

COVID-19
Company Policy Statement
25th June 2020 – v5



Our Position

At Arcus Consultancy Services Ltd (“Arcus”), we are monitoring the COVID-19 developments on a daily basis, and following all relevant government advice to prioritise the health of our staff, our clients and all others with whom we come into contact.

Arcus continues to operate as usual, with key processes adapted to follow public health advice issued by the UK and Scottish Governments and the NHS, including:

- All our office-based staff are working from home with access to office resources, including GIS and AutoCAD;
- We have web-based video-conference facilities to enable client and consultee meetings to take place without travel or face to face contact;
- We have prepared a specific COVID-19 risk assessment which applies to all activities undertaken by Arcus staff at this time, including any site survey work; and
- Any site-based work is fully risk assessed in relation to each individual survey and on a site-by-site basis.

This position is in accordance with the latest (as of 25th June 2020) UK Government advice^{1,2} and Scottish Government advice³.

This policy statement will be updated as the ongoing COVID-19 situation develops.

Environmental Surveys and Health & Safety

Arcus undertakes ecological and other survey work across the UK. These surveys are typically carried out by a single surveyor, or maximum of two surveyors on sites where lone working is not advisable.

Surveys will only proceed where appropriate social distancing can be observed at all times, and with the agreement of staff, client and landowner.

¹ Working Safely during COVID-19 in offices and contact centres:
<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-240620.pdf> - Updated 24th June 2020

² Working Safely during COVID-19 in construction and other outdoor work:
<https://assets.publishing.service.gov.uk/media/5eb961bfe90e070834b6675f/working-safely-during-covid-19-construction-outdoors-240620.pdf> - Updated 24th June 2020

³ Coronavirus (COVID-19): Scotland’s route map – what you can and cannot do:
<https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/> - Updated 18th June 2020

All surveyors are required to follow our specific COVID-19 Risk Assessment, which will be approved by each client prior to surveys taking place at their site. Task-specific and landowner protocols will be agreed with clients on a site-by-site basis.

Where accommodation is required to support survey work, the Arcus Support and Health & Safety Teams will ensure that any accommodation provider has sufficient protocols in place to safeguard our surveyors. This must be established in advance of booking, in accordance with our COVID-19 Risk Assessment.

All our surveyors carry gloves, hand sanitiser and disinfectant wipes so that gates and any other equipment used can be wiped before and after being touched, and vehicle sharing is not permitted.

Survey Certification

We have issued all employed and contracted surveyors with a letter which details their reason for travelling to and from survey areas, and provides a contact number within Arcus to confirm the authenticity.



Greg Shillabeer – Managing Director