

A man wearing a high-visibility orange and yellow safety vest and sunglasses is inspecting a large truck tire. The truck is blue and has multiple axles. The background is a blue gradient with a repeating pattern of various truck icons.

Covid-19 Safety & Security Policy

01 June 2020



Tructyre ATS

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1. Introduction

This document sets out the principal activities that are undertaken as part of the Tructyre ATS Covid-19 Risk Assessment (see Section 6) and provides general guidance on the measures both in place and expected from our employees, customers and suppliers. It will be regularly updated as government guidance changes and complements the Tructyre ATS Risk Assessment, which is conducted at each location.

It should be noted that Tructyre ATS has continued to operate safely during the Covid-19 crisis and a risk assessment has been in place since March 2020. In addition, new safe working practices have been developed for our tyre technicians where needed to further limit the risk of infection (either to our employees or to suppliers or customers).

This document covers the updated Risk Assessment that was completed on 21 May 2020, and after careful consideration of the government guidelines issued for workplaces on 11 May 2020.

2. Scope

This Covid-19 Safety and Security Policy covers all business activities within Tructyre ATS, including the head office, call centres, warehouses, depots and all tyre technicians. It also covers the safety procedures we have in place for our suppliers and customers.

3. Adhering to UK government Covid-19 advice

Since the beginning of the crisis, Tructyre ATS has followed the latest UK government and Public Health England advice.

Being a national operation, we are fully aware of the differences between England and the devolved administrations. Employees, customers and suppliers living or operating in Scotland or Wales should also consult the guidance laid out from their devolved governments, if that takes precedence from guidance issued by the UK Government.

This document does not outline the UK government advice, which can be found on the www.gov.uk website, but demonstrates that where required, Tructyre ATS is adhering to it as far as is reasonably practicable.

Tructyre ATS updates information to employees regularly, for example, when the list of known Covid-19 symptoms changes.

4. Employee responsibility

Tructyre ATS shares all Health and Safety information with its employees and has asked all employees to adhere to the guidelines (see Section 7 on Employee and Customer Communication).

Tructyre ATS is confident that all of its employees are helping to keep their location and business area as safe as possible. This includes: following the guidance in this document and the Tructyre ATS risk assessment; not attending work if they or a member of their household is displaying any or all of the Covid-19 symptoms; and following government guidelines.

5. Employee Health & Safety Committee

Tructyre ATS has always taken the health, safety and wellbeing of its employees extremely seriously. Even before the Covid-19 crisis, we had an Employee Health & Safety Committee in place. This is being enhanced as a result of the increased health and safety requirements of the current crisis. This Committee has been appointed solely by employees to act as their representatives, although the Committee will work closely with the Executive Directors and senior management as required.

6. Tructyre ATS Covid-19 Risk Assessment General Principles

The Covid-19 Risk Assessment covers a series of health and safety requirements and/or principles for employees, customers and suppliers (including contractors carrying out duties for Tructyre ATS), including:

- Hygiene regime (to limit the spread of Covid-19), including hand washing, surface and equipment cleaning
- Social distancing is in place to ensure that employees observe the two-metre rule. Signage and tape on floors will clearly denote two-metre spacing in communal areas. Kitchens will be restricted to one person at a time. Shared use of kitchen utensils should be avoided. Social distancing will also be adhered to immediately outside of the workplaces, such as in smoking and parking areas.
- There may be some instances where social distancing cannot practically be adhered to. If this is found to be the case – and for business-critical activity only - work can continue provided that the personnel involved follow additional precautions. These will include, but are not limited to: minimising the amount of time people are within two metres of each other; minimising the number of people involved; and wearing face coverings.

