



Outback Rigging COVID-19 Protocol

As the coronavirus (COVID-19) continues to impact our industry, Outback Rigging is taking proactive measures to ensure the wellbeing of our employees, freelancers, and our customers.

Following the guidance of Public Health England, several staff members that were able to work from home have been doing so since lockdown was introduced on March 21st. We have also furloughed staff to reflect the reduction in work. Through “buddying” a small number of employees on shifts in our warehouse and through other measures taken, we have been able to maintain our regular business hours and continued to service projects and support clients with minimal disruption.

Social distancing is the primary control to separate people and equipment from the virus through physical and time separation, combined with health declarations and monitoring, increased hygiene and cleaning regimes and mitigation i.e. altering tasks and processes to improve transmission control.

Listed below are some of the measures we have introduced as part of a Risk Assessment to create the **Outback Rigging Covid-19 Protocols**. (They will evolve to reflect the latest advice and guidelines issued by the Government, and other relevant industry bodies).

1. Office based staff will continue to work from home where possible.
2. Completion of a “Return to Work Health Checklist” by all employees.
3. Any concerns flagged in the “Return to Work Health Checklist” could result in the individual continuing to self-isolate as per Government guidelines.

4. Visitors are not allowed to freely enter the premises. Doors off Reception have magnetic locks and the entry phone system is used to screen individuals before access is allowed into the building.
5. Visitors are also required to have non-contact temperature measurements taken and a "Visitor Self Declaration" has to be signed before access to the building is allowed.
6. When it cannot be avoided or postponed - Contractors and Freelancers that have to work in the building have to wear PPE and sign a copy of the "Visitor Self-Declaration" to demonstrate awareness and compliance with the Outback Rigging safeguards.
7. Yard gates leading to the loading bays remain closed to vehicles. On arrival, a safe system of work is discussed and agreed with the driver(s) before access is allowed.
8. Loading and unloading vehicles by necessity involves high traffic flow and close proximity working to maintain manual handling regulations and is only carried out by Outback staff wearing full PPE. Drivers are no longer allowed to participate unless they wear appropriate PPE and, in any case, are instructed to minimise their time within the building.
9. Daily welfare checks for employees on arrival at work – specifically non-contact temperature measurements. A "cool-off" area will be set up (in the rest room off reception) where weather induced high temperatures can reduce, and re-tests carried out before further access is allowed into the building.
10. The warehouse and offices have been zoned, and routes marked to maintain separation.
11. Shift start and end times for staff will be reviewed each day, to include non-overlapping rest and meal breaks.
12. Hot desking and use of shared telephone and IT equipment is not permitted.
13. It has become every individual's responsibility to wipe down surfaces (using antibacterial wipes supplied) in communal areas such as toilets, sinks, taps etc. after use. Used wipes have to be placed in the bins provided for safe disposal, NOT down the toilet.

14. Staff will be encouraged to bring in their own re-useable mugs, water bottles or use disposable cups, labelled with the users name to avoid cross contamination.
15. Non-essential trips within the buildings are being discouraged, but positively encouraging the use of personal land-line phones, mobile phone, or for those with limited access to the above, assigned Motorola radios. Radios are to be sanitised by the user at the end of the day with antibacterial wipes supplied and returned to a charge station.
16. There will be increased access to handwashing facilities and hand sanitiser throughout the building particularly at entrance, exit and fire doors (note: fire doors have to remain closed and so their handles are high-use touch points).
17. Comprehensive PPE has been provided by the company for staff including face masks, antibacterial wipes or antibacterial gel at workstations and where deemed appropriate – disposable gloves.
18. There is increased cleaning of the Outback facility by independent cleaning contractors specifically focussing on communal and high touch areas.
19. Equipment touch points have been identified (such as controllers, pickles, Kinesys Controllers, PAT Testers etc) and will be cleaned and sanitised as part of the equipment preparation process.
20. Outback will quarantine equipment before and/or after use for 72 hours as research shows this is the most effective method of sanitising rental inventory – in addition, other methods such as UV and chemical solvents are extremely harmful to some rigging components and have to be avoided. Thus, equipment will be cordoned off within the warehouse in a clearly identifiable location for 72 hours. This stock management process has been simplified with artificial hire “Start” and “Return” dates entered in the booking system.
21. Mail, packages and material supplies are left quarantined in a designated holding area for 72 hours before processing. Urgent items are de-sanitised before handling.
22. When not being worn, Staff PPE is stored securely in the individual’s personal locker or desk drawers – PPE is not left unattended.

23. A “Duty Manager” appointed each day from the senior management team will regularly patrol the building to ensure these protocols are being carried out and take enforcement action as required.
24. Additional signage has been positioned throughout the building reminding everyone of the Protocols in place, including a copy of the Health and Safety Executive “Covid-19 Secure in 2020” poster.
25. Rigging crew (both staff, freelancers, and Project Managers) attending site are required to sign a job specific “COVID 19 Rigger and Contractor Self Declaration”. A signed declaration is now a condition of being contracted for each project.
26. Freelancers wishing to substitute themselves on a specific project are only able to do so if a satisfactory “COVID Rigger and Contractor Self-Declaration” is supplied for the substitute individual.
27. At Outback’s sole discretion, completed “Self-Declaration” forms that indicate an individual’s increased susceptibility to infection, or conversely and increased risk of onward transmission of COVID-19 are asked to self-isolate immediately.
28. Freelancers are not eligible for cancellation payments if a Self-Declaration form (in Outback’s sole opinion) suggests increased risk of infection or transmission.
29. Sub-hire equipment will only be sourced from suppliers that have communicated the measure they have taken to prevent transmission of COVID 19 on equipment supplied to Outback, either directly to the warehouse, or shipped directly to site.

