

FLOWLINE POLICY COVID-19

Introduction

At Flowline we are committed to ensure the health, safety and wellbeing of colleagues, clients, and customers within our business operations and to reduce the risk of exposure to infection from the COVID -19 virus

It is critical that our clients and communities have access for the removal of wastewater and other wastewater network services that Flowline provide. These are essential services for our customers and communities. Flowline are proud of the services we have provide and we continue to serve our clients communities during these times.

In response to the present COVID - 19 outbreak, Flowline have put in place a business continuity pandemic response plan which is in alignment with our existing policies and procedures including our commitment to create and maintain a healthy and safe working environment at all times.

We will continue to listen and be available for our clients and the communities we serve. We are working hard to ensure our services are not affected adversely.

We are following the latest Government guidance in order to protect our customers, colleagues and the wider community.

Arrangements

Risk Assessment

- A Flowline COVID-19 risk assessment has been completed. This identifies the hazards and provides guidance and the control measures required across the range of our work environments– on site, the Rayleigh and Kings Langley offices
- As and when the government guidance and best practice changes, we will review, revise and update our COVID-19 risk assessments. Our risk assessments is made available to colleagues, clients, and customers and other interested parties on our website, intranet, vehicle pack and notice board
- A point of works risk assessment (POWRA) is conducted each time the crews are accessing their place of work or site, this provides an evaluation if it is safe for the employee to continue with their task or to stop and ask their line manager for assistance

Employee Wellbeing

- We will continue to consult and communicate all relevant changes to guidance to colleagues, clients and other relevant parties on a regular basis including information on geographic risk levels and advise on appropriate control measures.
- Flowline will understand the needs of our employees with underlying health conditions or additional risk factors and make appropriate adjustment (i.e. home working)
- Conduct occupational health assessments for individual employees with health conditions and additional risk factors.
- Ensure colleagues, clients and members of the public are aware of the risks and what to do if they believe they have been exposed to the COVID 19 or may be infected.
- Always maintain two metre distancing. We will plan our work using the hierarchy of controls when working within close proximity. (ERICPD)

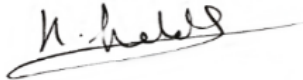
Travelling to and from work locations

- Travel must be only conducted when no other alternative is available (use Video conferencing if possible)
- Multiple occupancy in vehicles to be avoided, when not possible plan work to select the same colleagues to work together in a social bubble when possible
- Encourage cleaning process to minimise cross infection, sanitise hard surfaces, wear a mask in vehicle and during close working, wash hands before eating

Working on Sites

- At all our sites we have implemented measures to prioritise the health safety and wellbeing and reduce the risk of exposure for our colleagues, clients, and customers
- Room sizes have been assessed to appropriately accommodate the two metre distancing, movement around the premises is minimised, this includes staggered lunch and break times, distance markers will be placed around the site on floors, walls and free standing signage to remind people to maintain two metre distancing.
- Hand cleansing stations are provided at key locations and in vehicles. PPE and Cleaning Equipment is provided for each task, wear a mask when in the office or when sharing a vehicle

Signed:



Kris Fields – Operations Director

Date: 04 July 2021

Review Date: 04 July 2022