

RME Services Ltd recognises its responsibilities in relation to the Covid-19 Global Pandemic and the protection of our staff, clients, sub-contractors and associates. The company is committed to preventing the spread of the Covid-19 virus ensuring, insofar as is reasonably practical, the health, safety, and welfare of employees and others who may be affected by coming in to contact with those who may have, or areas that may transmit the Covid-19 virus.

The company and its employees have a duty of care to themselves and others, who may be affected by their activities and actions to protect wherever possible the spread of this highly infectious disease. RME Services Ltd is committed to protecting its staff, clients and associates through the enhancement of procedures, in relation to hygiene, PPE and risk analysis both within our company premises and also our site environments. Through continual monitoring and improvement, we will ensure that we are providing the best possible protection and enhancing procedures to reduce the spread of infection.

In order to achieve our goals and comply with Government guidance in a diligent and proper manner, RME Services Ltd, under the guidance of the Managing Director, will endeavour to ensure that guidance and responsibilities are effectively assigned, accepted and implemented throughout the organisation. RME Services will accordingly take all reasonable measures to safeguard the Spread of Covid-19, including, but not necessarily limited to, the following:

- Adequate resources in respect of finance, staffing, communication and PPE, will be provided as required.
- Enhanced Risk assessments will be carried out and periodically reviewed at pre-determined intervals specifically detailing Covid-19 risks. These will be communicated to all concerned and it will be confirmed that risk control measures are fully understood and achievable.
- The company will assess and evaluate regularly the possibility for staff to work from home.
- The company will provide, configure and engage in technology that will allow staff to work from home.
- Staffing levels will be reduced wherever possible within premises or on site.
- Social distancing will be practiced in all areas of the business.
- One-way systems will be introduced to limit the proximity or personnel to each other.
- Maximum occupancy will be stipulated within meeting rooms, recreational, rest or meal preparation areas.
- Visitors will not be permitted on RME premises unless absolutely necessary.
- Virtual meeting and training systems will be utilised in place of face to face meetings.
- Anti-bacterial products will be made available throughout our premises and provided to all staff.
- Educational Covid-19 literature in relation to hand washing, sanitisation, and alike will be displayed throughout the premises.
- Windows and ventilation systems will be used to maximise air changes within our environments.
- Enhanced cleaning will be introduced where possible.
- Employees will utilise company transport wherever possible and not use public transport unless absolutely necessary.

RME Services will require all employees when at work to observe the items listed above and:

- They must take reasonable care of the Health and Safety of themselves and others, who may be affected by their activities or hygiene.
- They must cooperate with the Company to reduce the spread of Covid-19, including the procedures that have been introduced in premises that we may be visiting.
- They must not interfere with or misuse anything provided in the interests of Covid-19.



Trevor Roberts  
Managing Director

27<sup>th</sup> August 2021