

Gov ref	Description	Nomad to Implement (Y/N)	Justification for or no implementation	Description of Nomad undertaking	Action Owner	Status
1.1 Managing risk	<p>Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected. In the context of COVID-19 this means working through these steps in order:</p> <ul style="list-style-type: none"> <li>• In every workplace, increasing the frequency of handwashing and surface cleaning.</li> <li>• Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).</li> <li>• Where the social distancing guidelines cannot be followed in full, in relation to</li> </ul>	Yes	Nomad comply to this guidance section	<p>Nomad has increased facilities to allow hand washing via the use of hand sanitising dispensers and hand gels made available in PPE stations throughout the office</p> <p>Working from home for vast majority of staff is in place and ongoing at this time</p> <p>Nomad has no business essential work where social distancing cannot be maintained at this time (inspection or close contact work) therefore this element is NA at this time for any office activities – work can be done individually by our employees working alone</p> <p>Screens and barriers are not needed at this time due to numbers of employees under consideration for stage 1 and the space available in the Nomad office</p> <p>Back to back working is not necessary as at present and for stage 1 of the office re occupation there is enough space to allocate people in the office away from one another</p>	NA	Compliant

	<p>a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.</p> <ul style="list-style-type: none"> <li>• Further mitigating actions include:</li> <li>• Increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ul>					
<p><b>1.2</b> <b>Sharing the results of your risk assessment</b></p>	<p>You should share the results of your risk assessment with your workforce. If possible, you should consider publishing the results on your</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad has created a risk assessment for all offices and the main UK Headquarters in Newcastle this risk assessment is available on our</p>	<p>QHSE</p>	<p>Compliant</p>

	website (and we would expect all employers with over 50 workers to do so)			website in our compliance section. This follows the guidance		
<b>2 Who should go to work</b>	<p>Staff should work from home if at all possible. Consider who is needed to be on-site; for example:</p> <ul style="list-style-type: none"> <li>Workers in roles critical for business and operational continuity, safe facility management, or regulatory requirements and which cannot be performed remotely.</li> <li>Workers in critical roles which might be performed remotely, but who are unable to work remotely due to home circumstances or the unavailability of safe enabling equipment.</li> </ul> <p>Planning for the minimum number of people needed on site to operate safely and effectively.</p> <p>Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p>	Yes	Nomad comply to this guidance section	<p>Currently all staff are working at home only essential trips when required to the office are taking place via our travel approval process.</p> <p>Site work is reduced but ongoing with measures in place for site personnel to comply with depot / site requirements and PPE</p> <p>Nomad has and maintains a list of employees affected by the current situation and a dedicated time code for anyone who cannot perform their say job due to home or care circumstances.</p> <p>HR have staying connected calls biweekly to check in with staff and line managers are encouraged to have check ins and meetings with their team members</p> <p>Monitors have been made available for staff to take home if needed to support home working arrangements. Risk assessments and verification for employees who have taken HW home</p>	QHSE / HR	Compliant and ongoing

	<p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.</p>					
<p><b>2.1 Protecting people who are at higher risk</b></p>	<p>Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals.</p> <ul style="list-style-type: none"> <li>Clinically extremely vulnerable individuals (see definition in Appendix) have been strongly advised not to work outside the home.</li> <li>Clinically vulnerable individuals, who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix), have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</li> </ul>	Yes	Nomad comply to this guidance section	Nomad maintains a list of vulnerable and or at-risk people under the HR department and regularly reviews this list and updates as necessary	HR	Compliant and ongoing

<p><b>2.2 People who need to self- isolate</b></p>	<p>Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad maintains a list of vulnerable and or at-risk people under the HR department and regularly reviews this list and updates as necessary</p> <p>A separate list of those individuals who convey symptoms has been compiled and is added to as and when notification from an employee is made</p>	<p>HR</p>	<p>Compliant and ongoing</p>
<p><b>2.3 Equality in the workplace</b></p>	<p>Objective: To treat everyone in your workplace equally.</p> <ul style="list-style-type: none"> <li>• In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals.</li> <li>• It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</li> <li>• Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers.</li> </ul>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad is aware of this and where necessary will take additional measures and provide support to anyone that needs assistance without discrimination.</p>	<p>HR</p>	<p>Compliant and ongoing</p>
<p><b>3 Social distancing at work</b></p>	<p>Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad has set up its offices to maintain social distancing at all opportunities.</p>	<p>QHSE/All employees</p>	<p>Compliant and ongoing</p>

