

Company Statement on COVID-19 (CORONAVIRUS)

Austin Contract Services Ltd is committed to the health and wellbeing of its staff, customers and members of the public

As a company providing essential and key services, ACS will operate as normal whilst adhering to UK Government Guidelines and Regulations.

Risk Assessment - Over recent weeks, we have identified the COVID 19 related risks in our workplaces, and put in place measures to mitigate those risks. We have used the Government Guidelines '5 Steps To Working Safely' as a basis for this assessment (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>). We are consulting with our employees, industry bodies and our supply chain, as well as sharing with them our approach to risk assessment and risk management. The table below gives an overview of our assessment of risks across the company and details the safety measures in place. These specific risks will be formally reviewed each week by the Leadership Management Team, or as when required if sooner.

Communication and Training – Our Risk Assessment requires all employees to receive notification of all new ways of working and procedures to ensure adherence and effectiveness. Communication will be both in writing and verbal through training and may require repetition to ensure procedures are effectively embedded.

Monitoring and Supervision - We will constantly monitor the arrangements in our offices and operational sites to ensure that they continue to meet the ACS COVID-19 recommendations. We recognise that we have a wide range of work places and that each will have differing requirements. We therefore ask our employees to continue to undertake dynamic risk assessments and to provide feedback of any areas where additional risk has been identified to Carly East, Compliance Manager so that the Risk Assessment can be reviewed and updated where necessary.

Feedback - If you are worried about anything, feel that something is not in place that should be, or that you are not being treated fairly, please speak to your manager or contact Charlie Austin directly on charlie.austin@austinbusiness.co.uk.

ACS aims to keep everyone healthy and safe and to treat everyone in workplaces equally and fairly.

Do not leave home if you or someone you live with has any of the following:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Useful sites for guidance and advice:

<http://www.nhs.uk/coronavirus>; https://www.who.int/health-topics/coronavirus#tab=tab_3

<https://www.gov.uk/coronavirus>

Signed: 

Date: 1st June 2020

Name: Charlie Austin

Position: Managing Director