



## **PillTime Limited - 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**.

PillTime has been permitted to remain open throughout the pandemic in order for us to support our customers within the medical and care community. Our objective has always been to ensure that we operate a safe environment to support all of our employees, their families, and any visitors to our facility (essential visits only).

We have implemented numerous measures including those listed below throughout our business. We have also undertaken a covid-19 risk assessment.

### **We confirm:**

- We continue to have our employees working from home wherever possible.
- We practice social distancing of 2M wherever possible. Where this is not possible, we have taken all reasonable steps to mitigate risk.
- We have greatly enhanced our cleaning procedures and have dedicated rotas and checklists.
- We have increased our supplies of sanitiser, antibacterial spray/wipes, gloves, masks, and tissues.
- We have provided Covid-19 training to all employees.
- The wearing of face coverings is mandatory for all of our employees/visitors with exemption on the grounds of health only.
- We have introduced workplace screens and social distancing floor markings.
- We have dedicated PPE stations throughout the operation and in reception.
- Hand washing is strongly encouraged, signage is in place in all washrooms, reception, and the operational facility.
- Communications are issued to all employees on covid-19, including, symptoms checker, how to get tested, self-isolating /shielding, mental health awareness and support.
- Risk Assessments have been undertaken with all vulnerable employees.
- Essential visitors to site are required to complete a covid-19 self-declaration form and undertake handwashing and sanitising prior to entering/leaving the operation.
- All visitors must complete the mandatory Covid-19 Track and Trace form before entering the operation.
- Management apply a continuous improvement approach to mitigate the transmission of risk of infection.
- Our covid-19 risk assessment has been communicated to our employees.
- The risk assessment carried out in tandem with our external Health & Safety consultants, identified the need for a COVID-19 policy which is now in place. This policy has been communicated to all employees.
- These measures are reviewed on a regular basis, and as when legislation changes occur

PillTime SMT/MJJ 14.07.20  
Updated 03.09.20/01.10.20

# 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: PillTime Limited**

**Date: 14<sup>th</sup> July 2020**

Your Health and Safety Representatives: **Wayne Rees** & **Melanie Jones**

(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)