

## COMPANY STATEMENT - CORONAVIRUS

### What is Coronavirus (COVID-19 / Covid-19)?

COVID-19 is an illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. In January 2020, the World Health Organization (WHO) declared Coronavirus a global health emergency. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties and anosmia.

The UK Chief Medical Officers have raised the risk to the public from `moderate` to `high`. As at the date of our Company Statement, the UK remains in the “delay” stage of its response to the Coronavirus – until advised to the contrary by the UK Govt.

We continue to receive regular updates from the UK Govt. advisory services, websites etc and from the NHS, Public Health England, WHO, HSE and the Construction Leadership Council we shall continue to monitor all information and adhere to the recognised published official guidelines and recommendations.

### Preventative Measures

Squire Energy Limited acknowledges that employers have a vital role to play by taking sensible action to prevent the spread of COVID-19 such as ensuring that workers adhere to social distancing guidance and have access to appropriate hygiene facilities such as hot water, soap and bins to get rid of used tissues as well as carefully developed bespoke risk assessments and method statements covering the scope of our works, the appropriate PPE and the safe working practices in place in our offices and in our customer’s construction sites where we carry out our operations.

The risk of catching the virus within the workplace remains low, although an increasing number of employers are encouraging their employees to follow Govt. recommendations and to work from home in order where they cannot carry out their work elsewhere to help to prevent further spread of the virus.

Workers are advised to maintain good hygiene standards around the workplace by following the latest advice from the World Health Organisation’s (WHO) website which includes the following basic protective measures, and this is the guidance we give to our employees:

- Wash your hands frequently with alcohol-based hand wash or wash with soap and water for at least 20 seconds
- Maintain a distance of at least 2.0m from other people wherever practicable and possible
- Avoid touching eyes, mouth and nose
- Practice respiratory hygiene - Using the nearest waste receptacle to dispose of the tissue after use
- If you have any symptoms of COVID-19 – high temperature, new or continuous cough or anosmia (change or loss of taste or smell) then you should self-isolate for the required period (see Govt. guidance) and arrange to have a test. You must not come in to work if you have symptoms, are in self isolation or are awaiting the results of a test
- Stay informed and follow the advice given by health care providers
- In the UK, the National Health Service (NHS) has advised that most people can continue to go to work, school and other public places, and that self-isolation is only to be undertaken if the individual is advised to do so by the 111 online coronavirus service or a medical professional. Read the full NHS advice [https:// www.nhs.uk/conditions/coronavirus-covid-19/](https://www.nhs.uk/conditions/coronavirus-covid-19/)

- We also follow the UK Govt. guidance on social distancing, adhering to 2.0m safe proximity wherever possible, and where this is not viable, to follow the `1.0m plus` guidance with mitigation, which includes the use of face masks / face coverings and good hand hygiene
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### Emergency Planning Advice:

Our specialist advisors (Mentor, and incl. IOSH, RoSPA, HSE etc.) as well as the UK Govt., Public Health England (PHE) and the Construction Leadership Council (CLC) etc. advise that individuals and businesses follow good practice in emergency planning, preparedness and response. This can be achieved by adopting the following steps:

- Develop a response plan for if someone in the workplace becomes ill with suspected COVID-19. This should include the immediate response e.g. isolate the individual and contact the local health authority
- Plan to identify persons who may be at risk without stigma or discrimination
- Explore ways of remote working (teleworking / home working) that will allow workers to continue their work from home
- Develop a business continuity plan for an outbreak, which covers:
  - How your organisation will continue to function if workers, contractors and suppliers cannot come to your place of business
  - Visitors and vendors who have access to the building
  - Communicate to workers and contractors about the plan and their role in it
  - Ensure the plan addresses mental health and social consequences of a case of COVID-19 in the workplace
- For further information on emergency planning read the World Health Organization (WHO) document

