



1. Coronavirus risk assessment and business contingency plan

Risk Assessment

Haz.	Hazard Description	Existing controls to reduce risk	Risk Level (tick one)			Further action needed to reduce risks
			Hi	Med	Low	
1	Geographic (Travel-associated) Exposures	Requesting that employees do not visit those countries that have been deemed risk.	X			No foreign travel Follow Government & HSE guidelines
2	Living in the same household as, being an intimate partner of, or providing care in a nonhealthcare setting (such as a home) for a person with symptomatic laboratory-confirmed COVID-19 infection without using recommended precautions	Do not return to work. Use personal protective equipment		X		Social distancing Self-Isolation Personal Protective Equipment Follow Government & HSE guidelines
3	Exposure in the workplace	Keep a 2-metre distance between yourself and person in your workplace		X		Personal Protective Equipment Follow Government & HSE guidelines



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2 Business continuity planning considerations relating to Coronavirus

1. We will consider consulting medical practitioners to provide regular advice on latest developments and to recommend appropriate measures for adoption. We will also encourage staff to take vaccination for individual protection (when available). This will reduce the number of false alarms and the related disruptions;
2. We will establish a clear command structure involving the senior management for crisis management, central Coronavirus-related policy making and logistics management as early as possible when there is a possible outbreak. This is important to avoid confusion in the appropriate response to adopt in particular situations;
3. Clear communications of Coronavirus-related matters and policies, both internal and external (e.g. customers and consumers), are key. We will ensure that the Company is apprised of the latest situation should you be affected, which should also be made readily available to the medical profession if required;
4. We will check with our critical suppliers and major outside service providers to make sure that they are also well prepared for Coronavirus in their business continuity;
5. We will constantly review the capacity of our computer systems to cater for the potential upsurge in transaction volume; and
6. In handling the outbreak, we may find it necessary to operate in a split operation mode or adopt a mobile work force strategy (e.g. working from home). We will ensure that our back-up facilities, mobile computing / communication devices and network bandwidth are adequate. The related procedures will be rehearsed, and the required facilities and devices will be tested before they are put into use.



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3. Coronavirus policy

The Companies policy on Coronavirus is as follows:

- keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- make sure everyone's contact numbers and emergency contact details are up to date
- consider extra precautions for staff who might be more vulnerable, for example if someone is pregnant, aged 70 or over, or has a long-term health condition
- make sure managers know how to spot symptoms of coronavirus and are clear on any relevant processes, for example sickness reporting and sick pay, and procedures in case someone in the workplace shows symptoms of the virus
- make sure there are clean places to wash hands with hot water and soap, and encourage everyone to wash their hands regularly
- provide hand sanitiser and tissues for staff, and encourage them to use them
- consider if any travel or meetings are necessary and if meetings can be held remotely instead
- keep up to date with the [latest government coronavirus advice on GOV.UK](#)

The company will not single anyone out unfairly. For example, we will not treat an employee differently because of their race or ethnicity.



4. Coronavirus visitors screening form

Given the Coronavirus outbreak's continued spread and to protect the health of everyone at our Head Office and remote sites, only business critical visitors will be permitted at any Company facility. We will now require additional screening of all business-critical visitors prior to entry into the Companies facilities and events.

Effective immediately, all visitors entering the Companies facilities are required to complete the form below: If any questions are answered "yes," access will be denied and the visitor will be asked to reschedule their meeting or make other arrangements.

If you have travelled to any of the following countries, had close contact with someone diagnosed with COVID-19, or have cold or flu-like symptoms within the last 14 days, access will be denied.

- China
- Italy
- Iran
- South Korea

Thank you for your patience with these health and safety measures as we continue to address this outbreak together.

5. Coronavirus - Managing at work guide

If someone becomes unwell in the workplace with coronavirus symptoms, they should:

- tell their employer immediately and go home
- avoid touching anything
- cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow
- use a separate bathroom from others, if possible

The unwell person must self-isolate at home for 14 days if they live with others, or 7 days if they live alone.

You can get more advice or help by either:

- [using the NHS 111 coronavirus service website](#)



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6. Coronavirus Prevention Supplies Inventory

The Company will supply its staff with face masks and surgical gloves during the pandemic.

The Company does not use, supply or transport biological good, foodstuffs or chemicals that can transmit Coronavirus. The Company only supplies a service, not a product.

The company will monitor all purchases made to ensure that only non-biological goods continue to be purchased.

7. One of the customer has asked us to provide tender document for lockdown (if UK goes under lock down) I have all the general tender information ready but if you can help me with some information on corona virus contingency plan to add on the document that will be great.

It is understood that The Private Security Industry will continue to be active during the Coronavirus pandemic. Premises will still require guarding. Most of these premises will require “out of normal hours” guarding. If a premises does require “front of house” guarding, our Security Operatives will be trained on distancing and the wearing of personal protective equipment.