

Marisco Employee Monthly Timesheet

October 2020



Your name (print legibly) _____

Your current address: _____

Postcode _____

Record any absences or holiday taken during the month. Please inform the office by telephone by 9:30am on 01202 474001 explaining why you are unavailable for work that day. **You must complete an absence form for any sick leave or unpaid leave taken during the month and deliver it on the same day you return to work. You must provide a medical certificate for absences that last for 7 consecutive days or more.** Further information can be found in the **Staff Handbook** available on our website.

| Day | Date | You <i>must</i> list the sites you work at each day | Stand Hours Max 8hrs/day | Authorised Overtime (Hrs) | Authorised Holiday (Hrs) | Sick Leave (SSP) | Other Statute (SMP/SPP) | Unpaid Leave (hrs) |
|---------------|----------|---|-----------------------------|------------------------------|-----------------------------|---------------------|----------------------------|-----------------------|
| Thu | 01-10-20 | | | | | | | |
| Fri | 02-10-20 | | | | | | | |
| Sat | 03-10-20 | | | | | | | |
| Sun | 04-10-20 | | | | | | | |
| Mon | 05-10-20 | | | | | | | |
| Tue | 06-10-20 | | | | | | | |
| Wed | 07-10-20 | | | | | | | |
| Thu | 08-10-20 | | | | | | | |
| Fri | 09-10-20 | | | | | | | |
| Sat | 10-10-20 | | | | | | | |
| Sun | 11-10-20 | | | | | | | |
| Mon | 12-10-20 | | | | | | | |
| Tue | 13-10-20 | | | | | | | |
| Wed | 14-10-20 | | | | | | | |
| Thu | 15-10-20 | | | | | | | |
| Fri | 16-10-20 | | | | | | | |
| Sat | 17-10-20 | | | | | | | |
| Sun | 18-10-20 | | | | | | | |
| Mon | 19-10-20 | | | | | | | |
| Tue | 20-10-20 | | | | | | | |
| Wed | 21-10-20 | | | | | | | |
| Thu | 22-10-20 | | | | | | | |
| Fri | 23-10-20 | | | | | | | |
| Sat | 24-10-20 | | | | | | | |
| Sun | 25-10-20 | | | | | | | |
| Mon | 26-10-20 | | | | | | | |
| Tue | 27-10-20 | | | | | | | |
| Wed | 28-10-20 | | | | | | | |
| Thu | 29-10-20 | | | | | | | |
| Fri | 30-10-20 | | | | | | | |
| Sat | 31-10-20 | | | | | | | |
| TOTALS | | | | | | | | |

YOU MUST COMPLETE THIS HEALTH & SAFETY AT WORK

MONTHLY COMPLIANCE REVIEW

All of Marisco's policies and safe working methods, together with the Staff Handbook, Grievance and Disciplinary procedures can be accessed at the following website:

www.MariscoSouth.co.uk

Confirm you have read the updated **Health and Safety Policy** for Covid-19 published on the Company's website, and the RAMS and SSOW placed on Site.

Confirm you have complied with the Covid-19 **2m / 1m social distancing rule**. You understand you must wear face-coverings in all communal areas when visiting occupied properties.

Smoking and vaping increases the risk of Covid-19 transmission. You breath out more particulate matter or nebulised water droplets. Do not smoke or vape in vans, on site or HO.

Confirm you understand that if you, or any member of your household, develop Covid-19 symptoms, you must **self isolate** immediately for 10 days or 14 days respectively.

Confirm you understand it is a condition of returning to work that you are either clean shaven, or have a trimmed beard that allows safe use of half-masks when RAMS require them.

Confirm you understand you will face disciplinary action for failing to comply with all the safe system of working set out in the **RAMS** and **SSOW** to be found in the **SITE FILE**.

Do not succumb to peer-group pressure to do something you think is unsafe and may harm you, or others. Confidentially report any concerns to Ralph or Alison.

| | |
|------------|---|
| NO | Did you sustain an injury at work this month that was reported and recorded in the head office accident book? |
| YES | |

We want your views on how we can improve H&S in the workplace.

Tick if you wish to attend in person, or attach a suggestion for improving H&S at the next Staff Consultation meeting at 10:00am on:

Thu, 12-Nov-20

Submit form to HO by: **Fri, 06-Nov-20**

By signing this timesheet, I confirm I have read the H&S update on the back of this form and I comply with Marisco's H&S Policies in the work place. I accept my next salary payment will be delayed until I have submitted a correctly completed and legible timesheet. I understand recording false information on this form is a serious disciplinary matter that will result in my dismissal. I accept the replacement cost of PPE I have lost or carelessly damaged will be deducted from my next salary payment.

Signature: _____

Complete this section if you drove a company van this month. Only existing payrollled employees (Age 25 yrs +) of the Company that own the vehicle are insured to drive them. No exceptions.

