

FRANK TIMOTHY ASSOCIATES CORONAVIRUS (COVID-19) POLICY

This document sets out what we, Frank Timothy Associates Ltd (FTA), are doing to ensure the health, safety and wellbeing of our staff, colleagues, clients and partners can be maintained during the Coronavirus pandemic. It should be read in conjunction with FTA's other relevant policies and procedures and particularly the Statement on Health & Safety Policy available here Z:\REFERENCE\FTAL policies & procedures.

This document has been provided to all directly employed staff as well as those partners that provide consultancy services on a subcontract basis. It may also be issued to client's upon request.

Nothing within this document should have an adverse effect on the level of service offered to our clients and the intention is that we will adjust our existing working practices to ensure we are able to perform our duties to the highest possible standards.

The government guidance is changing regularly and a summary briefing will be given to staff at the weekly internal meeting (usually held at 4pm on Friday at Kestrel Court and video linked via Microsoft Teams). Staff should keep abreast of, and will be expected to comply with, the latest government guidelines here <https://www.gov.uk/coronavirus>. In the event of any specific queries relating to work activities, these should be directed to Mark Tunstall, Director.

Staff must not attend work, either at the office or on site, in the event that they or any member of their household is displaying symptoms. A telephone message should be left with Mark Tunstall, Director who will then confirm next steps.

Staff must leave the office or site immediately in the event they feel unwell and/or in the event they believe they may have contracted the virus. A telephone message should be left with Mark Tunstall, Director who will then confirm next steps.

FTA OFFICE POLICIES

All directly employed staff have been provided with brand new computer equipment as of March 2020 to facilitate effective home working and it should be indistinguishable to the client as to where members of staff are operating from. Staff are encouraged to work from home where possible, however we acknowledge that circumstances are such that staff may wish to work from our office premises and we have therefore taken the decision to re-open.

FTA staff operate from Kestrel Court in Portishead, which is a serviced office premises run by Pure Offices. Works have been undertaken to ensure this premises is 'Covid Secure' and Pure Offices have published clear and concise guidance which is regularly updated. This should be followed by all members of staff as well as any visitors to the premises. For the avoidance of doubt, those procedures and protocol that apply to the shared parts of the premises apply equally within the private FTA office areas and meeting room. FTA will be adopting the same cleaning regime as the main building. A copy of the latest policy can be found here Z:\GENERAL\Office. If there are any queries relating to the Pure Offices premises this should be directed to Joanna Gay on 01275 390688 or JoannaGay@pureoffices.co.uk.

The whole premises and/or FTA office may need to be closed, temporarily, in the event of any member of staff or those working in other offices within the complex, being confirmed as having contracted the virus so as to allow for deep cleaning.

The following specific measures should be adopted within the FTA office areas:-

- Maintain social distancing at all times, keeping 2m apart. This includes those within the meeting room.
- Only staff members are permitted to use the meeting room within FTA demise and this is limited to maximum 3 people in order to use the main video conferencing equipment. In this case, adhere to the guidance displayed within this room, open the lobby door and external window and wipe down all surfaces before AND after use using the supplied anti-bacterial wipes.
- Staff must sit at their own desks
- Staff must empty their own bins daily, depositing in the external store. This includes the general waste and recycling bins in the meeting room.
- Since the on-site business lounge and café are closed, staff must bring pre-prepared food and also make their own drinks using your own cup or receptacle.
- Breaks may be taken in the FTA meeting room but limited to 1 person at a time with all surfaces to be wiped down before AND after use using the supplied anti-bacterial wipes.

FTA SITE POLICIES

It is acknowledged that whilst the number of visits to site is likely to be reduced during the pandemic, there will be occasions where this is necessary to effectively perform our duties and to protect the interests of the client.

Additionally FTA accept that there may be opportunities to assist the client where they are unable to visit site themselves and/or work with the client to reduce the number of site visits undertaken by their own staff and thus reducing the risk of spreading of the virus.

