

Risk Assessment COVID-19

03/06/20

This risk assessment is about identifying sensible measures to control the risks in our workplace and will help us decide whether we have addressed all necessary points.

To ensure that advice and instruction are relevant please read this risk assessment in light of current advice and instructions (ref www.gov.uk).


This assessment will only attempt to address risks resulting from Coronavirus, using UK Gov documents:

“Factories, Plants & Warehouses” & “Offices & Contact Centers”

as the primary source of guidance when performing this assessment, other information sources may be quoted within this document.

Please note:

All existing non-coronavirus related health and safety requirements continue to apply.

Area Assessed By:	A. Turley
Assessment Carried Out	03/06/20 (Revised 17/06/20 P7) (Revised 28/10/20 P27 & P2) (Revised 17/12/20 misc. pages)
Works Committee Rep's for all area's Consulted:	R. Sheppard, K. Prince, D. Baker, G. Hand
Consultation:	All present and returning staff consulted
Report Passed for Circulation:	
	Mr Martin Harrison Manufacturing Director
Copies to:	Departmental COV19 Notice Boards Copies issued to all present staff & returning staff

1. Social Distancing while at Work - While moving about the workplace.

Objective: to maintain 2m social distancing wherever possible

Hazard: Effective social distancing is a key element in reducing the transmission of COVID-19. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	<p>Badging out at end of the working day has been suspended at the Time Office (main entrance/exit) to reduce the risk of bottlenecks.</p> <p>Covid-19 information notice boards have been put in place at key points around the company</p> <p>Employee code of conduct document has been produced</p> <p>Primary walkways have been marked out at 2m intervals.</p> <p>All staff have instructed in govt. social distancing guidelines (ref personnel records).</p> <p>Elevator use has been restricted to one person at a time and signed accordingly</p> <p>Key doorways have been fitted with opening devices (devices allow door to close if evacuation alarm sounds)</p> <p>Normal working practice ensures the minimum social distancing requirements are already met in these areas.</p> <p>Signage is in place throughout the workplace advising of social distancing requirements.</p>	<p>Staff should be encouraged to make use of phone system to reduce unnecessary travel to other areas (shop floor & office)</p> <p>Further instruction is required for pedestrian etiquette, promoting a "Give Way / Step Aside" pedestrian traffic system.</p> <p>Employee code of conduct document to be circulated.</p>		✓		L	MH/IH/NA /AD/SR/GH/ NT/DW	Immediate	Complete
					✓		L	MH/AC	End June	Complete
					✓		L	MH/AC	Ongoing as staff return to work	Complete
2	Despatch & Warehouse	Trellis barrier has been put in place along roller shutter entrance (open during warm weather) to stop anyone using an unauthorised pedestrian route.	Access to Purchasing manager or T/O should be made through far entrance to offices to reduce use of company entrance/exit passage			✓	L	SR/MH	Immediate	Complete

2. Social Distancing while at Work - Workstations & Workplaces

Objective: to maintain 2m social distancing wherever possible

Hazard: Effective social distancing is a key element in reducing the transmission of COVID-19. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	Workstations have been repositioned where necessary & screens have been installed where work benches face other employees of pedestrian traffic routes.	Staff should be instructed to observe 2m distancing guidance where possible when entering others workspace.		✓		L	MH/IH/NA /AD/SR/GH/NT/DW	Immediate	Complete
		For most areas normal working practice already meets social distancing requirements (for exceptions see below)	Where a 2m distance cannot be avoided face masks should be worn by all parties regardless of the duration of the social distancing incursion.		✓		L	MH/IH/NA /AD/SR/GH/NT/DW	Immediate	Complete
		Some areas have segregated employee lockers to maintain recommended safe distance.	Safe distance floor marking should be put in place in office		✓		L	NL	End June	Complete
		Update 28/10/20 - Face covering to be worn on entering the premises and only lowered temporarily to enable temperature checks to take place. Face covering to be put back in place before moving on to washrooms. Face covering to be worn by all on route through the building when leaving the premises. Face covering to be worn by all visitors at all times within the premises. During breaks and lunchtime face coverings do not need to be worn, so long as you are 2m apart from others, this includes the smoking shelter.	Remaining employee lockers are to be segregated. As more employees return to work social distancing will need to be monitored and reviewed frequently		✓		M	MH/AC	Ongoing	

