

CHARTER FOR SAFE WORKING PRACTICE – COVID-19

During the coronavirus pandemic the health and wellbeing of our workforce, visitors and members of the public continues to be our number one priority.

We hereby enclose the J Tomlinson Charter which sets out our philosophy and commitment to deal with this unprecedented situation we face today. Our response to this challenge will continually evolve in line with Government guidance, best practice and our One Team Values and Behaviours.

The construction and maintenance sectors continue to have a major role to play in helping our economy recover from the impact of coronavirus and ensure the safety of those living within domestic or working in commercial premises. The Government is supportive of construction and maintenance activities continuing where it is safe to do so. We all share the responsibility to ensure that we can operate safely and in accordance with Government advice.

We will do that by:

- Constantly reviewing and developing our COVID-19 Business Risk Assessment.
- Working with our workforce, subcontractors and suppliers to develop and share detailed safe working practices.
- Communicating safe working practices to those who may be affected by or who play a role in implementing the safe working control measures.
- Only undertaking operations, we know can be carried out safely.
- Establishing safe access and egress to offices, sites and transient workplaces.
- Providing safe shared facilities.
- Providing training or inductions to ensure employees and contractors fully understand the measures in place to protect them and others.
- Ensuring measures are in place to enable everyone to abide by social distancing guidance and taking mitigating action to reduce the risk of transmission where not possible.
- Supply clean welfare facilities, hand washing points and sanitisers.
- Informing our customers of the measures they need to undertake to work together with us and ensure our approach is as one team.
- Monitoring compliance with safe working processes and addressing immediately if required.
- Ensuring that any person not adhering to the safe working processes will be removed from site and the incident will be dealt with as an unsafe action with remedial actions.
- Having appropriate and communicated processes to ensure, if anyone becomes infected, they are isolated immediately and will be supported through the test referral process and self-isolation.
- Only using fit and healthy employees to conduct works, any person having any one of the symptoms of Corona Virus will be sent home and follow current government guidance.
- Establishing a daily and regular cleaning regime to support all office and site-based works.
- Working with clients, customers and our supply chain to ensure all safe and practical measures are implemented to effectively to prevent the spread of the virus.

We are asking all visitors to our sites and offices to:

- Only visit our workplace if this is an essential need and approval has been granted prior.
- Register with the office reception or site management team on arrival for a coronavirus briefing.
- Stay at home if they have any coronavirus symptoms or are living with someone who has.
- Apply government guidance for safer travel, including the avoidance of use of public transport where possible.
- Take time to understand and comply with all guidance provided, in particular social distancing.
- Report any concerns to reception or manager.

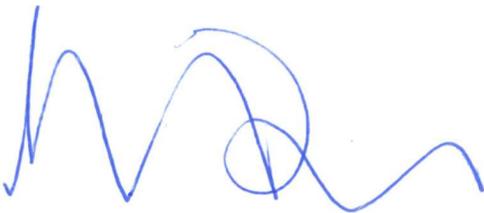
Our trained management teams will be able to answer any questions customers, workers and visitors may have.

These rules will be updated according to any changes in Government guidance or Construction Leadership Council Site Operating Procedures.

If you have any concerns please contact our Head of Safety, Health, Environmental and Quality

Richard Ball – rball@jtomlinson.co.uk on 0344 811 8707

Yours sincerely,



Mark Davis
CEO