

NATS Wide – COVID-19 Secure Policy

HSP0003

1. Staying COVID-19 Secure Policy Statement

This policy includes the measures that are actively being taken within NATS to mitigate the spread of coronavirus and keep our employees and all users of our facilities safe.

This policy may be susceptible to change with the introduction of additional governmental guidelines.

NATS ensures managing the risk of COVID-19 through ongoing compliance with the government's "FIVE STEPS TO SAFER WORKING TOGETHER" guidance that we have put in place:

1. A COVID-19 risk assessment that is regularly reviewed and shared with our employees
2. Taken all reasonable steps to facilitate our employees to work from home
3. Implemented cleaning, handwashing and hygiene procedures in line with guidance
4. Taken all reasonable steps to maintain a 2m distance in the workplace
5. Implemented practical measures to manage transmission risk where employees cannot be 2m apart

All employees must follow these rules diligently, to sustain a healthy and safe workplace in this unique environment and it is important that we all respond responsibly and transparently to these health precautions.

We assure all employees that we will treat your private health and personal data with high confidentiality, sensitivity and in accordance with the NATS [Information Retention Policy](#).

This COVID-19 Secure policy applies to all our employees and contractors. In line with the Health and Safety Executive guidance [HSG65 Managing for Health and Safety](#), all employees shall read the [Safe in Everything we do – Essential Working Practices](#) to ensure they understand what is required to comply to the legislation and guidance.

As employers, we will ensure safe people, workplaces, systems and equipment and we commit to the following;

1. We will assess and manage our COVID-19 risks and ensure safe work-resumption using a systematic approach, the hierarchy of control and excellent communications
2. We will show strong leadership, worker engagement, and use of good health and safety advice; provide appropriate training, physical distancing, hygiene, ventilation and PPE in line with the relevant risk assessments
3. We will protect vulnerable groups and those at higher risk of serious illness, such as workers with underlying health problems
4. We will provide ongoing physical and mental health support, recognising that some effects may be long-lasting and consider the needs of all workers, including those with health conditions, those working from home and those furloughed
5. We will extend our risk management into our supply chains, ensuring those who work for NATS or those who share our buildings are also supported to stay safe and healthy

This policy will be reviewed periodically by Health, Safety and Wellbeing Steering Group, which includes TU representatives, and will comply with relevant Health and Safety legislation and best practice guidelines.

Signed:



May 2020

Martin Rolfe – Chief Executive Officer - NATS