



## COVID-19 – WORKING SAFELY POLICY

# Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

**Briggs & Stone is are working within Government guidance whilst prioritising the health, safety and well-being of our employees, our clients and the community. Government guidelines must be adhered to AT ALL TIMES.**

During the current COVID-19 crisis and we have adapted our procedures to enable our staff to work at home and, where it is absolutely necessary, for our staff to undertake visits, surveys and inspections safely and in accordance with RICS regulations. We are committed to looking after our employees and our clients by ensuring that we all take the necessary precautions to minimise the spread of the coronavirus COVID-19. We have put in place the following measures:

### Travelling

You must not leave or be outside of your home except where you have a 'reasonable excuse'. The police can take action against you if you leave home without a 'reasonable excuse', and issue you with a fine (Fixed Penalty Notice). A 'reasonable excuse' includes for work purposes:

- where it is unreasonable for you to do your job from home, including but not limited to people who work within critical national infrastructure, construction or manufacturing that require in-person attendance
- where you cannot reasonably work from home
- you may leave home to fulfil legal obligations or to carry out activities related to property transactions,  
If you need to travel you should stay local and look to reduce the number of journeys you make overall.
- Before you travel, consider if your journey is necessary and if you can, stay local. Try to keep your travel to a minimum.
- You should avoid using public transport where possible. Instead try to walk, cycle, or drive.
- If you do travel, think carefully about the times, routes and ways you travel to minimise contact with others.
- Do not car share
- If driving, you should anticipate more pedestrians and cyclists than usual, especially at peak times of day. Allow other road users to maintain social distance, where possible. For example, give cyclists space at traffic lights.
- Limit the time you spend at garages, petrol stations and motorway services. Try to keep your distance from other people and if possible pay by contactless. Wash your hands for at least 20 seconds or sanitise your hands when arriving and leaving.
- A copy of this Policy should be kept in your car

### Property Inspections, Site Visits & Client Meetings

Site visits and client meetings should only take place where they are absolutely necessary.

Meeting should only take place outside and all attendees must adhere to a social distance of at least 2 metres.

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Our employees are recommended to wear Personal Protective Equipment (PPE) whilst on site visits; this is for our clients protection as well as employees.

Employees will politely decline handshakes or any physical contact with other persons.

When on site employees should maintain strict personal hygiene. In addition to PPE, our employees are advised to use hand sanitisers and/or wipes, and may ask to use handwashing facilities (soap and water) at regular intervals, particularly if gloves are not available or are damaged.

#### 1.1 Before a site visit or client meeting

When the visit is booked employees should request that a Briggs & Stone COVID-19 Client Meeting Checklist be completed. The Briggs & Stone COVID-19 Client Meeting Checklist will be destroyed one month after the client meeting to adhere to GDPR.

Before undertaking a site visit or client meeting employees are requested to self-monitor for any signs or symptoms of COVID-19. In the event that they experience potential signs or symptoms employees are expected to self-isolate immediately and re-arrange any appointments.

Site visit and client meeting arrangements should be agreed by all parties prior to the visit or inspection.

Where possible only one person should visit a property at any one time.

To enable inspections to be undertaken as efficiently as possible, and if available and appropriate, employees should request as much information as possible and practical from the client or occupier (or their representative) prior to a visit.

Employees should request that clients prepare for the visit, survey or inspection. In the event that internal inspections are essential employees should specifically request that all doors are opened and lights are turned on prior to the visit so to avoid unnecessary contact with surfaces, opening of doors, light switches etc:

#### 1.2 At a site visit or client meeting

On arrival employees should confirm that there is no change to the COVID-19 Client Meeting Checklist which has been provided. If circumstances have changed then the meeting should be postponed until a later date.

Employees should confirm that the property is empty and that pets are contained.

If social distancing is not possible employees will terminate the visit and arrange another appointment.

Employees should not touch internal surfaces unless wearing disposable gloves.

Employees should ensure that they wash their hands for 20 minutes or sanitise after any client meeting or site visit.

#### **General Employee Advice & Recommendations**

- Limit contact with people outside your household as much as possible.
- Transmission of the virus is affected by both duration and proximity of contact. Do not be close to anyone outside your household for longer than absolutely necessary and maintain a 2 metre distance at all times.
- Regularly wash your hands for 20 seconds with soap. Use disposable paper towels to dry them. If washing facilities are not available use hand sanitiser or anti-bacterial wipes.
- Cough or sneeze into disposable towels and throw them away immediately.

#### **Office Working**

Our employees will continue to work agilely from home until further notice.

Where it is necessary to visit the office (to retrieve a file, etc) no more than 1 person will be in the office at any one time.

Before leaving the office the individual must ensure that all surfaces are wiped down and sanitised.