

## STATEMENT OF BEST PRACTICE COVID-19

Silcock Dawson & Partners Ltd. are acutely aware of the changing situation as it relates to Coronavirus. Our priority is protecting our people, de-risking our operating environment and protecting our business in a pragmatic way.

### **Impact on Customers:**

We are continuing to provide a normal service for all of our business activities including Surveys, Feasibility Studies, Report and Advisory Work, Design, Building Modelling and Thermal Simulation, Cost Control, Energy Advice, BREEAM Assessments, Part L Compliance Advice, Expert Witness. All administrative and accounting duties are being provided on a normal basis via staff working remotely. With the facilities we have put in place, the impact on our customers from our business will be minimal, with the major impact being on site meetings, surveys, etc. where our customers are themselves enforcing the Government's advice and recommendations, with which we have to adhere. Where possible, all meetings are virtual meetings being held via the Zoom or MS Teams or conference calls.

### **Employee Protection:**

Those employees who have not been furloughed are working remotely/from home, with occasional visits to our offices when the necessity arises. The following facilities are in place to enable our business to continue to operate normally:

- remote desktop software is in use by all staff members
- all meetings are being held via the internet or conference calls
- remote access to all software packages, for example Microsoft Office, AutoCAD and our office management systems.
- where staff are occasionally accessing our offices, we have provided signage advising on hand washing, social distancing, etc. Hand gels, sanitizer sprays, protective gloves and masks have been provided

Although the majority of our employees are working from home as instructed by the Government - as a business we are fully functioning. We have provided on our website a contact list to ensure continuity of contact with our employees.

### **Timeline:**

We have the right systems and controls in place for our business to continue to operate normally in a more agile way and we are following the Government's advice and recommendations (<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>). We will adjust our approach to align with Government advice as and when such advice changes.

### **Moving Forward:**

We have put in place the following procedures to ensure the safety of our employees on their return to normal working practices:

COVID-19 Plan: We have undertaken a COVID-19 Business Risk Assessment from which we have put together a COVID-19 Plan which is being provided to all members of staff.

Site Operating Procedures: We have reviewed our site operating procedures and have implemented a simple risk assessment to enable our employees to comply with current guidance and work safely whilst visiting sites. These site operating procedures have been provided to all staff members who visit sites.

Employee Self Assessment: All employees have been asked to complete a self assessment document prior to their return to normal working practices. Each self assessment is being scored using a scoring document to enable us to obtain a risk rating for each employee.



Peter Lindsay, Director  
RevA / 1<sup>st</sup> June 2020