



Working safely during COVID-19

ARROW COVID-19 Working Practices Policy Statement

29 May 2020



Working Safely During COVID-19 - ARROW Industrial Group Limited Policy Statement

Arrow Industrial Group is committed to implement and upkeep safe systems of work to reduce the potential risk of virus transmission in the workplace caused by the current COVID 19 pandemic.

The company has produced its COVID-19 policy and COVID-19 policy statement using all available sources of advice and guidance including information prepared by the Department for Business, Energy and Industrial Strategy (BEIS) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHE) and the Health and Safety Executive (HSE).

The policy covers all aspects of our business and is aimed at protecting our people, our customers, our suppliers and anyone else that may come into contact with our operation - within our buildings, while attending customer sites, supplier deliveries and deliveries made by ourselves or appointed 3rd parties.

We understand how important it is to work safely and support all our health and wellbeing during the COVID-19 pandemic and the government is clear that workers should not be forced into an unsafe workplace.

To help decisions on which specific actions to take ARROW Industrial Group Limited has undertaken COVID 19 Risk Assessments across all parts of the business covering how we interact with each other and others external to our business but with whom we may come into contact with whilst carrying out our normal duties within our roles.

The main areas of focus for implementation are :-

- Managing Risk
- Who Should Go To Work
- Social Distancing
- Managing our Customers, Visitors and Contactors
- Cleaning The Workplace
- Personal Protective Equipment (PPE) and Face Coverings
- Inbound and Outbound Goods
- Managing Our Workplace

The COVID 19 Risk Assessments cover the following areas: -

- Social Distancing
- Manufacturing
- Offices
- Visitors and Deliveries
- Deep Cleaning

Implementation of our Working Safely During COVID-19 Policy has now taken place across our business after full and extensive consultation with all employees. Further guidance has been provided to all managers during the implementation of this policy and in further communications to our employees. This policy can be further viewed and downloaded from www.arrow-industrial.co.uk along with all Risk Assessments and the guidance we have provided to all employees.

We undertake to review periodically our policy inline with Government guidance and legislation as and when it is appropriate.

Also available to download: Working Safely During COVID-19 - A guidance for all ARROW employees;
COVID-19 Working Practices - A guide to full implementation of policy