	<p>You must maintain social distancing in the workplace wherever possible.</p> <p>Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:</p> <ul style="list-style-type: none"> <li>• Further increasing the frequency of hand washing and surface cleaning.</li> <li>• Keeping the activity time involved as short as possible.</li> <li>• Using screens or barriers to separate people from each other.</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> </ul> <p>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</p> <p>Social distancing applies to all parts of a business, not just the place</p>			<p>Our building communal areas are also regulating social distancing in relation to lifts, lobby areas and communal staircases</p> <p>Nomads internal office has posters encouraging social distancing and our return to work plan is a phased approach allowing and considering social distancing in our office in relation to number of employees, office layout, desk arrangements and space available to us</p> <p>Other controls are available and implemented such as PPE via hand gels, wipes for surfaces and hand washing facilities being promoted</p> <p>Screens and barriers at this time are not necessary given our work layout and current occupancy rates for stage 1</p> <p>Working desk arrangements at this time are sufficient in terms of orientation and direction – this may need further consideration later down the line</p> <p>Social distancing posters have been put up across the offices to comply</p>		
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	where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing.			with this guidance and promote this in all areas of the office		
<b>3.1 Coming to work and leaving work</b>	Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.	Yes	Nomad comply to this guidance section	Social distancing posters in place. Hand sanitiser in place at reception on arrival to Nomad office and communal hand sanitiser available in the communal areas of the office		Compliant
<b>3.2 Moving around building and worksite</b>	Objective: To maintain social distancing wherever possible while people travel through the workplace	Yes	Nomad comply to this guidance section	Segregation of peoples work location has been considered and planned to prevent close working locations. Max of 2 people in kitchen and lab areas limit people in certain areas where previously lots of people congregated.  Corridors are main area of concern but Corridors are main area of concern but consideration and pre check of the corridor before transiting is recommended to maintain social distancing protocol		Compliant
<b>3.3 Workplaces and workstations</b>	Objective: To maintain social distancing between individuals when they are at their workstations. <ul style="list-style-type: none"> <li>For people who work in one place, workstations should allow them to maintain</li> </ul>	Yes	Nomad comply to this guidance section	Workers have been planned with a re occupation seating plan in a phased approach – this ensure people where possible can stay at their own desks – some people	QHSE  <b>Prepare the plan for other stages after stage 1 considering external factors and feedback from stage 1</b>	Compliant and ongoing

	<p>social distancing wherever possible.</p> <ul style="list-style-type: none"> <li>• Workstations should be assigned to an individual and not shared. If they need to be shared they should be shared by the smallest possible number of people.</li> <li>• If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate and if so take all mitigating actions possible to reduce the risk of transmission.</li> </ul>					
<b>3.4 Meetings</b>	Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.	Yes	Nomad comply to this guidance section	Remote meetings are taking place at this time and no face to face meetings or arrangements are allowed. No visitors are being accepted in the NCL office at this time and meeting rooms are not open	NA	Compliant
<b>3.5 Common areas</b>	Objective: To maintain social distancing while using common areas.	Yes	Nomad comply to this guidance section	Communal office areas have controls in place. Lifts are max 1 per person. Our Nomad kitchen and lab areas are max of 2 people at any one time to maintain sufficient distance in common areas	NA	Compliant
<b>3.6</b>	Objective: To prioritise safety during incidents.	Yes	Nomad comply to this guidance section	Nomad has an incident reporting process in place that takes	NA	Compliant

<p><b>Accidents, security and other incidents</b></p>	<ul style="list-style-type: none"> <li>In an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe.</li> <li>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</li> </ul>			<p>precedence over any social distancing protocol</p> <p>First aid response has been supported with PPE – masks and gloves and dedicated gels to help first aider respond in an emergency where social distancing cannot be maintained (handling and transporting of a casualty for example)</p> <p>Fire safety would take precedence over social distancing as well (fire evacuation process where people leave building as quickly as possible)</p>		
<p><b>4.1 Manage contacts</b></p>	<p>Objective: To minimise the number of unnecessary visits to offices.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Only business essential work is allowed for people to visit the office at this time. Our stage 1 re occupation focuses on the important personnel who need to work from the office – Dev-Ops and QA. This priority approach minimises the unnecessary visits to the office.</p>	<p>NA</p>	<p>Compliant</p>
<p><b>4.2 Providing and explaining available guidance</b></p>	<p>Objective: To make sure people understand what they need to do to maintain safety.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomads has prepared a full reoccupation presentation that is available and briefed out to all employees returning to the office – this contains key information to induct all employees on the process and offer feedback and consultation on controls that affect them</p>	<p>QHSE</p> <p><b>Prepare the plan for other stages after stage 1 considering external factors and feedback from stage 1</b></p>	<p>Compliant and ongoing</p>