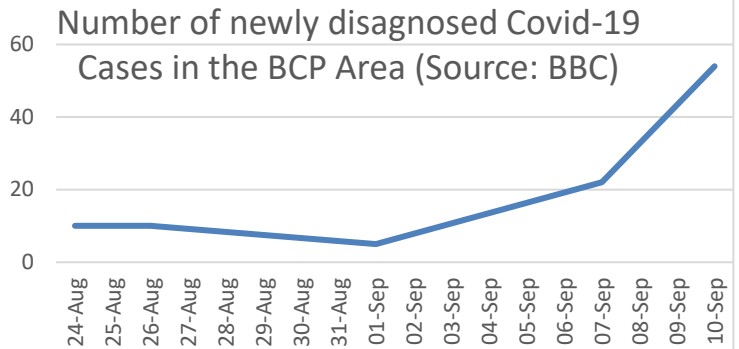
| | | |
|---|---|---|
| Opening mileage: <input type="text"/> a | <input type="checkbox"/> All Driving Lights Checked & Working. | <input type="checkbox"/> Confirm you do not smoke/vape in van Vehicle: <input type="text"/> Reg: <input type="text"/> |
| Business miles: <input type="text"/> b | <input type="checkbox"/> Water, Oil & Brake Fluid Levels Checked. | <input type="checkbox"/> Confirm you have not been diagnosed with a medical condition that may affect your ability to drive safely. We must disclose such changes to our fleet insurers to maintain cover. RFL Due: <input type="text"/> MOT: <input type="text"/> <small>EXPIRY DATE/MY</small> |
| Private-use miles: <input type="text"/> c | <input type="checkbox"/> Jack, Tyres Pressures & Tread Checked. | <input type="checkbox"/> State the No. of Points on your driving licence. Max VCS Revenue Weight (kg): <input type="text"/> |
| Closing mileage: <input type="text"/> | <input type="checkbox"/> Confirm your van is carrying: First Aid box, Fire extinguishers, and Warning Triangle. If not, please obtain them! | <input type="checkbox"/> Tick if you have received a new Notice of Road Traffic Prosecution, including parking tickets. Attach a copy. Unless you know the van's RFL & MOT is up-to-date ... Don't drive it! |
| Total = a + b + c | | |

Driver's Declaration In signing this form, I understand I am responsible for ensuring the company vehicle I drive is road-worthy and has a current RFL and MOT. I confirm I know the vehicle's VCS 'Revenue Weight' limit and I will not exceed it. I will inform Marisco of any change in my driving licence status, or health, that may affect my ability to drive safely. I understand the insurance excess for own-fault accidents may be deducted from my pay.

| | | | | |
|-----------------------|----|----|----|----|
| Van max speed limits: | 30 | 50 | 60 | 70 |
|-----------------------|----|----|----|----|



He has good reason to worry but *hand-face-space* will save lives



The number of diagnosed Covid-19 test in the BCP area have been growing, but well below the national average for weeks now. In the last two days, however, the number of infections in the area has leapt up by 38. A week is a long time in Covid-19 epidemiology, and although the experts argue the rise is being seen in people below the age of 30 who are unlikely to suffer lasting damage to their health, the growing transmission rate does represent a higher risk to older members of the population with comorbidities. We remind everyone we have a diverse age range within the Company and staff members with comorbidities.

As employers we must review our Covid-19 safety measures and to remind employees that whatever your private views on observing the Government's guidance, following the new *rule-of-six*, keeping to the 2m self-distancing rule, and wearing face coverings when you have to work more closely in the workplace, is mandatory when you are on our time in the workplace.

Marisco is following the Government guidance that if any employee, or a member of their household, develops any of the official Covid-19 symptoms they must either self-isolate for 10 days, or be cleared to return to work earlier if they obtain a negative Covid-19 test. The key symptoms are:

- a new continuous cough; and/or
- a high temperature; and/or
- or a loss of, or change in, normal sense of taste or smell.

As employers, we must insist every employee takes our Covid-19 safe working measures seriously. Employees who fail to cooperate and observe the rules will find themselves very quickly being processed through our disciplinary procedures for gross misconduct. We will not allow the selfish actions of individuals who believe they can operate outside the rules, to threaten the health and job security for the rest of us who need to keep working to keep a roof over our heads. The next six months is going to be challenging enough, and the last thing we need is for the thoughtless actions of one amongst us to force whole sections of the company into isolation for 14 days, or worse. None of us can afford that possibility.

Although the new *rule of six* does not apply to people *at* work, it is interesting how Wales has interpreted the same medical evidence Boris used to conclude transmission is highest when people congregate in rooms indoors. For this reason, we request no more than 2 people congregate in the unit's kitchen area.

The BBML H&S team has today advised us they *do* expect our operatives to use face coverings if the 2m rule cannot be met, evidence that hand soap/sanitiser are *being* used on site, and no more than 2 people in a one-bed, 3 people in a two-bed and a maximum of 4 in larger properties. **BBML also highlighted the importance they attach to the mandatory wearing of face coverings by workers when transiting the communal area of their flats and sheltered housing. These are reasonable requests. Please abide by them.**