

Russell Roof Tiles reopened with a skeleton workforce effective May 4th. Over the last four weeks and the next four weeks all directly employed staff will return to work, under new procedures in line with Government & Public Health England guidelines as summarised below and detailed within our Policies section on our website at www.RussellRoofTiles.com.

Furthermore, all customers and suppliers must also comply with our new site attendance regulations and supply their policies and procedures with immediate effect.

We will continue to comply with all necessary Govt & PHE guidelines that apply to our business in an attempt to keep all parties as safe as possible both in general HSE and the current Covid-19 situation.

Covid-19 Protecting Our Factories and Offices

We at Russell Roof Tiles are employing all of the safety measures possible to ensure the health and wellbeing of our team, whilst operating a normal service to all our customers.

We have implemented robust new procedures following guidance from UK Government, Public Health England, and HSE to create a coronavirus risk assessment.

Here is a summary of what we are doing, together with links outlining the details of the processes and changes that have been made to Russell Roof Tiles, across our three sites.

We will continue to review our procedures in line with the latest guidance and will keep you updated.



www.russellrooftiles.com

T 01283 517070 F 01283 516290

Registered in England and Wales as Russell Building Products Ltd. Reg No 7685988. Registered Office:
Russell Roof Tiles, Nicolson Way, Wellington Road, Burton-on-Trent, Staffordshire, DE14 2AW



Service to Our Customers

We are aiming to reduce any impact on services to our customers through our new procedures.

Wherever possible meetings will be carried out remotely but where site visits are needed social distancing must be followed at all times.

We have set out clear instructions regarding both collections from our factories and deliveries to sites. Like our staff, we expect all of our customers and drivers to be considerate of our social distancing procedures.

Any delivery/collection for a RRT site should be carried out in accordance with our COVID-19 haulier site procedures. PPE must be worn for current site regulations, plus any additional face coverings if essential work is carried out at less than 2m.

All of our documentation should be managed electronically wherever possible, if not hauliers should use their own pens / gloves to prevent contamination.

Our Staff Welfare

The care of our team is of the utmost importance. We have created detailed guidance to ensure our staff stay as healthy and secure as possible. This includes guidance on travelling to work, working in both offices and factories, as well using our canteen and other facilities.

All of our team have received or will receive a re-induction on return to work specifically focussing on coronavirus control measures and all of the surrounding procedures to minimise risk.

Our staff are being protected through social distancing we also have clear guidance as to how to act if someone feels unwell.

Our comprehensive processes include sharing and transferring items such as stationary, phones and equipment as well as limited staff numbers in certain areas of the sites.

Working with Our Suppliers

We have created procedures to ensure that we act carefully and responsibly with anyone visiting our sites.

We will not accept ad-hoc visits to our sites unless they have been pre-arranged.

All visitors will be made aware of this risk assessment and other associated control procedures in place on their arrival.

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All contractors and other suppliers should report to the main offices and the relevant contact will be called via phone thereafter to meet them and take them to the area of work.

Contractors will be expected to adhere to social distancing guidelines with RRT staff at all times, and with one another, in accordance with their own risk assessments as far as possible.

Contractors should be wearing appropriate PPE for the operation being carried out and complying with the site-specific requirements.

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