

J.V. Barrett & Co. Ltd  
Barrettine Group  
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**TRADING DIVISIONS**

// Barrettine Products  
// Barrettine Industrial  
// Barrettine Environmental Health

// Woodman Hill Ltd

A wholly owned subsidiary of J.V. Barrett & Co Ltd.



**Barrettine**  
Group

[www.barrettine.co.uk](http://www.barrettine.co.uk)

# STAKEHOLDER INFORMATION PACK COVID-19 (CORONAVIRUS)

We take our responsibility to safeguard the health and safety of our customers, employees, visitors, and the public seriously. This pack outlines our commitment to achieve this when considering COVID-19 (Coronavirus) and to ensure we share this information with all stakeholders.

We are closely monitoring the government guidance to ensure we are adhering to its practices and principles. As the guidance evolves, we will continue to review our systems and procedures so we can share this best practice.

For and on behalf of J.V. Barrett & Co. Ltd

A handwritten signature in black ink, appearing to read "A Heath".

Andy Heath

Group Regulatory Manager

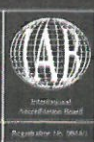
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16/06/2020



Chemical Business Association

Directors: C.J. Bailey • S.E. Whiting • D.J. Spiers • S.H. Bailey • C.B. Randall (Secretary)  
A Trading Division of J.V. Barrett & Co Limited. Registered in England No. 1225448



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## COMPANY STATEMENT

### Policy Statement

We take our responsibility to safeguard the health and safety of our customers, employees, visitors, and the public seriously. This statement outlines our commitment to achieve this when considering COVID-19 (Coronavirus) and to ensure that we share this information with all stakeholders

We are closely monitoring the government guidance to ensure we are adhering to its practices and principles. As the guidance evolves, we will continue to review our systems and procedures so we can share this best practice.

### Approach

This document outlines J. V. Barrett & Co Ltd.'s approach to Coronavirus, we have:

- Reviewed our Business Continuity Strategy.
- Completed a clear Coronavirus Risk Assessment.
- Reviewed our processes for admittance to our facilities by employees, customers, and visitors.
- Provided clear instructional signage at our facilities.
- All employees are provided with personal PPE including personal hygiene resources and hygiene resources to all people accessing our premises.
- Provided clear internal and external communication.
- Provided instruction and training to all employees.
- Reviewed the way we work in relation to meetings and non-essential business travel.

### Business Continuity Strategy and Plan

Our Senior Management team continually assesses the business impact and the impact on our customers, employees, visitors and the public. Senior Management are also ensuring government guidance is reviewed so that the systems and practices remain current and reduce risks as far as is practical. This information is shared with all our employees.

### Risk Assessment

A Coronavirus risk assessment has been completed with the input of key personnel across our facilities and departments. All personnel have received appropriate instruction and training to work safely.



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### Admittance to Company Premises

Employees start and finish times are being staggered to reduce congregations within communal areas. There is clear signage and floor markings to ensure employees and visitors maintain social distancing. Upon arriving visitors are requested to complete a questionnaire and to use hand sanitisers which are readily available. We have increased the frequency of cleaning provision across all facilities. Any customer, supplier, contractor or third-party staff member entering our facilities will be provided with instructions on the safe working practices in place. Meetings with third party staff which are required in person must be pre-arranged to ensure there is an area available to accommodate a meeting safely. Numbers of attendees will be limited (from both sides) to ensure social-distancing requirements in the meeting room environment can be adequately observed.

### Social Distancing and Signage

All employees have been briefed concerning the need to maintain social distancing and there are visual reminders within the workplace to ensure employees are 2 meters apart wherever practicable. All desks for employees within the workplace are set at least two meters apart.

### Personal Protective Equipment, Company Clothing, and Sanitisation

All employees have been issued with appropriate PPE to ensure that our employees, customers, visitors, and the public are protected. All employees have access to hand sanitiser.

### Internal and External Communication

We will provide clear advice and guidance to our employees and customers on how we will operate during this time via our newsletters, website, employee briefings, policy documentation and risk assessments. We are constantly reviewing this to ensure it is in-line with government best practice.

### Awareness and Training

Awareness documents and notifications are distributed to all employees

### Remote Meetings and Travel

Our staff will not attend meetings at customers, suppliers or subcontractors' premises without being invited for a specific purpose and the visit is planned and agreed. Travel to and from external sites must be achieved without the use of public transport to minimise risk to all. Our employees will follow all local rules at remote sites and will take instruction from their sponsor or designated deputy.