

# ***Chandlers***

## **SAFETY POLICY**

## **DURING COVID-19**

## **INTRODUCTION**

Chandlers Coach Travel Covid-19 response plan details policies and safe practices necessary for the employer to meet Government Return to Work Safely Policy and to prevent the spread of Covid-19 in the workplace.

The plan will give an overview of key elements and areas that employers must access to ensure compliance and to minimise risks to employees.

All workplaces are required to develop a plan of safe interaction and processes with guidance, risk assessments and check lists in place.

The plan needs strong commitment from management and employees to implement with clear simple direction for ensuring the success of Covid-19 response plan.

The plan is a live working document and should be updated and revised continuously with all government guidelines and guidance.

The Covid-19 plan will detail how the Chandlers Coach Travel will put in place and implement all measures necessary to reduce the risks and spread of Covid-19 which will be backed up by checklists.

## **POLICY STATEMENT**

Chandlers Coach Travel is committed to providing safe and healthy working environments for all our employees and customers, to ensure that we have developed a Covid-19 response plan for all managers and employees to take responsibility for the implementation of this plan and help with the containment of the spread of the virus.

- 1/. Ongoing monitoring of Covid-19 response and amend when necessary with our employees.
- 2/. Provide up to date information and risks assessments to our employees on public health and safety in line with government advice.
- 3/. Display signs and symptoms of Covid-19 for employees and customers to see
- 4/. Provide an adequate number of employees and who are easily identified and are trained in the safe practices that are in place.
- 5/. Inform all employees of essential hygiene and respiratory etiquette and physical distancing requirements when appropriate to do so
- 6/. Adapt the workplace to facilitate social distancing where and wherever possible
- 7/. Keep a log of contact/track and trace in place for employees and passengers. NB: Closed tours Private Hire, contact for group organiser only.
- 8/. All employees to be trained and familiarised with our Covid-19 response
- 9/. Develop procedures in the event of someone showing symptoms of Covid-19 while travelling with us.
- 10/. Provide instructions for employees to follow if they develop signs and symptoms of Covid-19 or someone they have been in contact with
- 11/. Intensified cleaning regime in line with government policies

All managers and employees will be consulted continuously in line with government advice and are encouraged to feed back any concerns, issues, or suggestions to management.

Signed: *Margaret A'Anson*

Date: 08.07.2020