

Diploma PLC COVID-19 Risk Assessment Statement

Diploma PLC has undertaken a risk assessment in each of its businesses in line with Government guidelines on working safely during COVID-19. The risk assessments were approved by the Managing Directors of each business and are reviewed regularly or in the case of a change in circumstance. The risk assessments identify potential risks relating to COVID-19 and the measures taken to mitigate those risks. The risk assessments were undertaken in collaboration with colleagues, have been shared with colleagues and are available at each business. Risk assessments apply to each business site, all visitors to the site, and any off-site visits.

Although each business may have additional measures in place to reflect their unique circumstances, the following measures are in place at all businesses.

Hand washing

Sufficient hand washing facilities with soap, hot water, and hand towels. Sanitisers in areas where hand washing facilities are not immediately available (e.g. entrances).

Cleaning

All sites are professionally cleaned and disinfected daily, particularly in areas of high use such as door handles, light switches, and reception areas. Cleaning and sanitising products are available to colleagues.

Social distancing

All businesses have reduced the number of persons in any area to comply with the recommended 2 metre gap. Where this isn't possible, additional safety measures have been put in place. Work schedules, start and finish times, and shift patterns have all been reviewed and adjusted. Where appropriate colleagues are working from home.

Work processes have been reviewed, and redesigned where necessary, in order to achieve social distancing. Social distancing rules apply in communal areas such as the kitchen and smoking areas and staff are routinely reminded of this. Businesses have clear signage in place, and buildings are kept well-ventilated and staff are given sufficient rest breaks.

Gloves and PPE (personal protective equipment)

Where risk assessments recommend the wearing of gloves or PPE, each business will ensure an adequate supply and instruct staff on the correct use and disposal to reduce the risk of contamination.

Symptoms and awareness

All colleagues are to be made aware of COVID-19 symptoms. Anyone that displays symptoms or has recently been in contact with someone that has developed COVID-19 will be sent home and advised to follow the government stay at home guidance and, if testing is available, get tested. Line managers will undertake an additional risk assessment and decide whether further steps need to be taken.

Where colleagues have identified themselves as being at higher risk, or living with a vulnerable person, businesses have been asked to take additional steps to mitigate this risk and accommodate their circumstances.

Mental Health

Management will promote mental health and wellbeing awareness, offer support to their colleagues, and access to an employee assistance programme. Regular internal communication and cascading of key messages, as well as listening to the feedback of colleagues, is encouraged in order to reassure and support colleagues in a fast-changing and stressful situation.