



## **COVID- 19 POLICY STATEMENT**

### **3. Policy Statement**

EPM Ltd recognises and accepts its responsibility as an employer and provider of services and will support the provision of a safe and healthy workplace environment for all staff and such other persons that may be affected by its activities.

We will adopt health and safety arrangements under COVID-19 in line with Health & Safety legislation, and in consideration of government guidelines.

Good health and safety management will be an integral part of the way that EPM Ltd operates and will be considered across all work activities.

This addendum will be reviewed regularly and is included with the main Health and Safety Policy.

#### **3.1 Policy Aim**

To ensure that the risks of COVID-19 presented to staff are reduced to an acceptable level.

#### **3.2 Policy Objectives**

- 🌀 To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance.
- 🌀 To provide safe working conditions.
- 🌀 To ensure a systematic approach to the identification of risks and the allocation of resources to control them.
- 🌀 To openly communicate on health safety and welfare.

#### **3.3 ORGANISATIONAL RESPONSIBILITY**

EPM Ltd will: Apply and communicate sensible risk management and safe working practices. This will involve:

- 🌀 Regular assessment of hazards and associated risks.
- 🌀 Implementing preventive and protective control measures against those risks to an acceptable/ tolerable level.



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- 🕒 Provision of information, instruction, training, and home working equipment.
- 🕒 Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through changes in government guidance, monitoring or following an incident.
- 🕒 Ensure that staff are informed and instructed to ensure competence and awareness of health & safety measures required during COVID-19.
- 🕒 Communicate regularly and effectively with staff and stakeholders about EPM's response to COVID-19.
- 🕒 Put in place any flexible working arrangements needed to accommodate personal needs and commitments whilst supporting the delivery of the EPM Policy.
- 🕒 Implementing measures to check on staff wellbeing.

Staff will be asked to:

- 🕒 Keep in touch with EPM management in relation to personal circumstances so that managers are best placed to support any challenges that arise.
- 🕒 Take personal responsibility to ensure that they have fully read and adhered to the following guidelines to protect themselves as far as possible
- 🕒 Read the most up to date copy of the shared risk assessments which will be emailed to staff with any updates.
- 🕒 Follow government guidance regarding the use of PPE.

EPM Ltd will continue to work in line with Government guidelines on matters of social distancing and safe practice.

A handwritten signature in black ink, appearing to read 'Mick Kilburn', written in a cursive style.

Mick Kilburn  
Managing Director  
January 2024

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