



WORKING SAFELY

(STATEMENT ON COVID-19)

During the outbreak of COVID 19, the well-being of our staff and clients remain our top priority. In order to mitigate the risks associated with COVID 19, we have decided to take following steps;

1. In line with UK government restrictions, office staff will be working from home until it is safe to return.
2. Office phone lines have been diverted to answering service. Operator will answer all calls and message will be taken which will then be passed on to the management.
3. All emergency calls including alarm activation notifications, staff lone worker protection and hourly welfare calls will continue to be handled by our outsourced control room.
4. COVID 19 specific risk assessment will be conducted at guarding sites where front line staff are deployed. Steps will then be taken to mitigate hazards.
5. Staff will be kept fully up to date with findings of the risk assessment as well as mitigating steps to reduce the associated risks.
6. To play our part during the difficult times, we'll continue to respond to all alarm activations from our client sites.
7. During alarm response to client sites, PPE will be worn by the alarm response officer including gloves and face mask. In addition, hand sanitizer will be used by alarm response officers before entering and after leaving each site.
8. Spot checks will be made on sites where frontline staff is deployed to ensure correct procedures are being followed and PPE are being used.
9. Unless absolutely essential, face to face client contact has been temporarily suspended until further notice. Therefore, all annual review meetings have been postponed until it is safe for both company as well as the client to resume. As an alternative, all contact / interaction with client will continue via telephone and email.
10. Management will closely follow UK government guidelines associated with COVID 19 and will keep staff and clients up to date with any changes as and when these occur.
11. All questions or queries should be forwarded to office@sossecurity.biz