

# COVID-19 safety plan

## Company details

Business name: Ashford Landscaping	Manager approval: N/A	Worker representative consultation: Daily meetings
Division/group: All		
Date completed: 28 /04 /2020		
Date distributed: 28 /04 /2020	Name of manager: Joel Rhyne-Slijkerman	Name of worker representative: N/A
Revision date: 28 /05 /2020 <b>or sooner</b>		

	What we will do	WHO IS RESPONSIBLE
What will be done to manage risks from restarting business after lock-down?	<p><b>Access, operational changes, hygiene requirements, maintenance:</b></p> <ul style="list-style-type: none"> <li>-Employees will work in groups of no more than 3</li> <li>-No physical contact is to be had with clients/suppliers</li> <li>-Gloves are to be worn while working</li> <li>-Soap/handsanitizer will be available and handwashing facilities will be available</li> <li>-Employees will travel in only one vehicle.</li> <li>-Access to site will be limited to those who need to be there</li> <li>-Toolbox meetings will be held daily to track contact</li> <li>-Complete pre start checks and job safety assessments before using equipment</li> </ul>	Joel Rhyne-Slijkerman
How will you ensure all your workers know how to keep themselves safe from exposure to COVID-19?	<p><b>Providing guidance, meetings to discuss distancing and hygiene, regular review:</b></p> <ul style="list-style-type: none"> <li>-All workers will be re-inducted to site prior to starting work including training in our COVID-19 Safety Plan</li> <li>-Provide all workers with a copy of our COVID-19 Safety Plan.</li> <li>-Let customers know we have a written COVID-19 Safety Plan</li> <li>-Display a copy of the COVID-19 Safety Plan in the vehicles</li> <li>-Provide clear verbal and written instructions to workers.</li> <li>-Review and update the COVID-19 Safety Plan when new information is received.</li> <li>-Provide workers the opportunity to give feedback daily via our online toolbox meetings.</li> </ul>	Joel Rhyne-Slijkerman

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	What we will do	WHO IS RESPONSIBLE
How will you gather information on the wellness of your staff to ensure that they are safe to work?	<p><b>Daily health screening check, discussing options with workers, follow-up procedures for ill workers, contact tracing information:</b></p> <ul style="list-style-type: none"> <li>-Daily toolbox meetings to be completed by all teams</li> <li>-Daily communication with Joel/Paul</li> <li>-Prompt review of completed forms and urgent action where indicated.</li> </ul>	Joel Rhyne-Slijkerman
How will you operate your business in a way that keeps workers and others safe from exposure to COVID-19?	<p><b>Who needs to be in the workplace, worker input into different ways of working, what other people or businesses we have to interact with, ensuring separation distances, disinfecting surfaces, shared equipment, equipment for remote workers, training requirements, physical separation or PPE requirements, worker transport:</b></p> <ul style="list-style-type: none"> <li>-Access to site will be restricted to those whose job must be carried out on site.</li> <li>-Workers that can work remotely will do so.</li> <li>-All work will be planned to minimise contact between workers</li> <li>-Site meetings will be limited to "when necessary" and will be held in a well-ventilated area, with 2 metre physical distancing between all those present</li> <li>-Physical contact is to be avoided at all times.</li> <li>-For equipment operated by multiple workers, surfaces or components with high contact frequency, such as buttons and handles, will be disinfected between every change of operator. Where possible, gloves should be worn by operators of mobile equipment.</li> <li>-Workers are to avoid sharing tools. If required, tools are to be cleaned thoroughly between shifts and before being used.</li> <li>-appropriate PPE to be worn</li> <li>-No sharing of dishes, drinking vessels or cutlery</li> <li>-All workers will be trained in this COVID-19 Safety Plan.</li> <li>-This plan will be reviewed weekly in line with Health Authorities advice on the spread of COVID-19.</li> </ul>	Those on Site
How will you manage an exposure or suspected exposure to COVID-19?	<p><b>Isolation procedures, gathering and using workplace contact tracing information, clean down procedures, contacting Healthline:</b></p> <ul style="list-style-type: none"> <li>-Contact Healthline on 0800 3585453</li> <li>-Advise the worker, visitor or customer to return home.</li> <li>-Advise the worker's manager.</li> <li>-Disinfect any surfaces on site which they may have had contact with.</li> <li>-Advise other workers on site to contact Healthline or their GP</li> </ul>	Joel Rhyne-Slijkerman

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	<b>What we will do</b>	<b>WHO IS RESPONSIBLE</b>
How will you evaluate whether your work processes or risk controls are effective?	<p><b>Adapting plans as we find better/easier ways to do things, how to ensure workers are raising concerns or solutions, conducting regular reviews of our plan, communicating changes:</b></p> <ul style="list-style-type: none"><li>-Collect worker feedback on how the COVID-19 SafetyPlan is working when completing the toolbox meeting.</li><li>-Analyse feedback.</li><li>-Make changes to the safetyplan as required</li></ul>	Joel Rhyne-slijkerman
How do these changes impact on the risks of the work that you do?	<p><b>With workers: review existing critical risks and whether work practice changes will affect current risk management, are any new critical risks introduced due to changes in worker numbers, work practices, what new risk controls are required?</b></p> <ul style="list-style-type: none"><li>-Report new or changed risks</li><li>-Develop appropriate controls</li><li>-Complete a new JSA if the risk changes for jobs underway</li></ul> <p>Involve workers throughout the above steps.</p>	Joel Rhyne-Slijkerman

Notes: