



Extract Relating to Coronavirus (COVID-19)

Health & Safety Policy for Jonsimon Estate Agents

This is an extract from the statement of general policy and arrangements for JonSimon Estate Agents and forms part of the Company's Policies and Procedures. It should be read in conjunction with the Company Handbook.

Simon Morris & Jonathan Morris have joint overall and final responsibility for Health & Safety for JonSimon Estate Agents. This responsibility is shared with Michael Greenhalgh at the Ramsbottom Office and Gareth Dooley at the Burnley Office. In general terms this includes:

1. Preventing accidents and cases of work-related ill health (physical and mental) by managing the health and safety risks in the workplace.
2. Providing clear instructions and information, and adequate training, to ensure that employees are competent to do their work.
3. Engaging and consulting with employees on day-to-day health and safety conditions.
4. Implementing emergency procedures such as evacuation in the case of fire or other significant incident.
5. Maintaining safe and healthy working conditions and providing and maintaining plant, equipment and machinery.
6. Ensuring that all Statutory and best practice guidelines are complied with in carrying out health & safety functions. In particular HSE's good practice guidance is followed including 'Working Safely during the coronavirus outbreak' published in May 2020 together with the 'Government advice on home moving during the coronavirus (COVID-19) outbreak' updated on 13th May 2020.

What are the risks?	Who might be harmed & how?	What are we already doing?	Do we need to do anything further?	Action by who?	Action by when?	Done
Covid-19	Staff and visitors to the office may pass on or become infected with the Covid-19 virus.	<ul style="list-style-type: none"> • Staff working from home where possible. • Hand washing facilities available. 	<ul style="list-style-type: none"> • Travel to work using own transport. (avoiding public transport). • Improve hand washing facilities: <ul style="list-style-type: none"> ○ toilet ○ kitchen • Provide hand sanitiser on every desk. • Ensure desks are at least 2 metres apart. Utilise first floor office. • Have dedicated meeting desk for all visitors. This includes clients, customers, contractors, etc: <ul style="list-style-type: none"> ○ Plastic screen partitioned. ○ Desk top, chair door handle, etc to be cleaned/sanitised by staff after each visit using provided protective gloves. • Visitors by appointment only. <ul style="list-style-type: none"> ○ Ensure by phone, text or email that no one has Covid-19 symptoms. ○ Sign on locked door for casual visitors to ring for appointment. ○ Maximum of 2 visitors 	SM JM MG GD	18/05/20	18/05/20

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			<p>allowed that must be from the same household.</p> <ul style="list-style-type: none"> ○ No shaking of hands. ● Staff to wear provided face mask for all visitor appointments where social distancing cannot be observed. ● Provide 2 metre markings on the floor. ● Clean each work area at the end of each day. ● Shared office equipment to be cleaned twice daily, at midday and at the end of the day. ● Only one person at a time be allowed to use the kitchen area. ● Food and drink to be consumed in own work space. ● Cleaning of toilet after each use. ● Office deliveries/post to opened in separate area using protective gloves. Area to be sanitised after each delivery and hands thoroughly washed. ● Signage and posters to remind people of the dangers and to keep 2 metres apart. ● Familiarise all staff with the required operating procedures. ● Post this policy on the Company 			

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			website.			
Covid-19	Staff working from home may suffer stress and other illness resulting from being socially isolated from the work environment.	<ul style="list-style-type: none"> Maintain regular contact. Laptop & phones provided. 	<ul style="list-style-type: none"> Continue to monitor situation. Ask staff working from home if there is any further assistance that they require. Post this policy on the Company website. 	SM JM MG GD	13/05/20	13/05/20
Covid-19	Staff at client premises may pass on or become infected by the Covid-19 virus.	<ul style="list-style-type: none"> Visits fully recorded in the office diary. Staff always carry mobile phone. Virtual tours. 	<ul style="list-style-type: none"> Provide to all parties JonSimon Risk Assessment and Appendix A 'Government advice on home moving during the coronavirus (COVID-19) outbreak'. Ensure that all parties are aware of their obligations relating to the viewing of properties and that they prepare for viewings in accordance with these. Make all arrangements for the viewing of properties in strict accordance with the guidance in the Government advice on home moving during the coronavirus (COVID-19) outbreak. With regard to rental properties, all attendances at properties should be conducted in strict accordance with the guidance in 	SM JM MG GD	18/05/20	18/05/20

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			<p>the Government advice on home moving during the coronavirus (COVID-19) outbreak.</p> <ul style="list-style-type: none"> • Provide to Landlords and Tenants copies of the JonSimon Risk Assessment and Appendix A 'Government advice on home moving during the coronavirus (COVID-19) outbreak'. • Ensure that Landlords and tenants are aware of their obligations relating to the attendance at properties and that they prepare for visits in accordance with these. • Wear face mask and protective gloves on all viewings. • Maintain a safe 2 metre distance at all times. • Dispose of PPE and hand sanitise after each visit and before driving car. 			
Covid-19	Contractors, Conveyancers, Surveyors & EPC Assessors on site at client premises may pass on or become	<ul style="list-style-type: none"> • Ensure that only competent and trusted contractors are employed. • Contractors closely monitored by office staff. 	<ul style="list-style-type: none"> • Provide to all parties JonSimon Risk Assessment and Appendix A 'Government advice on home moving during the coronavirus (COVID-19) outbreak'. • Ensure that all parties are aware 	SM JM MG GD	18/05/20	18/05/20

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	infected by the Covid-19 virus.		<p>of their obligations relating to the attendance at properties and that they prepare for visits in accordance with these.</p> <ul style="list-style-type: none"> • Make all arrangements for the attendance at properties in strict accordance with the guidance in the Government advice on home moving during the coronavirus (COVID-19) outbreak. • Obtain feedback from contractor and client relating to adherence to social distancing rules. Act accordingly. 			