

Annexe 1 to MAPSL Health and Safety Policy

This document shall be read in conjunction with the MAPSL Policy Document issued to all members. It details additional requirements that shall apply to all members during the current phase of the coronavirus (Covid-19) restrictions and will remain in force from the date of issue until superseded or redacted in writing by the Board of Directors of the company.

This policy is believed to be compliant with the current guidelines produced by HM Government for social distancing. The company has created this policy as complying with the recommendations of HM Government and accepts no responsibility if members catch or transmit the virus while on company premises.

Date of issue: 14 May 2020

MEDWAY AIRCRAFT PRESERVATION SOCIETY LIMITED

***Registration. N°:* 02331464**

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Annexe 1 to MAPSL HEALTH & SAFETY POLICY

The MAPSL Health and Safety Policy is designed to provide and maintain safe and healthy working conditions, equipment and conditions of work for all its members and to provide information, training and supervision as is required for this purpose. During the coronavirus (Covid-19) outbreak, HM Government has issued recommendations for lockdown and social distancing as a means of combating the virus. The requirements on lockdown have been eased but strict measures for social distancing remain in force.

Compliance with the requirements of this Annexe shall be observed by all members while at Rochester Airport, whether or not within the buildings occupied by the company. Non-compliance will be handled in accordance with the MAPSL Code of Ethics and the Memorandum and Articles of Association. Your cooperation is requested.

- Members are under no obligation to attend the workshops.
- Members who are in the ‘shielding group’, i.e. those who have received a letter from HM Government requiring them to remain in self-isolation, shall not attend.
- All other members who come to the company’s premises do so at their own risk and shall ensure that they do not have symptoms that could indicate (Covid-19).
- All members attending shall record their arrival and departure on an attendance register which shall be maintained for a minimum period of one calendar month.
- Working from home is encouraged wherever this is practical and can be accomplished to the required standard; all items including tools and materials taken from the workshop shall be recorded in the loans register on removal and on return.
- Masks covering the nose and mouth and gloves shall be worn at all times while inside the workshops and are recommended in the office and crew room.
- Social distancing (2 metres) shall be observed at all times except where it is impractical; in that case, the time of reduced separation shall be minimised.

- Disposable gloves shall be worn when handling or touching aircraft, equipment or other items as these may be subsequently handled or touched by other members.
- All surfaces, handles, etc. shall be regularly sanitized and the materials used for that purpose shall be disposed of in a plastic bag clearly indicated as containing non-recyclable waste.
- The handles of all tools shall be sanitized immediately before and after use and the materials used for that purpose shall be disposed of in a plastic bag clearly indicated as containing non-recyclable waste.
- Masks, gloves and other materials that could have been subject to contamination shall be disposed of in a plastic bag clearly indicated as containing non-recyclable waste or retained by the member and disposed of at home in a similar manner.
- The maximum number of members in each building at any time shall not exceed the following while maintaining social distancing at all times:
 - main workshop six members
 - crew room four members
 - office three members, one in each section.
 - all other buildings two members
- Refreshments supplied by or donated to the company including food and beverages shall not be used.
- The crockery and utensils (whether disposable or not) and the equipment (including refrigerator, microwave and kettles) supplied by or donated to the company shall not be used.
- Members may make personal arrangements for the supply, storage, cleaning and disposal of refreshments including personal crockery and utensils and consume such refreshment in the crew room providing that cleaning and sanitising is performed immediately on completion.

Note that the company will endeavour to provide sanitiser and disposable gloves but supplies may be limited due to demand.