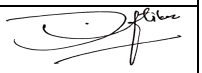
Covid-19 Policy

DISTRIBUTION

This COVID/Coronavirus Policy are communicated to all employees. A copy is available at the Head Office, held in the sites folder, and published on the internal company shared drive. All employees are encouraged to read it and communicate any queries to a Director.

REVISION HISTORY

Issue Number	Review Date	Changes	Signed
01	22/09/2023	Original version (draft)	
01	22/09/2023	Signed off	
01	20/09/2024	Review	
01	19/09/2025	Review	
02	20/05/2026	Address Updated	
02	18/09/2026	Review	

We wanted to write to you regarding our COVID/Coronavirus policy to try and keep everyone safe and well during the current situation and our policy in relation to security guard services, we provide to our clients. This is in line with government advice on their website www.gov.co.uk . We have also added some further safety measures above and beyond the advice which we are implementing to ensure the safety of all including our staff, employees and clients.

First and foremost if you have any symptoms of the virus or have come into contact with anyone with the virus then please let us know if any staff member is unwell or showing any symptoms.

In line with the government's advice, those who are shielding or otherwise clinically vulnerable should ensure they are aware of the medical advice, including staying at home and avoiding unnecessary contacts over this period, if possible.

All staff should be equipped with PPE including hand gel, gloves and masks. Protective PPE, e.g.; gloves and mask must be worn all the times and cleaning of hands with sanitiser every 30 minutes.

Keep your 6 feet distance while talking with the Manager/Supervisor. Properly sanitise your

surroundings while you are sitting. Inform control regarding any Fever or symptoms of COVID-19.

Ensure the cabin is kept clean and tidy. Ensure there are hand sanitisers, paper towels and disinfectant spray at the security officer cabin to ensure that hygiene is maintained. All radios, mobile phone and other equipment are to be cleaned before the start of the shift with medicated wipes. Make sure you use gloves to open all handles and doors and other electronic equipment which officers use on daily basis to avoid the spread of the virus on any surface.

Also, we would ask that you call or email us where possible for any contact. If you would like to visit our office, we would ask if you could please call us beforehand so we can let you know the safe arrangements we have put in place after risk assessing our offices.

If you have any further specific questions, please let us know and we would be happy to help.

Managing Director

Name: Danish Iftikhar

Sign: 

Dated: 22/09/2023