

# Statement on Risks and Actions

## related to COVID-19

All the little things we're doing to keep ABI safe.

At ABI, the health and safety of our employees, customers and all visitors to site is our number one priority. In response to this pandemic, we've carried out detailed risk assessments in every area of our operations in line with the Government's COVID-19 Secure Guidelines.

As a result, we've implemented new safe working practices and procedures, to make sure you and all of our operations are as safe and secure as possible.

We've taken a three-pronged approach to keep everyone at ABI safe.



### PREVENT

These are actions, working practices and procedures that we have put in place to help **PREVENT** the risk of COVID-19 entering our site.

#### PREVENT - Action Highlights

- All employees have to self-assess and stay home if they display symptoms
- We're advising staff to avoid car sharing and public transport, if possible, on their journeys to work
- We'll screen everyone entering the site for symptoms with a temperature test
- We're limiting the number of staff leaving site during the working day
- Visitors to site are being limited to essential visits, only where meetings cannot take place virtually
- Increased sanitising measures have been introduced



### MITIGATE

These are policies, procedures and working practices we have implemented to **MITIGATE** the risk of COVID-19 spreading in our workplace.

#### MITIGATE - Action Highlights

- We've staggered working hours and start and finish times to help reduce interactions throughout the day
- Social distancing measures have been introduced, including signage, movement of working operations and the introduction of one-way systems
- We've reduced contact on site by limiting the movement around the site and operating in small working groups
- We're providing clear advice to employees on sanitising and have appointed a 'sanitising team' to conduct regular sanitising of key touch-points throughout the workplace
- We've created a dedicated "Isolation Unit" that anyone who becomes unwell during the working day can use
- We're identifying the last time completed Caravan Holiday Homes were entered



### PROTECT

Where certain roles or operations remain at greater risk from COVID-19, we've invested to **PROTECT** employees with Personal Protective Equipment (PPE).

#### PROTECT - Action Highlights

- We're issuing PPE for operations where a risk assessment indicates it's required
- We've installed protective screens for roles where face-to-face contact is required
- Our sanitising team and first aid team have been issued with enhanced levels of PPE

All the steps we've taken, highlighted above, are supported by detailed risk assessments and safe working instructions for all areas of our operation.

We've consulted everyone who works here on these changes, and have ensured they have received the detailed information and all the necessary training that relates to these new practices.

All visitors to our site will be hosted by a trained employee and receive guidance on arrival.

**COVID-19 can affect anyone, so we all need to work together in a way that keeps everyone safe.**



Because the little things matter *even more*