



## Health and Safety Covid-19 Risk Assessment Summary

Acorn Mobility Services Limited has remained open to enable manufacture, installation and servicing during the current pandemic and has put the following actions in place to ensure the safety of both our customers and our employees.

### Production and Offices

- A detailed risk assessment carried out
- One way/or give way system introduced in the office buildings – with clear walk ways and additional signage
- Introduction of a cleaning team who sweep all areas and disinfect touch points on a regular basis
- Additional hand sanitiser stations introduced and hand sanitiser stations on all entry points
- Screens where 2m social distancing is not possible
- Where 2m social distance and screens are not possible ensuring the activity is as short as possible/masks are worn
- Regular temperature testing of employees
- Additional seating areas set up in factory and offices to facilitate social distancing
- Toilet access limited to preserve social distancing
- Limited number of people in meeting rooms/communal areas to facilitate social distancing
- Visitor access to the building limited
- Entry and exit routes to the factory changed to facilitate a one-way system for employees
- Additional posters around the buildings highlighting the relevant government guidelines – Wash Hands Regularly/Use Hand Sanitiser and to maintain 2m social distancing where possible
- Reduced seating available in the canteen area with limit of 1 person per table and installation of a screen barrier for serving area.
- Installation of Reception desk screen
- Discouraged and reduced the need for people to move around the sites and between departments
- Work equipment specifically allocated to avoid the need for equipment to be shared
- Identified vulnerable employees and individual risk assessments carried out
- Face coverings provided for employees travelling to and from work on public transport
- Information and updates provided to all employees via team briefs, posters and policy
- Track and trace in place for all visitors

## **Installation and Service**

- Individual risk assessment carried out for each case
- Introduced a pre-visit questionnaire for all Sales, Installations and Service visits to customers' homes
- The use of Virtual surveys through the Acorn website
- Ensure all Acorn employees visiting customers have no coronavirus symptoms or any known contact with anyone who has
- Provided hand sanitiser, wipes, disposable gloves and face coverings with instruction and training for all Acorn employees visiting customers
- All touch points are sanitised on completion of work
- Information and updated instructions provided to installers and engineers on a regular basis
- All engineers, installers and sales personnel instructed to avoid any physical person-to-person contact and to maintain 2m distance where possible