

Contractor Information Sheet – Covid-19

NML has put measures in place throughout our estate to ensure the safety of our staff and contractors. Please read the below and tick each instruction before beginning work in and around our building(s).

Contractor name:	Date:	Please tick
Access:		
If any personnel have Covid-19 symptoms they must not attend site. Anyone developing symptoms while on site should leave immediately and inform their NML contact.		
To reduce the amount of time on site, please meet your NML contact at the agreed time.		
Ensure that only personnel essential to the work to be carried out are accessing the building.		
Inform the control room of your intended movements within the building and request keys and/or access to plant rooms upfront.		
If you require access to an area of the building not specified previously, inform your NML contact so this can be arranged.		
Hygiene:		
Please provide your own cleaning provisions (disinfectant wipes, hand sanitiser) and first aid kit(s) if possible		
Wash your hands whenever you return to the work area from outside, and each time you use welfare/toilet facilities, as advised by your NML contact.		
Avoid touching surfaces as much as possible, and avoid sharing tools and equipment. Use stairs instead of lifts at all times. If use of a lift is unavoidable, it must be one person at a time, with hands washed afterwards.		
PPE:		
Covid-19 PPE (face masks, nitrile gloves) must not be shared and should be disposed of off-site.		
Dust masks, safety gloves and other task-specific PPE take precedence over Covid-19 PPE for the duration of the work activity.		
Social distancing:		
Adhere to social distancing signage and floor markings at all times; leave at least 2m between yourself and others.		
Allow sufficient space for social distancing when working within enclosed areas or in rooms where several people are present.		
Follow one-way systems where applicable and walk on opposite sides of corridors when approaching others.		
Housekeeping:		
Bring only essential items into the building with you; avoid personal items and food if possible.		
Excluding bulky items, remove all waste, offcuts and obsolete items and dispose of off-site;		
On completion of the work activity, please thoroughly clean the area; wipe down frequently touched surfaces, fixtures and fittings.		
Contractor name:	NML Representative name:	
Contractor signature:	NML Representative signature:	

This document should be kept and filed, with copies retained by Estates Management.