2	<i>Plating Shops</i>	Normal working practice at plating vats and auto plate jigging already meet social distancing requirements.	Jigging benches in manual plate should be shielded or repositioned to remove staff facing one another.		✓		L	IH/CD	End June	Complete
3	<i>Hardware & Bathroom</i>	Scratch mopping lathe use (by walkway) is now being regulated. Polishing work stations are less than the recommended 2m apart, staff are side on to one another.	Screens are in the process of being installed at the polishing workstations		✓		L	NL	End June	Complete

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk H	Risk M	Risk L	Residual Risk	Action By	Action by When	Complete
4	<i>Taps & Lacquer</i>	Assembly workstations face directly onto pedestrian walkway, these have now had shields installed.	Wrapping / packing benches should be repositioned or shielded to remove staff facing one another.		✓		L	NL	End June	Complete
5	<i>Design office</i>	Communal work benches users have staff facing directly at each other	Short partition barrier should be increased in height or work areas be distributed within office and/or old boardroom (as physical meetings are not taking place		✓		L	NA/AD	End June	Complete
6	<i>Sales office</i>	Staff in this department are already distanced from one another	Glass partition separating Managers office & department opens directly onto a staff members desk, this partition should be closed and not used for the duration.		✓		L	GH	Immediate	Complete
			This office is used as a main thoroughfare and flooring should be marked as primary traffic routes on the shop floor have been marked (Reception stairwell to boardroom stairwell).		✓		L	NL	End June	Complete

3. Social Distancing while at Work - While arriving & departing from work

Objective: to maintain 2m social distancing wherever possible

Hazard: Travel to and from work may lead to greater risk of virus transmission, access to building may create a virus transmission risk if staff all seek entrance at once or are channelled through single points of entry

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk H	Risk M	Risk L	Residual Risk	Action By	Action by When	Complete
1	General	<p>Main entrance/exit by Time Office. Currently staff have differing arrival times as such bottlenecks of people are unlikely at the start of the day's work.</p> <p>Some office staff enter/exit the building via the reception entrance or the back gate, this reduces the number of pedestrians using a single entrance/exit (like the T/O staff arrive at varied times and there is no history of pedestrian bottle necks at the start of the work day.</p> <p>Floor markings and signage at entrances and exits and one- way flow systems at T/O are in place.</p> <p>Hand washing facilities have been put in place at the back gate & one-way entrance system at T/O directs to the washrooms, appropriate signage is in place at both these points.</p> <p>Signage instructing pedestrians to wash their hands is in place at Reception.</p> <p>Non-essential travel for work purposes have been minimised with Newspaper collection cancelled & post now being delivered.</p> <p>Marked out 2m distance markers at clocking card clocks.</p> <p>Suspended need for badging out at Time Office has been introduced</p>	<p>Ask staff not to use public transport if at all possible – where they do use public transport they should conform with all requirements, eg wearing face coverings, social distancing, etc (PLEASE NOTE: <i>face masks to be supplied to staff upon request for use on public transport</i>)</p> <p>Ask staff not to share cars where possible.</p> <p>A hand sanitiser dispenser and appropriate signage should be put in place at reception entrance/exit.</p> <p>Staggered end of day exit to be considered to help reduce potential bottle necks with high volume of staff using exit at the same time.</p>		<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>		<p>M</p> <p>M</p> <p>M</p> <p>M</p>	<p>MH/IH/NA /AD/SR/GH/ NT/DW</p> <p>MH/IH/NA /AD/SR/GH/ NT/DW</p> <p>AT</p> <p>MH/AC</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June End</p> <p>Ongoing</p>	<p></p> <p></p> <p>Complete</p> <p></p>

