

SWGR/Scot-Train is closely monitoring the ongoing coronavirus (COVID-19) situation and taking prudent measures regarding the safety and well-being of its employees and associated clients to restrict the risk posed by COVID-19. Our response is being managed by our Managing Director. We have produced risk assessments covering our business activities in line with government advice and are taking additional precautions where appropriate. Communications have been prioritised, and all employees are receiving updated guidance as new information arises. We are following the procedures set out in our COVID-19 business continuity plan (BCP). We also have a series of contingency measures that will be applied to minimise the business impact and risk to individuals' well-being during this pandemic. Our policies and protocols related to COVID-19 supplement our existing policies and procedures.

Our COVID-19 BCP outlines our effective response to the ongoing situation affecting its business continuity. Specifically, the plan focuses on our ability to continue functioning as normal and to protect all our employees and workers.

We have identified area below which we have assessed and documented to include the appropriate control measures, using a standard hierarchy of risk from eliminate to control, in line with the applicable guidance issued by the government.

- Working From Home were possible.
- Social Distancing, Keeping a minimum distance of 2 metres from other people when possible. (Please note Crewe office will comply with 1 metre plus for distancing rules)
- Avoiding gatherings of more than two people by staggering work times and meal breaks.
- Prevention of employees travelling together in the same vehicle unless social distancing can be maintained.
- Increased Hygiene Practices.
- Ensuring offices, and other working areas, will be consistently cleaned.
- Self-isolation of Staff and Return to Work Procedure Following government guidance of any employee exhibiting symptoms of coronavirus.
- Mental Health Support if required.

Signed:



Terry Flynn
Managing Director