basis

CONTROL MEASURES

Quadrated shall ensure that any appropriate control measures are in place to protect its workers, and these shall be stated within the relevant risk assessment and method statements (RAMS).

ADDITIONAL ACTIONS

In addition, as a responsible organisation, Quadrated shall endeavour to implement all necessary processes and systems, as well as communicate with its workers regarding these in order to give reassurance that the workplace is a safe place to carry out their roles.

The latest guidance from the UK Government is available here: <https://www.gov.uk/coronavirus>