		As more staff return to work roller shutter is to be used to disperse those leaving the company								
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4. Social Distancing while at Work – Meetings

Objective: to maintain 2m social distancing wherever possible

Hazard: Effective social distancing is a key element in reducing the transmission of COVID-19. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	<p>The majority of meetings have now been replaced with telephone or other media methods, removing the need to congregate.</p> <p>Some meetings still occur but social distancing requirements are observed on these occasions.</p> <p>All non- essential training and all face-to-face training/recruitment practices have been cancelled (email/online E-learning wherever possible is being used rather than bringing people together face to face)</p>	<p>For the small number of meetings that do occur care needs to be taken to ensure that social distancing does not create unintentional problems such as creating bottlenecks at pedestrian areas. The team have been instructed to ensure this happens but it will be monitored going forward.</p> <p>Where possible meeting alternative hosting options should be sought for all meetings.</p>		✓		L	MH	Ongoing	
					✓		L	MH	Ongoing	

5. Social Distancing while at Work – Common Areas

Objective: to maintain 2m social distancing wherever possible

Hazard: Effective social distancing is a key element in reducing the transmission of COVID-19. Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
	<i>General</i>	Lunchbreaks are generally taken at workstation, most areas normal working practice already meets social distancing requirements.	Social gatherings of friends/colleagues should be discouraged where social distancing cannot be observed (where these gatherings may be part of a religious observance consultation with the members should be made to arrange some accommodation). As more staff return to work, staggered breaktimes for both morning and lunchtime to be implemented to help reduce potential bottle necks with high volume of staff using common areas at the same time.	✓			L	MH/IH/NA /AD/SR/GH/ NT/DW	Ongoing	
	<i>M/C and CNC Shops</i>	There is the potential for social distancing to be compromised in this area	As more staff return to work, lunch break tabled areas should be reduced in size or repositioned to ensure adequate social distancing can be maintained, or number at the table controlled.		✓		L	NA	Ongoing – all staff have now returned	Complete
	<i>Yard – Smoking area</i>	There is the potential for social distancing to be compromised in this area	Revision 17/06/20 There is a risk of delivery drivers attempting to gain access should they see the gate open; the gate should remain closed during break times. Smokers should be advised to spread out across the bottom of the yard. As more people return to work, social distancing may need to be reviewed in this area with the possibility of staggered breaktimes		✓		L	MH/IH/NA /AD/SR/GH/ NT/DW	Ongoing	

6. Managing Deliveries, Contractors & Visitors – Managing Contacts & Provision of Guidance

Objective: To minimise the number of unnecessary visits to the workplace

Hazard: Effective social distancing is a key element in reducing the transmission of COVID-19.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk H	Risk M	Risk L	Residual Risk	Action By	Action by When	Complete
1	General	<p>Deliveries</p> <p>Where possible delivery has been delayed or staggered to reduce delivery staff presence on site.</p> <p>Delivery companies have been informed of required etiquette for delivery personnel during this time and a confirmation of acceptance of delivery conditions requested (conditions of delivery document has been drawn up).</p>	<p>Delivery people to be encouraged to stay in their cabs if not actively engaged in process of unloading /loading. Where drivers do need to leave their cabs they should observe social distancing guidelines, where this is not possible face masks should be worn (driver should be supplied with a facemask if they are without one).</p>		✓		L	SR	Ongoing	
2	General	<p>Visitors</p> <p>All factory tours have been suspended.</p> <p>Where possible all meetings with visitors will be performed remotely.</p> <p>Visitors performing administrative tasks (audits etc) have been rescheduled until later in the year)</p>	<p>No further actions are required while current actions are in place</p>			✓	L	-	-	-
3	General	<p>Contractors</p> <p>Where possible contracted work has been rescheduled for later in the year.</p> <p>Essential work will be scheduled where possible is low occupancy periods.</p> <p>Pre-visit questionnaire has been prepared and is sent to contractors prior to visit</p>	<p>Contractors when on site should be expected to comply with company guidelines regarding social distancing and hygiene.</p>	✓			M	MH/IH/NA /AD/SR//NT /DW	Ongoing	