Getting your workplace ready for COVID-19 via <https://www.who.int/docs/default-source/coronaviruses/getting-workplace-ready-for-covid-19.pdf> or UK Government Guidance Preparing for emergencies via <https://www.gov.uk/government/publications/preparing-for-emergencies/preparing-for-emergencies>

### Guidance when Travelling for Work:

We shall follow the widely available recommendations for businesses where their employees have to travel outside the UK for work:

- To effectively manage travel risk, businesses need to ensure they have proportionate and robust policies, procedures and controls in place. Communicate these to all relevant parts of the organisation, providing information, instruction and training as appropriate.
- Consider whether the travel is necessary.
- If travel is deemed necessary then businesses need to manage the risk effectively and proportionately, with controls identified and implemented which reflect the nature and severity of the risk. Such controls should be identified through the appropriate risk assessment.

- Businesses will always need to know where their workers are and where they are going.
- Should business travellers become involved in an incident or emergency situation, then the means should be in place to provide support for them.
- Businesses should provide relevant information, instruction and training to travellers, the nature and extent of which should be identified during the risk assessment process.
- Focus on your travellers' wellbeing. Frequent international travel has been shown to have negative effects on both physical and mental health, with situations such as a disease outbreak providing further sources of concern.

As the Company currently has no ongoing operations overseas, the above is provided for general information only.

## Emergency Preparedness

The Company continues to closely monitor the Coronavirus (COVID-19) situation very carefully.

Our customers, partners and employee's health and safety remain our absolute priority and as such, our actions are guided by the latest advice from the WHO, UK Govt. and PHE.

## For All Employees:

- We are regularly updating employees on the situation and on necessary precautions to take based upon expert advice
- Mobilised our business continuity team to test and ensure our prepared plans are robust and effective
- If any of our employees are feeling unwell, they must contact their line manager and discretion is available to allow working from home
- We have completed a thorough review of our safe working practices and have developed new bespoke H&S Risk Assessments in line with HSE and Govt. guidance and the Construction Leadership Council' Safe Operating Procedures to reflect the identified risks and have mitigated these through safe working procedures
- We have developed bespoke RAMS covering office-based activities as well as our on/off-site operations activities, and we continue to follow all recognised guidance available including the safe working plans in place by our customers

## Office Based Employees:

Within our offices we have implemented a system to control and limit the number of personnel in attendance at any one time; have proximity and distance markers throughout; have installed anti-bacterial gel dispensers and cleaning stations and have on display information on the importance of sound hygiene and of washing hands properly to avoid the spread of any virus and to encourage our employees to follow good practice.

In accordance with Govt. Guidance "... anyone able to work from home should do so ...", this has been implemented and to ensure everyone remains connected we have implemented regular formal and informal meetings with all employees on a one-to-one basis and via Teams to ensure all employees remain up to date on developments and company operations, and that they are all safe, well and encouraged to share learning or any concerns.

Alongside the measures above, and further to consultation and adherence to the latest Govt. guidance, we have developed and implemented a bespoke Safe Working Plan for a COVID-19 Secure working environment, which has been reviewed and put in place and which is reviewed regularly to ensure its effectiveness and flexibility should circumstances and guidance change, all aimed and designed to protect our employees and any visitors to our premises.

There is a limited chance that an employee could contract or meet someone who has the Coronavirus. However, if this happened, it is likely that we may have to close one of our offices temporarily. Therefore, we have tested the resilience of our software and access to our systems via remote off-site means should the situation require any or all our employees to work from home. Specific actions we have already taken include:

