



Clear View Windows Ltd / Ecoview Covid 19 – Risk Management Plan

All workers or contractors undertaking work for Clear View Windows Ltd must have instruction from Clear View Windows Ltd management on how to follow the protocols outlined in this document.

They must sign this document to acknowledge they understand the protocols outlined.

Level 4

Clear View Windows Ltd cannot trade under Level 4.
Only work to secure the premises and ensure Health and Safety requirements are met can be undertaken.

Level 3

***You legally must wear a face covering if you work in a customer-facing role
Clear View Windows Ltd will follow all Ministry of Health Guidelines for face covering***

Before Work

- Management will have a process to ensure employees are fit for duty by confirming their health status. (*Personal Health Flowchart*). Staff will inform the shop manager every day (via txt) before they leave to come to work that they are and those who they have been in contact with (as far as they are aware) are free from COVID-19 symptoms or sign the **Access Register**.
- Follow the guidelines set out by MOH in regard to vulnerable persons entering the workplace or engaging in any work activity.
- PCBUs are required to have an understanding of and plan for how workers will travel to and from the work place in order to minimise transmission of COVID-19.
- Before any activity is recommenced management will ensure that all hazards have been reviewed and appropriately controlled before work activity is commenced after lockdown.
- Risk Assessment will be carried out in accordance with Clear View Windows Risk Assessment procedures as specified in their Health & Safety Management System. The Risk Assessment will include protocols specified in this document.