7. Cleaning the Workplace – Before fully Reopening

Objective: To make sure areas closed are clean and ready to restart

Hazard: Transmission of the virus through physical contact with a contaminated surface.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	Some sections of the company have been closed during the period of reduced activity.	Where required newly reopened areas should be thoroughly cleaned and sanitised.			✓	L	AC	June End	Complete

8. Cleaning the Workplace – Maintaining a Clean Workplace

Objective: To keep workplace clean and prevent transmission by contact with contaminated surfaces

Hazard: Transmission of the virus through physical contact with a contaminated surface.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	A cleaning schedule has been formulated and is in place for key areas (ref appendices for cleaning schedule).	No further actions are required while current actions are in place (ref Hot Spots section for additional requirement)			✓	L	-	-	-

9. Cleaning the Workplace – Hygiene

Objective: To help everyone keep good hygiene through the working day

Hazard: Transmission of the virus through physical contact with a contaminated surface.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	Additional washing facilities added by rear gate Hand sanitiser pumps placed round the site Cleaning routine in place. Hygiene signage is in place at key points throughout premises.	Localised cleaning schedules should be established where necessary (staff cleaning their own work area) (ref First Aid section for additional requirement) The admittance of staff onto premises prior to completion of initial scheduled clean should be reviewed to ensure effectiveness of cleaning.	✓	✓		L L	MH/IH/NA /AD/SR/GH/ NT/DW MH	Ongoing June End	Complete

10. Cleaning the Workplace – Handling Goods & Other Materials

Objective: To reduce transmission through contact with objects that move about the workplace

Hazard: Transmission of the virus through physical contact with a contaminated surface.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	<p>Shared equipment has been reduced leaving infrequently used equipment on a shared status.</p> <p>Materials, material/product containers need to be shared in order for a production line to exist and so cannot be easily avoided.</p> <p>Personal hygiene facilities have been made available as well as cleaning wipes for equipment.</p> <p>Cleaning stations have been added to key areas around the company</p>	<p>Increased hygiene practices should be encouraged in areas where materials, material/product containers are being handled.</p> <p>Cleaning procedures should be put in place for containers and equipment operating controls where shared use is possible.</p>	✓			M	MH/IH/NA /AD/SR/GH/NT/DW	Ongoing	
				✓			M	MH/IH/NA /AD/SR/GH/NT/DW	Ongoing	

11. Personal Protective Equipment (PPE)

Objective: To keep workplace clean and prevent transmission by contact with contaminated surfaces

Hazard: transmission of the virus

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	<p>Personal protective equipment PPE (gloves, masks) are freely available to all who request it. If recommended social distancing is observed this should not be required.</p> <p>PPE (Gloves/masks) are freely available upon request to all staff (please ref social distancing sections of this report for their recommended use).</p>	<p>HM Gov advice is that in non-clinical settings PPE use should not be encouraged (unless responding to a suspected or confirmed case of COVID19 – Ref First Aid Section), it is essential that staff are informed of where PPE is required and its limitations, also that existing PPE for workplace tasks are not superseded by this “hygiene” related PPE.</p>			✓	L	MH/IH/NA /AD/SR/GH/NT/DW	Ongoing	

12. Working from Home

Objective: To keep workplace clean and prevent transmission by contact with contaminated surfaces

Hazard: adverse effect of isolated working

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
	General	<p>Homeworking is being utilised where possible, reducing the number of staff on the premises.</p> <p>IT support is provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, for example, remote access to work systems</p>	<p>Arrangements should be put in place to monitor the wellbeing of people who are working from home and put in place measures to support their mental and physical health and personal security</p>			✓	L	AC	Ongoing	

13. Illness & First Aid

Objective: People becoming unwell and the provision of First Aid on-site.

