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COVID 19 PRECAUTIONS

Due to the unprecedented times in which we find ourselves with the COVID 19 virus, as a company we have had to re-evaluate how we will undertake collections to ensure the safety of our staff and customers.

Both the method statement and risk assessment which we sent to you at the beginning of this contract will be followed and are still valid however we will also be following the below procedures.

- When the customer is contacted to arrange a suitable date and time, they will also be informed of the procedure we are going to follow when collection takes place.
The customer will also be asked whether there are any vulnerable people on site, whether anyone on site is self-isolating or whether anyone has suffered any COVID symptoms recently. If the customer answers yes, then we will delay collection for at least a fortnight after the last symptom (as stated in government guidelines) or until the customer comes out of self-isolation. If there are vulnerable people on site, then we will delay collection or if the customer is happy for us to collect then we will strongly advise that they stay indoors and if the Chemastic Ltd staff need assistance (such as finding chemical store) this will be done via telephone call.
- Arrival on site: before the Chemastic Ltd staff proceed with the collection/exit the vehicle, the first thing they will establish is that it is still safe for them to be there. They will ask again whether there are any vulnerable people on site, whether anyone is self-isolating or if anyone has had any COVID symptoms. If the situation has altered since arranging collection (ie. someone on site has had symptoms), the collection will be delayed, and the driver will simply drive off the site.
- All Chemastic Ltd staff will maintain social distancing at all times and no shaking hands or any other greeting (which ignores social

distancing) will take place when introducing themselves. The Chemastic Ltd staff will also remind the customer of the social distancing measures if they feel that the customer isn't adhering to it.

- All Chemastic Ltd staff will wear disposal gloves and a face mask at all times when out of the vehicle, other than if/when the PPE will take the place of the disposal gloves and face mask. An example of this would be, when Chemastic Ltd staff wear the chemical gloves for handling the chemical.
- Signing paperwork: Chemastic Ltd staff will be following the guidelines set out by the Environmental Agency and these are in place until *"This COVID-19 RPS will be withdrawn on 31st March 2021 unless we extend it"*⁽¹⁾. By following these guidelines, it is possible for us to not get a signature on the paperwork if we have the customers full name and contact business details. Please see this quote taken from the gov website (<https://www.gov.uk/government/publications/social-distancing-when-signing-and-handing-over-waste-transfer-and-consignment-notes-in-person-rps-c8/social-distancing-when-signing-and-handing-over-waste-transfer-and-consignment-notes-in-person-rps-c8?fbclid=IwAR3yyt0t8vapRg6tuj5XDSf3uUfLjJpiB8SQ0G8YOLvc9CC EqsBd140qQ5Q>)⁽¹⁾

"You must make sure the appropriate person fills in the relevant sections of the waste transfer note or consignment note for each waste transfer. You do not need to sign, or get a signature in the signature box.

Instead of a signature the responsible person must provide their full name and business contact details. This includes a telephone number, an email address or a postal address (or all 3)"⁽¹⁾

We have also got precautions and a plan of action in place for if and when the COVID-19 RPS are within drawn on 31st March 2021. These will be: Chemastic Ltd staff will place the paperwork (already fully completed other than customer signature) onto a solid place (such as a wall or box) and then stand back. If a solid place is not available, then they will place the paperwork onto the tail lift of the Chemastic Ltd vehicle (Luton van) and stand back. They will ensure that the customer uses their own pen to sign the paperwork and tear off the top copy (which the customer keeps) themselves. Once the customer has signed and taken the top copy of the paperwork, then the Chemastic Ltd staff will retrieve the paperwork while maintaining social distancing and say farewell. As stated above we will be recommending that the customers themselves also wear their own PPE.

- Once back into the cab of the vehicle, Chemastic Ltd staff will remove both their disposal gloves and face mask before using hand sanitiser.

We have just begun travel which includes overnight stays. However, we can't always find accommodation, so the routes are planned very carefully and we can't always complete all the collections needed due to the lack of

accommodation and also the dramatically reduced services (such as toilets) which are available to our drivers. We are hoping that things will improve soon and as you can see, we have got the precautions in place in order to collect chemical as safely as we are able to.