



INSPIRED

COVID-19 Safe Working Policy

Inspired is committed to providing safe environments for our employees, customers, clients and contractors in all cases, not just COVID-19, and has developed this policy as part of the broader Inspired Health and Safety policy.

We have performed a series of risk assessments for all our locations and functions to make sure that we control the risks in our own environments and those that our employees may visit or work in. From those risk assessments, we have developed function and location specific safe working practices where necessary.

It is very important to Inspired that our employees be comfortable in returning to work, and we will consider individuals' personal circumstances. We will consult with our employees on the risk assessments and safe working practices relevant to their roles and will provide training where needed. We will consider those who are clinically vulnerable, those shielding a member of their household who is clinically vulnerable, and those who have caring responsibilities in a non-discriminatory way.

We are working closely with our customers and clients to ensure that our risk assessments and safe working practices are aligned wherever our employees visit or work within a customer site.

Specifically, our safe working practices are focussed on

- ✓ What functions can or must continue to operate
- ✓ Enabling people who can do their jobs from home, to do so effectively, maintaining management contact and being aware of mental wellbeing
- ✓ Actively discouraging non-essential travel, and limiting the amount of face-to-face contact by using digital solutions for meetings and the exchange of documentation
- ✓ Where people cannot work from home, maintaining 2m social distancing where possible, and protecting employees through
 - Clearly communicating that people should not attend work if they are unwell, or have signs of COVID-19
 - Signage, floor marking and workplace layout
 - Variations in start and end times and shift patterns
 - Workspace occupancy limits
 - Cleaning, handwashing and hygiene procedures
 - Assignment of desks, avoiding hot desks where possible, but – cleaning and sanitizing between use where not.
 - Assignment of individual vehicles
- ✓ Managing transmission risk to an acceptable level where people cannot be 2m apart- instituting an appropriate cleaning regime and encouraging the use of PPE only in circumstances where the 2m distance is not possible, or the PPE is required as part of normal working practices
- ✓ Developing safe working practices in consultation with customers for environments that we do not directly control, such as customer premises or arcades in resorts, specifically designed to ensure the safety of our staff and customers.