Hazard: High risk of transmission

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	Illness	People becoming unwell while on-site or a symptomatic person using a site, currently there is no complete inhouse guidance for this event.	<p>If a member of staff becomes unwell in the workplace with coronavirus symptoms (a new, continuous cough or a high temperature) they should be sent home and advised to follow government advice to self-isolate</p> <p>The following actions should be taken within the workplace:</p> <p>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high- contact areas such as toilets</p> <p>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids, can be cleaned thoroughly as normal.</p> <p>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution.</p> <p>Cleaning staff must wear appropriate PPE</p> <p>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be "double-bagged" and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste (secure holding area for suspect waste to be created)</p>	✓			M	AC/MH	Ongoing	
				✓			M	AC/MH	Ongoing	

2	First Aid	We currently have no specific inhouse guidance for the application of First Aid	<p>First aid personnel should be issued with St John Ambulance guide for guidance on the provision of first aid (a copy is contained in the appendices in this document or at https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/)</p> <p>Special attention should be given to guidance concerning CPR, special instruction about resuscitation as available from the Resuscitation council uk https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ This should be viewed by all First Aiders</p> <p>- <i>Guidance has been issued to first aiders and their assistants 23/03/20 (no change 17/12/20)</i></p>	✓			M	ACAT	Complete	✓
				✓			H	ACAT	Complete	✓

14. Hotspots

Objective: To keep workplace clean and prevent transmission by contact with contaminated surfaces, Some areas of the workplace may present a higher risk than others – this may include areas such as toilets, drinks areas & high traffic areas (ref appendices for hotspot identification maps)

Hazard: Heavily used areas of the workplace are more likely to present an infection transmission risk

Number	Area / Dept	What are we already doing?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	<p>Essential for staff to wash hands regularly but also that toilets are kept clean and free of coronavirus contamination.</p> <p>A cleaning regime is in place in all company toilet facilities.</p> <p>Toilet occupancy limits have been set for most toilets and rooms signed accordingly</p> <p>Wash basins in toilets have been segregated , pump soap dispensers are in position at each wash basin.</p> <p>Paper towel dispensers are in place in most toilet rooms.</p> <p>Main Kitchen has been closed for the preparation of food, hot drinks are still being prepared in this area.</p> <p>Communal wash basins & urinals have been social distance marked.</p>	<p>Toilet occupancy limits need to be set for remaining toilets.</p> <p>Limit the number of people who can access the drink making area at any one time, reduce the amount of shared utensils & storage space.</p> <p>Cleaning of communal areas (tea making/ areas to be scheduled.</p> <p>Where possible paper towel dispensers should be put in place in toilet rooms with hand air dryers.</p> <p>Most office areas have the facility to make their own hot drinks (where they don't have a kettle they should be purchased) & water dispensers are already available throughout the offices. Office staff should be encouraged to deposit mugs/cups and utensils directly into dishwasher at the end of the day.</p> <p>Appropriate cleaning materials to be provided at drinks stations.</p>		✓		L	AC/MH	June End	Complete
					✓		L	MH/IH/NA /AD/SR/GH/NT/DW	June End	Complete
					✓		L	MH/IH/NA /AD/SR/GH/NT/DW	June End	Complete
					✓		L	NL	June End	Complete
					✓		L	AC/MH	June End	Complete
					✓		L	MH/IH/NA /AD/SR/GH/NT/DW	June End	Complete

15. Reduced Staff levels

Objective: To keep workplace clean and prevent transmission by contact with contaminated surfaces