- Ensuring all employees with office-based IT systems have the means to access our systems remotely and securely, with the appropriate anti-virus and systems software loaded and tested and training has been provided
- Ensuring all employees can access the Company systems remotely and safely from a remote location
- Ensuring all employees have the means and necessary equipment required to access the Company systems remotely and we have provided additional IT equipment to ensure a safe and suitable working environment is in place
- Requiring that all employees that visit our offices ensure they take home their IT equipment, laptops (and any personal items) nightly to ensure that homeworking could commence or re-commence instantaneously
- Prior to lockdown and as part of our business preparedness plans, we instigated a programme of one day, with advance notice, homeworking tests, followed by a programme of one day, with minimal notice, homeworking test
- We have completed risk assessments for office-based work activities, which are regularly reviewed, updated as required and shared with all employees via the Company SharePoint system
- Further to risk assessment, and in accordance with the recommended hierarchy of controls, we have ensured that all employees receive the appropriate PPE and training in its use; have provided all employees with hand sanitiser for their personal use; have provided sanitiser stations within the office, alongside the required COSHH assessments, which are also on the Company SharePoint system, and we have implemented daily deep cleaning of our office
- Post-risk assessment, we have provided all employees with appropriate type face masks and additional instructions on their correct use, and when and how to use – via the appropriate internal training / external guidance and relevant websites
- Following the advice provided by NHS, UK Govt. PHE and CLC
- Maintaining regular contact with all employees, whether working from home or site or field based, to help ensure mental health and well-being is protected and monitored and none of our personnel feel isolated or without support.

The homeworking tests proved successful and demonstrated that the Company can continue to deliver a seamless service due to the enforced homeworking arrangements in place due to the spread of the Coronavirus.

Our field-based employees, including managers, operatives, engineers, specialist partners and consultants, as well as those from our planning and quotations teams, are likely to encounter many people during their working day and so we have communicated the most effective ways to protect themselves and others against contracting and spreading the coronavirus. Specific advice includes:

### Emergency Preparedness

- To frequently clean their hands, when visiting and leaving sites, following the advice to use soap and hot water, cleaning your hands for 20 seconds (the time it takes to sing 'happy birthday' twice!)
- Cover any cough or sneeze with the bend of their elbow and in to their clothing / sleeve, if they do not readily have a tissue to hand
- If they have a tissue, cough and sneeze into a tissue and dispose of the tissue - 'Catch it, bin it, kill it'
- As the number of visits to customer's premises and construction sites continue to increase steadily, reflecting customers' demands, the increase in work and as restrictions ease, all employees, particularly those that often or occasionally work in the field, are reminded to follow the Govt. guidance on social distancing and hand hygiene.
- Wherever possible, employees should avoid using public transport, but if public transport must be used, then plan / aim not to do so at peak times and to use a face covering at all times whilst on public transport.
- If anyone is in a location or finds themselves in a situation where social distancing of 2.0m cannot be maintained, they must do everything practical to manage the transmission risk; follow the Govt. guidance and recommendations; follow the updated '1.0m plus with mitigation' guidance; ensure that they use a face mask/covering; follow the guidance on hand washing and hygiene, and keep the activity time involved as short as possible.
- Ideally, maintain a safe social distance of at least 2.0m from other people wherever practicable and possible
- Where it is not viable to maintain a distance of at least 2.0m from other people, wherever practicable and possible, then to follow the '1.0m plus' safe proximity with mitigation, including the use of face masks / face coverings and hand hygiene and to limit the time / possible exposure in such circumstances
- To follow the advice provided by HSE, NHS, UK Govt. PHE and CLC

### Company Coronavirus Guidance (internal)

Our internal Coronavirus Guidance, Safe Working Plan, risk assessments and links to current UK Govt. guidance and CLC Site Operating Procedures can be found on the Company SharePoint system. Our advice and guidance to employees is regularly briefed out and updated wherever the advice by the UK Govt. etc and their recognised experts in this area changes, reflecting the ever-changing situation we are all in.

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## Additional Sources of Information

As the situation is changing so rapidly, to ensure Company guidance is current and correct and we continue to provide the highest focus on the health, safety and wellbeing of our employees, customers and the general public, all employees should refer in the first instance to the following:

- WHO - for their Situation Reports
- Rolling updates on COVID-19
- For latest guidance – access website for UK Gov., Public Health England, HS&E and CLC

(Note: Website addresses have been removed from this Statement due to the frequent situation updates, and to ensure access to current updates only is directed via relevant http sites).

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