



Management of COVID-19 risks whilst carrying out Site visits to our Clients

Amendment to AKC Occupational Health & Safety Policy whilst working during Coronavirus COVID-19 pandemic (CV-19)

The health, wellbeing and safety of our employees and others (e.g. clients, contractors, or members of the public) who may be affected by our work activities is our top priority. We are committed to ensuring that measures are in place so far as reasonably practicable which comply with the latest Government and health authority guidance on Coronavirus COVID-19.

The current situation and national guidance is ever-changing. We will continue to closely monitor the official guidance issued by the Government and health authorities to ensure that all necessary precautions are being taken for the safety of our employees and others as relevant. We will follow government guidance and carry out our own risk assessments to work out our safety precautions for our gradual return to work. To this end AKC will take the following measures to prevent the spread of CV-19 resulting from its undertaking:

Following our risk assessment, the following are identified as the safe working practices that should be adopted and followed whilst carrying out Site visits to AKC clients during COVID-19 to reduce risk of transmission as far as reasonably practicable.

Arranging Site Visits:

- Wherever possible all Client Meetings will continue to be carried out virtually either from Home or in the AKC office using Zoom or Team meetings.
- For AKC staff that fall into the clinically extremely vulnerable group or are shielding, then virtual meetings and home working will remain the case for the foreseeable future, if it is their choice to do so, until such time as further advice is available.
- If Clients also are in receipt of an NHS letter and fall into the clinically extremely vulnerable category, then it is recommended that for the time being that meetings are held virtually.
- Where a Client requests a face to face meeting then this document detailing the COVID-19 Safe systems of work for Site visits will be sent prior to the visit and the client is required to confirm that they will adhere to the safe working arrangements in writing or via email stating :- **'I confirm that I will adhere to AKC's COVID-19 Policy and Safe working Procedures for Client Visits.'**
- The AKC Consultant will arrange to meet only one other person at the Client site

Confirming that both parties are in good health:

- Both the Client and AKC Consultant will confirm prior to the meeting that neither themselves or anyone in their household is displaying any suspected COVID-19 symptoms such as; a new continuous cough, a high temperature, or a loss of, or change in, your sense of taste or smell. If this is the case, then the meeting will be rearranged.
- The AKC Consultant will phone to confirm a few hours prior to the meeting that both themselves and the Client and household are well - before the meeting can take place.



Requesting COVID-19 Risk assessments from Clients and Exchange of information:

- AKC will request health and safety information from Clients prior to a meeting taking place with regard to precautions in place at their Site to prevent the spread of COVID-19 in the form of risk assessments, safe systems of work or site rules. This will include: -
 - arrangements for arrival on site,
 - place of the meeting, (preferably outdoors)
 - social distancing arrangements,
 - hygiene and cleaning arrangements,
 - availability of WC if necessary.

Meeting Locations:

- Meetings will be requested to be held in the open air as far as practicable
- Meetings can only be conducted in well ventilated meeting rooms or offices of sufficient size to permit social distancing of 2 metres. If this is required, then the AKC Consultant may request more information as to how this is to be arranged.

Greeting and Travel around the site:

- Information should be provided as to where to initially meet on site and visitor parking.
- The AKC consultant will greet Clients verbally and will no longer be using a traditional handshake greeting when arriving on site so as to help maintain social distancing.
- AKC Consultants will currently no longer be able to share Client vehicles to any farm locations to be visited. If the area to be visited is located away from the main Farm/Estate buildings, then where possible the consultant will follow the Client in their own vehicle to a nearer suitable parking location. The rest of the journey will be undertaken on foot. (NB: - Not all AKC Consultants have off road vehicles so vehicular travel should be via suitable roads)

Hygiene and Social Distancing

- AKC Consultants will have their own hand sanitiser and will use any hand washing/sanitising stations on farm as directed by the Client
- AKC Consultants will use any farm Biosecurity measures provided as before.
- AKC Consultants will maintain social distancing of the recommended 2m during any meetings
- AKC Consultants will use their own hand sanitiser regularly during the course of the visit when they have to touch hand contact surfaces such as doors or gates, equipment etc.
- AKC consultants will be provided with supplies of 'single use' disposable nitrile gloves to use if necessary and will hand sanitise before and after use.
- AKC Consultants will bring their own lap tops and stationary.
- AKC Consultants will bring their own refreshments.
- AKC are provided with tissues and a personal first aid kit in their vehicle.

Use of Sanitary Accommodation.

- The AKC Consultant will avoid the use of Client sanitary accommodation where at all possible, but one should be available for their use at the Client site if needed.
- This should be in a clean hygienic state and have facilities for washing and drying hands.
- Where possible access to the visitor WC should avoid the need to enter complex premises and enable them to maintain social distancing.



Hygiene of Vehicles

- To reduce cross contamination risks then AKC Consultants are encouraged to clean their vehicles regularly between site visits and sanitise any hand contact points such as: -
 - Doors and door handles
 - Steering wheel and gear stick and hand brake
 - Dash
 - Sat Navigation and dashboard devices
 - Glove boxes
- Sanitizing wipes will be provided for this purpose
- Consultants are encouraged to change clothes at the end of each site visit when they return to the Office or home.

Follow up Symptoms:

- Both parties agree to inform each other in writing/email if either party becomes ill with suspected COVID-19 symptoms within 14 days of the visit.