

RAWLINGS OFFICE CLOSURE

Due to the recent Government information, we have decided to close our head office and continue our services remotely from home.

Like all of you, the health and wellbeing of our family, staff, friends and colleagues are the most important things and we will continue to follow Government guidelines until it is safe to re-open.

Our staff are completely set up for homeworking and will be available via emails / calls / video conferencing when needed.

Our office phones are on divert however, they can only be serviced to one mobile number, therefore you may receive an engaged dial tone at times. Please use email as your first method of contact and if you would like a call, we can ring you. Otherwise, please see key contact numbers below:

Steve Rawlings	07899 751 685	steve@rawlingsrcs.co.uk
Kevin Colleran	07876 634 618	kevin@rawlingsrcs.co.uk
Stuart Allen	07825 506 174	stuart@rawlingsrcs.co.uk
John Caulfield	07881 721 864	john@rawlingsrcs.co.uk
Anthony Walker	07939 298 487	anthony@rawlingsrcs.co.uk
Pete Walsh	07775 420 125	pete@rawlingsrcs.co.uk
Alex Thorpe	07815 492 490	alex@rawlingsrcs.co.uk
Jamie Gormley	07717 837 856	jamie@rawlingsrcs.co.uk
Adam Peers	07762 297 089	adam@rawlingsrcs.co.uk
Tony Baker	07899 924 438	tbaker.htc@gmail.com

Our position and advice in relation to the key areas of our business is listed below: -

Meetings

- Utilizing telephone/video conferencing were practical



Consultancy

- Utilizing telephone/video conferencing were practical
- 24 hr telephone and email support available
- Emergency response to be provided as required

Routine Planned Inspections/Planned Visits

To support the latest government guidelines with respect to working from home and restricting all non-essential travel and also to protect the welfare of our staff and those working on your sites, we have decided to put on hold any routine/planned inspections and site visits during this current lockdown period.

We have liaised with a number of clients some of whom had already imposed restrictions on site attendance to those who absolutely need to be there and we feel at this moment in time, it is the most sensible course of action.

We understand fully that these are challenging times and in particular for those construction sites that are remaining operational, the need to do so in a safe way is critical and we will continue to support you. Guidance on site operational procedures is available along with an update from Build UK.

Please do not hesitate to call or email your usual Rawlings contact any-time for advice, guidance or support. We can (and have today) been communicating via phone/Microsoft Teams successfully and are confident that we can still effectively assist you in the safety management of your site, during these challenging times. We can also assist with any specific site safety issues and are able to review any documents remotely, such as Covid 19 contingency plans, construction phase plans, risk assessment, method statements, inspections etc.

If attendance is required for any unplanned/non-routine matters, accidents/incidents etc please call us and we can discuss your specific requirements and respond accordingly to the situation and government guidelines at that time.



Training

- Our open course program is suspended and will be further reviewed in 4 weeks
- Course bookings can be taken for future dates
- We are exploring remote training options, webinars/video conferencing/skype etc

If there is anything further required at this point please do not hesitate to contact us.

We wish you all the best with the continuing success of your business during these challenging times and hope we can be of assistance with this were possible.

Stay healthy, stay safe and take care.

Steve, Kevin and all the team at Rawlings