Hazard: reduction of emergency response

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	General	First aid provision x1 approved person and/or x1 former first aider.	With plant and process still running it is essential that first aid cover is maintained. Recommend that a First Aider (with an appointed person as backup) is on site when plant and process are running.			✓	L	AC	June End	Complete
2	General	With the absence of self-isolating or furloughed staff some safety regimes may still need compliance if work is to be performed on site.	Fire evacuation and spillage team tasks need to be redistributed to staff present during reduced staff level period, staff taking up new responsibilities need to receive adequate instruction.			✓	L	MH/AC	June End	Complete

16. The provision of fresh sandwiches

Hazard: Effective controls is a key element in reducing the transmission of COVID-19. Cleaning procedures and PPE should be in place and strictly observed to reduce the risk of contamination of working area and food products.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk	Risk	Risk	Residual Risk	Action By	Action by When	Complete
				H	M	L				
1	<i>Kitchen Staff</i>	Potential spread of Coronavirus through contaminated surfaces.	Access to the kitchen is prohibited to all except kitchen staff between 9:00 & 13:00 Monday – Thursday. A scheduled through clean / disinfection of kitchen worksurfaces will be carried out after 9:00 but before any food preparation is started.		✓		L	PS & JW in consultation with AC	21/09	On Hold to be reviewed when tier restrictions allow
2	<i>Kitchen Staff</i>	Potential spread of Coronavirus through food preparation	Staff will wear PPE to minimise the risk of contaminating foodstuffs. PPE to be worn in addition to PPE normally required in this area, Face coverings for mouth & nose, disposable gloves & apron. Utensils used for food preparation are to be held in a secure location away from general use utensils. Each sandwich packet is to be marked with the owner’s name and sealed with a label to stop unwanted opening.		✓		L	PS & JW in consultation with AC	21/09	On Hold to be reviewed when tier restrictions allow
3	<i>Kitchen Staff & Customers</i>	Potential spread of Coronavirus through the distribution of food	Staff will wear PPE to minimise the risk of contaminating foodstuffs. A basket or similar will be cleaned /sanitised before use & then used to transport sandwiches to the chosen location (to be arranged with dept manager) PPE to be worn in while delivering foodstuffs: Face coverings for mouth & nose and disposable gloves. Food packets will be deposited in a holding area within the department for collection by the employees, social distancing rules should be observed.			✓	L	PS & JW in consultation with AC	21/09	On Hold to be reviewed when tier restrictions allow

4	<i>Kitchen Staff & Customers</i>	Potential spread of Coronavirus through ordering and payment	<p>An order sheet will be posted in each department daily. Customers will be asked to fill in their order. The sheets will be collected from 10am each day by kitchen staff wearing gloves.</p> <p>Payments will be collected once a week on a Friday by kitchen staff wearing Face shield, face mask & gloves, monies collected will be put into store and counted once 72 hours have passed. People are to be encouraged to have the correct money (this arrangement is to be reviewed after a suitable period to see if alternative arrangements would suit better).</p>		✓		L	PS & JW in consultation with AC	21/09	On Hold to be reviewed when tier restrictions allow
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17. Communal vehicle use

Hazard: Effective controls is a key element in reducing the transmission of COVID-19. Cleaning procedures should be in place and strictly observed to reduce the risk from contamination of vehicle surfaces.

Number	Area / Dept	What are we already doing? / What is cause of Concern?	What further action is necessary	Risk H	Risk M	Risk L	Residual Risk	Action By	Action by When	Complete
1	<i>Fork lift truck drivers (Inc sideloader)</i>	Potential spread of Coronavirus through contaminated surfaces.	A cleaning regime needs to be put in place to ensure that all surfaces that are likely to have been touched are cleaned / disinfected before use by another user		✓		L	SR/NA	Immediate	Complete
2	<i>General use company car</i>	Potential spread of Coronavirus through contaminated surfaces.	A cleaning regime needs to be put in place to ensure that all surfaces that are likely to have been touched are cleaned / disinfected before use by another user (this includes moving car in/out of despatch without any journey)		✓		L	SR	Immediate	Complete