<p><b>5.1 Before reopening</b></p>	<p>Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including:</p> <ul style="list-style-type: none"> <li>• An assessment for all sites, or parts of sites, that have been closed, before restarting work.</li> <li>• Carrying out cleaning procedures and providing hand sanitiser before restarting work.</li> </ul>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Cleaning of the office has been maintained throughout the office lockdown period</p> <p>A dedicated risk assessment has taken place for the re occupation of the office</p> <p>Cleaning procedures are in place to promote hand washing and hygiene and hand sanitiser and gels are available for use</p>	<p>NA</p>	<p>Compliant</p>
<p><b>5.2 Keeping the workplace clean</b></p>	<p>Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Cleaning takes place in the office and other cleaning promotion is in place – hand gels, wipes and hand sanitiser dispensers</p>	<p>NA</p>	<p>Compliant</p>
<p><b>5.3 Hygiene – handwashing, sanitation facilities and toilets</b></p>	<p>Objective: To help everyone keep good hygiene through the working day.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad has in place hand sanitisers across the office in key areas – kitchens, lab and at PPE stations across the office. Posters promote good hygiene and handwashing in toilet facilities</p>	<p>NA</p>	<p>Compliant</p>
<p><b>5.4 Changing rooms and showers</b></p>	<p>Objective: To minimise the risk of transmission in changing rooms and showers.</p>	<p>Yes</p>	<p>Nomad comply to this guidance section</p>	<p>Nomad has no changing rooms and shower rooms are managed by the building facilities team. Nomad will follow all advice and instruction from the facilities in regard to these areas to comply</p>	<p>NA</p>	<p>Compliant</p>
<p><b>5.5 Handling goods, merchandise and other</b></p>	<p>Objective: To reduce transmission through contact with objects that come into the</p>	<p>No = NA</p>	<p>Not applicable to Nomad</p>	<p>Nomad does not have vehicles or car park as it is located on level 5 of the One Trinity building</p>	<p>NA</p>	<p>NA</p>

<b>materials, and onsite vehicles</b>	workplace and vehicles at the worksite.					
<b>6. Personal Protective Equipment (PPE) and face coverings</b>	<p>Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.</p> <p>At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of</p>	No	Other measures put in place no need for PPE.	<p>PPE such as masks and gloves have been made available to people who visit our customer sites so they can comply with specific controls and requirements there</p> <p>In relation to our office, additional hand gels and wipes are provided and as part of our hierarchy of controls and risk assessment we do not need to provide or mandate that employees wear masks or gloves in the office environment</p> <p>Nomad has stocks of masks and gloves should this be needed in the future but at this stage and time this is not required given the risk assessment and current situation</p> <p>This PPE will be made available for first aiders for emergency response only at this time</p> <p>Nomad will monitor government advice on this and Nomads hierarchy of controls around social distancing and hygiene and hand washing negate the need to provide and mandate PPE on top of these controls</p>	NA	Compliant

	charge to workers who need it. Any PPE provided must fit properly.					
<b>7.1 Shift patterns and working groups</b>	Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.	Yes	Nomad comply to this guidance section	All non-office reliant personnel continue to work from home to avoid unnecessary groups in the office	NA	Compliant
<b>7.2.1 Cars, accommodation and visits</b>	Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each employee has. Minimising non-essential travel – consider remote options first.  Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.  Cleaning shared vehicles between shifts or on handover.  Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Yes	Nomad comply to this guidance section	Majority of our workers are at home and only those needed to work in the office are doing so.  Recommendation is for people to travel alone in their own car with public transport a last resort  Hire cars for our site facing employees are 1 person per car and no car sharing takes place  All travel including travel where staying away is required is logged and captured as part of our travel approval system	NA	Compliant
<b>7.2.2 Deliveries to Other Sites</b>	Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Yes	Nomad comply to this guidance section	Only our field service work and engineering work involves travel currently. No office personnel are travelling for meetings or internal work etc, and we have a strict travel approval process in place to govern	QHSE  Ongoing assessment of all travel requests to maintain compliance	Ongoing Compliant and ongoing

				<p>all travel and comply with our travel guidance aligning with Alstom</p> <p>This will continue to be adhered to and updated as and when travel advice changes in terms of easing up for employee travel</p> <p>Only business essential travel is taking place at this time</p>		
<p><b>7.3.1 Returning to Work</b></p>	<p>Objective: To make sure all workers understand COVID-19 related safety procedures.</p> <p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.</p>	Yes	Nomad comply to this guidance section	<p>Nomads has prepared a full reoccupation presentation that is available and briefed out to all employees returning to the office – this contains key information to induct all employees on the process and offer feedback and consultation on controls that affect them</p> <p>Advice and controls will continue to be added or amended as needed as this response and plans progress with time</p>	QHSE	Compliant and ongoing
<p><b>7.3.2 Ongoing</b></p>	<p>Objective: To make sure all workers are kept up to date with how safety</p>	Yes	Nomad comply to this guidance section	<p>Nomad has a communication plan and a dedicated COVID-19 SharePoint site along with safety</p>	QHSE	Compliant and ongoing

<b>communications and signage</b>	measures are being implemented or updated.			bulletins and other internal communication channels to keep all staff updated on changes and other information relevant to them		
<b>8. Inbound and outbound goods</b>	Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site.	Yes	Nomad comply to this guidance section	<p>At present deliveries are not being taken at the office other than small mail. This is dropped by the mail delivery and no face to face or contact takes place</p> <p>Further controls may be needed later once deliveries begin again and drivers and logistics personnel enter the building to deliver goods</p>	<p>QHSE/Procurement/office management</p> <p><b>Consider process for when deliveries resume in office and align to FM guidance</b></p>	<p>Ongoing <b>ACTION NEEDED OPEN</b></p>