

STEP 1 – SEPTEMBER 2020

COVID-19 WORKING PRINCIPLES

UK & IRELAND

FOR THIRD PARTY ORGANISATIONS ON THE SLOUGH CAMPUS

MAKING COVID SECURE



COVID Secure poster displayed



Our risk assessment is published on our UK Website



Third party access for irregular works must be by arrangement only and agreed by the Slough Access Team



From 1 September mandatory 3- Ply Face Coverings are required for all Contractors*.

HOW WE ARE WORKING TOGETHER



Stay home if you feel unwell or if you have a temperature of 37.8 degrees Celsius or above.



Stay at home and self-isolate if anyone in the same household experience Covid-19 symptoms.



Please inform your UCB point of Contact if you go into self-isolation.



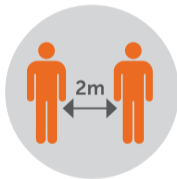
Wash your hands regularly: use soap and water or an alcohol-based sanitiser.



Cover your nose and mouth when you cough or sneeze.



Avoid conducting non essential write up on Campus.



Maintain 2 metres distance from everyone at all times. Don't be offended if colleagues request more distance from you.



Always check that there is space to maintain social distancing, in plant rooms and for access points.



Follow the travel directions and markings in the common areas on site: established to enable safe social distances.



Do not share tools unless absolutely necessary, follow hygiene measures and wipe down if unavoidable.

THIRD PARTY ACCESS & IRREGULAR WORKS



Where manual handling distances cannot be maintained, **gloves, face covering and eye protection shall be worn** and try to face away.



Where close working (defined as <2m for more than 15 minutes or 1m for 1 minute) cannot be avoided, **risk assessment must identify additional transmission controls.**



Clean down touch points and controls before commencing and after completion of the activity.



Where repeat visits are required, within reason **maintain a consistency in personnel** attending Campus.



Consider COVID within your RAMS.



Bring your own PPE



Book in to security & undertake the induction with your UCB host. **Note:** you may have different hosts between buildings, please plan for this.

If as a third party, UCB is not your regular place of work you must follow these requirements.

*people who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability are exempt.