Appendices:

1. **Current Cleaning Regime** (17/12/20) – all completed, disposable gloves are being used
Antibacterial wipes & sprays

Time	Frequency	Details
	Twice Daily	All door handles, handrails, light switches, trolley handles, drinks, food dispensers etc – sanitised throughout factory and offices.
	Daily	Sales, Marketing, Accounts, Boardroom etc – Sanitised
	Daily	Showroom & Staff toilets – Cleaned & sanitised
	Weekly	Factory offices Time Office / Reception Boardroom & Offices CAD & Inspection Marketing, Accounts, Sales Ground floor Offices & Corridor First Aid Room
	No set Frequency	Sanitise key store & onsite motor vehicle handles
	Daily	Factory toilets (some are currently closed & not in use)

2. **Gov Guidance on cleaning in a non healthcare setting** (16/10/20)
<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>

Please note: this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

What you need to know

- cleaning an area with normal household disinfectant after someone with suspected coronavirus (COVID-19) has left will reduce the risk of passing the infection on to other people
- wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
- using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles
- if an area has been heavily contaminated, such as with visible bodily fluids, from a person with coronavirus (COVID-19), use protection for the eyes, mouth and nose, as well as wearing gloves and an apron

- wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning

Background

Experience of new coronaviruses (SARS-CoV and MERS-CoV) has been used to inform this guidance. The risk of infection depends on many factors, including:

- the type of surfaces contaminated
- the amount of virus shed from the individual
- the time the individual spent in the setting
- the time since the individual was last in the setting

The infection risk from coronavirus (COVID-19) following contamination of the environment decreases over time. It is not yet clear at what point there is no risk. However, studies of other viruses in the same family suggest that, in most circumstances, the risk is likely to be reduced significantly after 72 hours.

Principles of cleaning after the case has left the setting or area

Personal protective equipment (PPE)

The minimum [PPE](#) to be worn for cleaning an area where a person with possible or confirmed coronavirus (COVID-19) is disposable gloves and an apron. Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

If a risk assessment of the setting indicates that a higher level of virus may be present (for example, where unwell individuals have slept such as a hotel room or boarding school dormitory) or there is visible contamination with body fluids, then the need for additional PPE to protect the cleaner's eyes, mouth and nose might be necessary. The local Public Health England (PHE) Health Protection Team (HPT) can advise on this.

Non-healthcare workers should be trained in the correct use of a surgical mask, to protect them against other people's potentially infectious respiratory droplets when within 2 metres, and the mask use and supply of masks would need to be equivalent to that in healthcare environments.

Cleaning and disinfection

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- objects which are visibly contaminated with body fluids
- all potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine

or

- a household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants

or

- if an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

Laundry

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

Waste

Waste from possible cases and cleaning of areas where possible cases have been (including disposable cloths and tissues):

- Should be put in a plastic rubbish bag and tied when full.
- The plastic bag should then be placed in a second bin bag and tied.
- It should be put in a suitable and secure place and marked for storage until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your waste in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.

- if the individual tests negative, this can be put in with the normal waste

- if the individual tests positive, then store it for at least 72 hours and put in with the normal waste

If storage for at least 72 hours is not appropriate, arrange for collection as a Category B infectious waste either by your local waste collection authority if they currently collect your waste or otherwise by a specialist clinical waste contractor. They will supply you with orange clinical waste bags for you to place your bags into so the waste can be sent for appropriate treatment.

3. Advice for First Aiders

17/12/20 - <https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/>

1. Be aware of the risks to yourself and others

When approaching a casualty there is always a risk of cross contamination – especially when you may have to get close to the casualty to assess what is wrong or to check their breathing. It is always important to be aware of the risks of how this cross contamination has occurred. According to NHS 111 we do not know exactly how coronavirus spreads from person to person but similar viruses are spread in cough droplets.