For 'live' sites in construction, FTA staff must request copies of, and follow, site specific operating procedures, risk assessments and method statements.

Staff should check they are equipped with the appropriate level of PPE before undertaking any site visits. As well as the usual PPE for site use, the following are now available for all staff. If additional supplies are required, please liaise with Stuart Ford on 07539 608590 or Stuart@franktimothy.co.uk:-

- Single use face masks
- Individual re-usable face masks (which can be used with replaceable filters)
- Single use gloves
- Re-usable goggles
- Hand sanitiser

Instructions on the fitting and use of PPE is provided at the point of issue, however in the event of any queries please refer to Stuart Ford.

Single use PPE and filters/inserts for reusable face masks must be disposed of immediately after use and each member of staff is responsible for disposing of their own equipment.

Reusable PPE should be used once and then cleaned by each member of staff following the instructions provided.

The sharing of PPE is prohibited. This includes non-Covid specific measures such as hard hats and hi-viz jackets.

FTA staff must monitor compliance with the site specific operating procedures and report non-compliance to the Site Manager in the first instance, elevating to Contracts Manager or Director thereafter as appropriate. The client should also be informed and concerns documented in writing as appropriate.

In the event of continued non-compliance, this should also be referred to Mark Tunstall, Director.

Project team meetings will generally now be held virtually rather than face-to-face using Microsoft Teams (or the client's preferred platform) which can be used via staff laptops or the main video conferencing equipment (noting the restrictions on the use of the meeting room stated earlier).

In order to provide the required service level to clients, it is likely FTA staff will need to periodically visit site for the following reasons:-

- Checking and certifying valuations
- Bank monitoring inspections
- Site progress reports (including additional reports where the client is unable to attend)
- Meetings to discuss specific on-site detailing that cannot be resolved via photographs or videos
- To perform the Clerk of Works role
- Undertaking pre-handover inspections
- Defects inspections

In every case, staff must consider whether a site visit is absolutely necessary and visits should only be arranged where it is impossible or impractical to use other means such as video conferencing, via telephone call or email/file sharing or where the failure to undertake a site visit will negatively impact upon the service being provided to the client.

Where visits are required, staff should consider an appropriate time to visit site, e.g. during late afternoon or lunch break when site tends to be quieter. Arrangements to visit must be made in advance with the Site Manager and at which point the relevant specific site operating procedures should be discussed/confirmed.

Wherever possible, site visits should be undertaken by one member of staff who will travel and work alone and in isolation from other operatives on site, however where this is not possible, e.g. when undertaking pre-handover snagging in conjunction with the client's Clerk of Works, specific additional measures – including additional/enhanced PPE, will need to be discussed and a risk assessment undertaken to establish a safe working practice to mitigate the risk of spreading this virus.

At all times during site visits, staff are expected to comply not only with the Covid-19 site safety and operating procedures but also all other health and safety requirements, e.g. site specific protocol for signing-in and out, use of protected walkways, working at height etc. Alternative

measures may be adopted during the pandemic and staff will need to be familiar with these on a site specific basis.

Staff must wash their hands regularly and always when entering and existing a site. If suitable measures are not available on site, then staff should use their own alcohol gel, which will be provided by FTA.

Disposable gloves **MUST** be worn during pre-handover inspections internally within a property to reducing the risk of spreading the virus via surfaces, door handles and the like.

Unless specific arrangements are made and agreed in advance with Mark Tunstall, Director, staff will not be expected to enter occupied properties. Given the changing guidance, measures will be discussed with the client so as to effectively record and investigate matters at the 'end of defects' inspections. To enable time to establish arrangements for such inspections, the client should be contacted 6 weeks prior to the expiry of the 'defects period'.



Mark P Tunstall/MRICS
Frank Timothy Associates

Policy Reference	109HS-4 (COVID)
Responsible Person	Stuart Ford, Technical Manager
Revision	B
Date	26 th May 2020
Next Review Date	26 th June 2020