

COVID-19 COMPANY UPDATE

In these uncertain times we want to reassure you that Hadleigh Castings Ltd are still fully operational and we thank you for your continued support during this very challenging situation.

To limit the risk of COVID-19 and to allow us to keep servicing as normal, as well as additional sanitary measures, we have implemented the following:

Supporting our Staff:

As a family run business, the health and safety of our employees remains a top priority and we absolutely put the safety of our staff first. We are complying with all government requirements, to this end some of our management and staff are working from home. Additionally, our entire team is split into two shifts to maintain continual operations. However, all staff still have access to their emails and office files so should be able to assist with any associated daily business requirements but may not get back to you as promptly as usual, so your patience is greatly appreciated. Having teams offsite and on shifts allows Hadleigh Castings to support our customers through this difficult period whilst ensuring the safety of our staff.

Supporting our Customers:

Hadleigh Castings Ltd are still 100% open and operational working in a Covid secure environment for our workforce, customers and suppliers alike. However, visits and face to face meetings with customers and suppliers are currently on hold which we hope you understand. Where strictly essential (i.e. for critical maintenance) and only with authorisation from the MD any visitor will be required to complete a **Covid Declaration**. We are very open to holding phone or online meetings via Teams, Zoom or other media platforms.

Additional Measures:

We have put in place rigorous additional cleaning and disinfecting programmes throughout the business. These include increased hand washing and extra care taken to clean high contact areas such as door handles, light switches, handrails and toilet facilities.

Covid 19 Risk Assessment

In line with the latest Government guidelines on "Working safely during Covid-19" we have carried out a full risk assessment which we have shared with all our staff. Please contact our dedicated Health, Safety & Training Officer Trevor Page tp@hadleighcastings.com for the most up to date version.

We hope that you, your colleagues and families are all keeping well during these difficult times. If you have any queries in relation to the above or wish to discuss any requirements, please contact us on 01473 827281.

N E Warnes
Chairman

C P Warnes
Managing Director