

Victoria Group Holdings limited

Staying Covid 19 Secure in 2020

Victoria Group Holdings Limited recognise their role as key workers to provide an essential service to our customer base both here in the UK and other nations.

We are fully committed to supporting the Government to maintain the essential supply chain service that we provide whilst recognising the health and safety of our employees in a manner to minimise the impact of Covid-19.

The Governments mandate to stay home, protect the NHS and save lives is fully respected. The more recent change to stay alert, control the virus and save lives has been adopted whilst not overlooking the basic premise in the Government's initial instruction.

Each port operation has completed a COVID-19 risk assessment and as a result the following measures have been taken:

Key worker status.

All employees have been issued with a personal letter which identifies them as key workers in order to assist the authorities and allow them to continue to travel to work or home without delay.

Social Distancing

All workers that can work from home have been requested to do so. Any equipment that is needed has been supplied to support them whilst working from home.

All port operational activities have been reviewed and social distancing procedures have been put in place wherever possible. Where this has not been achievable suitable PPE has been provided. All employees have been advised on these measures.

In summary:-

- We have taken all reasonable measures to maintain a 2m distance in the workplace
- We have cleaning, handwashing and hygiene procedures in line with guidance.
- We have taken all reasonable steps to help people work from home
- When people cannot be 2m apart, we have done everything practical to manage transmission risk.

To achieve the above, we have implemented the following control measure as a minimum:-

- No sharing of office equipment.
- Desk and canteen table distancing.

- Wherever possible working back to back.
- Split meal breaks, and shifts.

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- Increased sanitation of all touch points, washrooms, canteens and offices, plant and equipment.
- Advised to wash hands as a minimum every two hours. Hand sanitiser has been issued when this is not possible.
- Appropriate PPE has been issued based on risk assessment.

Victoria Group Holdings Limited fully recognise the importance of maintaining a fit and healthy workforce in order to achieve the on-going support to our Customers and Receivers. This work supports many manufacturing facilities which in turn are providing vital equipment to support the health and welfare of people in the UK.

By following the guidance outlined above the Board of Directors, Port Directors and Managers fully appreciate the efforts that have been made by all our employees and the outstanding commitment that has been made by all in many ways – THANK YOU ALL.

With kind regards

Alan Luscombe

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