

**Traffic Safety & Management Ltd**

Valley Industrial Estate  
Valley Road  
Earlswood  
Solihull  
B94 6AB

Tel: 01564 700 241  
Fax: 01564 700 244  
E-mail: [enquires@tsmltd.co.uk](mailto:enquires@tsmltd.co.uk)  
Web: [www.tsmltd.co.uk](http://www.tsmltd.co.uk)



## COVID-19 Statement

Given the ongoing COVID-19 situation we would like to keep you up to date with the steps we are taking to prevent the spread of the virus and so ensure the safety of our customers, employees, suppliers and the wider community.

We take our role in the community very seriously and are following the guidance issued by the Government and public health authorities. We have amended our policies and procedures in line with the latest guidance, which we monitor on a daily basis, and have amended our operations to minimise the risk of transmission.

### **Our commitment to you**

TSM representatives will advise you if there has been a case of COVID-19 reported within our organisation by the quickest means possible. We will provide you with the relevant details of the site location, or contract, the member of staff was working on. We will not be able to provide you with the name of the individual concerned in order to maintain and protect their privacy.

As of today, 05 November 2020, TSM have had no confirmed cases.

### **How will this affect our business and how we operate**

As far as possible we will do whatever is necessary to continue to provide our normal level of service to our customers. TSM cover the whole of the UK and resources are available which will help us to ensure that we can fulfil our obligations and services to you.

Our business services are operating as normal and there has been no change or disruption to supplies. Our business continuity plan in place outlines the steps we are taking to safeguard employees' and customers' health and well-being during a pandemic while ensuring the Company's ability to maintain fundamental operations and continue providing essential services to our customers.

The plan includes:

- Ensuring we comply with Government guidance to make our workplace COVID Secure.
- A COVID-19 Administrator who monitors the UK Government guidance
- Using online meeting facilities to reduce the need to meet in person.
- Providing antibacterial hand sanitiser within the business.

**Traffic Safety & Management Ltd**

Valley Industrial Estate  
Valley Road  
Earlswood  
Solihull  
B94 6AB

Tel: 01564 700 241  
Fax: 01564 700 244  
E-mail: [enquires@tsmltd.co.uk](mailto:enquires@tsmltd.co.uk)  
Web: [www.tsmltd.co.uk](http://www.tsmltd.co.uk)



- Briefing staff on the signs and symptoms of COVID-19 infection and ensuring they understand the steps they need to take.
- Providing staff with face coverings.
- Introducing a no handshake policy.
- Encouraging staff to download, and enable, the NHS COVID-19 app on to their smartphones.
- Circulating toolbox talks and posters to all depots to reinforce good practices regarding handwashing and reducing COVID-19 transmission.
- Our CMS enables office users to carry out their duties from home
- Travel in separate vehicles and socially distance, where possible.
- TM operatives to use cohort working to minimise the risk of transmission should an infection occur.
- All hard contact surfaces touched by bare hands are cleaned and sanitised at the beginning and end of each working day.
- Additional gloves have been given out to all operatives

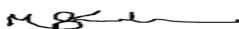
**Customers / sub-contractors/ supplier's responsibility to us**

The Directors of TSM take the COVID-19 threat very seriously and we are taking all reasonable measures to mitigate the risk of COVID-19 transmission to our customers, employees, suppliers and wider community. To this end, we would ask that you inform us if any of your staff / employees who have been to our depots or sites, and have been in contact with any TSM employees, have subsequently received a confirmed result for COVID-19 infection.

From this we take appropriate steps to manage this in our business.

Thank you for your continued support and we wish our customers and their families good health.

Yours faithfully  
**Traffic Safety & Management Ltd**



Martin Sheridan  
Director