Thank you for your support and understanding – stay safe and healthy!

Staying COVID-19 Secure in 2020

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

• FIVE STEPS TO SAFER WORKING TOGETHER •

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: _____ Mark Surtees – Managing Director

(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



COVID-19: Rigger/Contractor Self-Declaration Form

THIS FORM IS PROJECT SPECIFIC AND MUST BE COMPLETED FOR EACH JOB No. PRIOR TO ATTENDING SITE

Name: _____

Date: _____ Job No: _____ Venue: _____

The health, safety, and welfare of everyone we work with remains the top priority for Outback Rigging. To ensure we take all reasonable steps to reduce the spread of COVID-19, we ask that you read the statement below and sign if ALL statements below are applicable.

1. I confirm that I am not currently experiencing any of the following symptoms: cough, fever, respiratory difficulties, loss of taste or smell.
2. I confirm that I and other members of my household have not been diagnosed with COVID19 or are not currently awaiting test results for COVID-19.
3. I confirm that other members of my household are not experiencing any of the following symptoms: cough, fever, respiratory difficulties, loss of taste/smell.
4. I confirm that, to the best of my knowledge, I have not been in direct contact with someone who has been diagnosed with COVID-19 or someone who is currently self-isolating within the last 14 days.
6. I confirm that I have been meeting the Government COVID-19 guidelines and social distancing when not at work as defined here.
7. I confirm I do not fall into the 'clinically extremely vulnerable' category and I have not been advised by the Government to "shield".
8. If I fall within the 'clinically vulnerable' category (defined here) I confirm I have made the Company aware so that my contribution can be further assessed and any necessary additional control measures put in place.

If you develop a fever, cough, loss of taste or smell and/or breathing difficulties or any other symptoms generally attributable to COVID-19, isolate yourself from others immediately, and notify Outback Rigging.

Signature: _____

The information and use of personal data on this form will comply with GDPR and is necessary for reasons of public health. Completed forms will be stored securely and will be retained for 6 months at which point we will review the need to retain it. Once no longer required forms will be securely destroyed.



COVID-19: Visitor Self-Declaration Form

Name: _____

Date: _____ **Location:** Outback Rigging td. Unit 3, Ashley Road, Uxbridge. UB8 2GA

The health, safety, and welfare of everyone we work with remains the top priority for Outback Rigging. To ensure we take all reasonable steps to reduce the spread of COVID-19, we ask that you read the statement below and sign if ALL statements below are applicable.

1. I confirm that I am not currently experiencing any of the following symptoms: cough, fever, respiratory difficulties, loss of taste or smell.
2. I confirm that I and other members of my household have not been diagnosed with COVID19 or are not currently awaiting test results for COVID-19.
3. I confirm that other members of my household are not experiencing any of the following symptoms: cough, fever, respiratory difficulties, loss of taste/smell.
4. I confirm that, to the best of my knowledge, I have not been in direct contact with someone who has been diagnosed with COVID-19 or someone who is currently self-isolating within the last 14 days.
6. I confirm that I have been meeting the Government COVID-19 guidelines and social distancing when not at work as defined here.
7. I confirm I do not fall into the 'clinically extremely vulnerable' category and I have not been advised by the Government to "shield".
8. If I fall within the 'clinically vulnerable' category (defined here) I confirm I have made the Company aware so that my contribution can be further assessed, and any necessary additional control measures put in place.

If you develop a fever, cough, loss of taste or smell and/or breathing difficulties or any other symptoms generally attributable to COVID-19, please notify an Outback Employee and leave the building immediately.

Signature: _____

The information and use of personal data on this form will comply with GDPR and is necessary for reasons of public health. Completed forms will be stored securely and will be retained for 6 months at which point we will review the need to retain it. Once no longer required forms will be securely destroyed.



Outback Rigging – COVID-19 Return to Work Form

To help prevent the spread of COVID-19 in the workplace, every worker must complete and sign this form before returning to work. On review of the form, management may contact you and ask you not to return to work immediately and will discuss a suitable future date for your return. N.B. Every question must be answered.

- | | ✓ Yes | ✓ No |
|---|--------------------------|--------------------------|
| 1. Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness, or flu like symptoms now or in the past 14 days? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days (i.e. less than 2 metres for more than 15 minutes altogether in 1 day) ? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you been advised by a doctor to self-isolate at this time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you been advised by a doctor to cocoon at this time? | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Please provide details* below of any other circumstances relating to COVID-19, not included in the above, which may need to be considered to allow your safe return to work. Further information on people at higher risk from Coronavirus can be accessed here: https://www2.hse.ie/conditions/coronavirus/people-at-higher-risk.html . | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Additional Information: | | |

** If you are unsure whether or not you are in an at-risk category, please check the information at the link in Question 6. If your situation changes after you complete and submit this form, please tell management.*

Signed: _____

Date: _____

Signed (Manager): _____