- Understanding what to do if an employee shows symptoms* (or a customer or supplier if they are on site, although this activity is being limited to business-critical activity). If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises), the management team of the workplace will contact the HR team to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.
- Any employee who displays any or all of the symptoms of Covid-19 while in the workplace will be instructed to go home immediately and self-isolate. We have requested that all employees are extra vigilant in checking for symptoms before travelling to work. We have provided information to all employees about how to request a test to confirm the presence of the novel coronavirus. All cases or suspected cases of Covid-19 (or where a household member is self-isolating due to symptoms) is reported to the Tructyre ATS HR team.
- Premises, equipment or vehicles suspected of contamination will be thoroughly cleaned in line with the guidance issued by the UK government.
- Meetings between employees or with suppliers/customers should take place by conference call or video conference, unless there is no other option to meet face-to-face and the meeting is business critical. Any face-to-face meeting will observe social distancing requirements, with sanitation supplies provided in the room. Meetings should be kept as short as possible.
- Sanitation supplies and PPE are provided at every location. Where a Risk Assessment identifies the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Employees have been shown how to remove gloves carefully to reduce contamination, and how to dispose of them safely. Disposable face masks available upon request.
- All tyre technicians have a stock of hand sanitiser and gloves in their vans, so are able to operate safely on jobs.
- We have taken steps to review work schedules, including start & finish times/ shift patterns and working from home to reduce number of people on site at any one time.

* www.gov.uk/coronavirus

- New procedures are in place to support technicians obtaining job sign-off. Customers should always stand away from the work (this is our normal practice) and now remain in their vehicle (unless on a motorway or other hazardous location). If they cannot wait in their vehicle cab, they will be required to stand at least two metres away from the technician.
- Company vans and other vehicles will not be shared unless there is no other option to do so or in an emergency. If there is more than one person in a vehicle, all occupants should wear face coverings for the duration of the journey. Vehicle windows should be opened if weather conditions allow.
- For employees who drive to work, the same recommendations apply, although it is permissible for members of the same family/household group to travel together.
- Tructyre ATS will ensure that all company vans are regularly cleaned. Drivers are responsible for wiping down the key interface points in a vehicle (e.g. steering wheel, indicators) regularly during the day. Company car drivers are responsible for cleaning their own vehicles.
- At all times, we will be aware of those individuals in the workplace who are deemed to be vulnerable or at risk. When those employees are allowed back to work (following Public Health & NHS guidance), we will undertake a risk assessment with each individual to ensure that the work they undertake is as low-risk as possible. Employees living with a person who is classed as vulnerable or at risk are able to work as normal, but should diligently follow the government guidance in this respect.
- All employees have access to an independent Employee Assistance Programme, as part of our usual wellbeing commitment.
- Tructyre ATS reserves the right to refuse to work within any environment that we believe puts our employees at risk. All customers will be expected to follow Covid-19 safety and control guidelines as issued by the UK government for workplaces on 11 May 2020.
- Tructyre ATS expects all suppliers to our sites to adhere to Tructyre ATS requirements during this time, as well as government (or devolved administration) guidance. All visitors or suppliers to a Tructyre ATS site must have their own appropriate PPE.

7. Communicating to employees and customers

We will communicate regularly and clearly with both employees and customers. There will be prominent signage in place to show that each location has conducted a risk assessment.

Employees who are working at home will receive the same core communication that other employees in an office or warehouse receive.

An online portal for employees – that can be accessed by all employees, whether office-based, field-based, working from home or on furlough – has been developed. This is updated at least weekly, and immediately if an urgent announcement is made. The portal contains:

- News & updates
- Recordings of live briefings: these are weekly interactive updates from the Tructyre ATS Leadership Team
- Questions and answers
- Hygiene guidance
- The Tructyre ATS Social Media policy
- All customer and supplier communication
- All major employee internal announcements, and HR-specific announcements
- Health & Safety information – including the risk assessment
- Working from home guidance and other support material.

For urgent messages, employees are contacted directly by email.

We have communicated regularly with customers throughout this crisis. This includes regularly updating our Covid-19 safety statement on www.tructyre.co.uk. This has been supplemented by telephone calls and direct emails.

8. Further information

For further information, please contact communication@tructyre.co.uk or customers can contact their Tructyre ATS sales representative.

A photograph of a man wearing a high-visibility orange and yellow safety vest and sunglasses, looking at the wheels of a large blue truck. The truck is parked in a lot, and the background shows other vehicles. The image is partially obscured by a blue diagonal overlay on the left side.

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