2. Keep yourself safe

In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty also ensure that you don't cough or sneeze over a casualty when you are treating them.

The Resuscitation Council (UK) provides some useful advice of how to keep yourself safe when providing CPR. [You can read their full advice on their website here.](#)

Don't lose sight of other cross contamination that could occur that isn't related to COVID-19.

- Wear gloves or cover hands when dealing with open wounds
- Cover cuts and grazes on your hands with waterproof dressing
- Dispose of all waste safely
- Do not touch a wound with your bare hand
- Do not touch any part of a dressing that will come in contact with a wound.

3. Give early treatment

The vast majority of incidents do not involve you getting close to a casualty where you would come into contact with cough droplets. Sensible precautions will ensure you are able to treat a casualty effectively.

4. Keep yourself informed and updated

As this is a new disease this is an ever changing situation and the government and NHS are continually updating their advice. Make sure that you regularly review the NHS 111 or Gov.uk website which has a specific section on Coronavirus.

- [Click here to visit NHS 111](#)
- [Click here to visit Gov.uk](#)

- [Click here to visit Resuscitation Council](#)
5. Remember your own needs

These are challenging and uncertain times for all. The COVID-19 outbreak has meant a lot of upheaval and worry for people. In order to help others you will also need to look after your own needs. Make sure you take time to talk about your fears and concerns with someone you trust and to take out time to look after yourself.

5.Inbound & Outbound Goods

14/12/20 - <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles>

Steps that will usually be needed:

1. Revising pick-up and drop-off collection points, procedures, signage and markings.
2. Minimising unnecessary contact at gatehouse security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
3. Where possible and safe, having single workers load or unload vehicles.
4. Where possible, using the same pairs of people for loads where more than one is needed.
5. Enabling drivers to access welfare facilities when required, consistent with other guidance.
6. Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways

6.Area layout

Potential “Hot Spots” around the company premises have been identified where there is the possibility of high pedestrian traffic. These layouts have been supplied to company personnel.

WEARING OF FACE COVERING – MASK OR FACE SHIELD

Introduction

With the numbers of Covid-19 cases increasing both nationally and locally, the Company has decided to implement the following policy to ensure we continue to do everything we can to protect our employees and visitors.

Masks are available from the hygiene stations and face shields can be ordered through your department.

If you believe you are exempted from wearing a mask/face shield please contact Alan Cogzell.

Requirements

Face covering to be worn on entering the premises and only lowered temporarily to enable temperature checks to take place. Face covering to be put back in place before moving on to washrooms.

Face covering to be worn by all on route through the building when leaving the premises.

Face covering to be worn by all visitors at all times within the premises.

During breaks and lunchtime face coverings do not need to be worn, so long as you are 2m apart from others, this includes the smoking shelter.

CATEGORY 1: If your role requires you to be constantly moving around or work at several workstations – you must wear a face mask/shield at all times.

CATEGORY 2: If you have your own designated workstation that is either surrounded by Perspex shielding or is over 2m from the next workstation – you are not required to wear a face mask/shield while at that workstation. However, if you move anywhere else in the building for any reason from your designated workstation (for instance to visit the toilets) however briefly – you must wear a face mask/shield.

Areas falling into Category 1

- Maintenance including cleaning
- All stores and picking staff areas
- Viewing areas/plating and lacquering
- CNC machining – all areas
- Warehouse and despatch
- Kitchen staff

Areas falling into Category 2

- Design/HR/IT/Sales/marketing/accounts/representatives and buying offices
- Senior management and directors
- Inspection
- Toolroom
- Door closer assembly including hydraulics
- Basket cell
- Press shop
- Hot stamp
- Taps assembly and wrapping area
- Show boards whilst working on own
- Hardware/bathroom assembly and wrapping
- All polishers
- All production offices