



Risk Identified	Control Measures	Residual Risk
1 <b>Reducing risk in order of priority</b>	We have completed the COVID 19 Risk Assessment, prioritising the risks and concluding with a COVID 19 Statement which is displayed in the canteen and is available on our website.	Low
2 <b>Protecting people at higher risk or who are in self-isolation</b>	<p>Employees are working from home as a first option, when it is possible to do so.</p> <p>Welfare calls are being undertaken to support homeworkers, workers in self -isolation and those on furlough leave.</p> <p>Where employees are required to work in the office, the number or days are minimised in accordance with business needs and occupancy levels, whilst being mindful of employee personal circumstances.</p> <p>Employees have been informed of the need to make us aware of any clinical vulnerabilities and individual risk assessments have been completed with the participation of those employees. Adjustments have been made where possible.</p>	Low
3 <b>Social distancing at work</b>	<p>We have established how employees are travelling to work, with special consideration of those travelling on public transport.</p> <p>Entrance to the premises has been re-routed to separate visitors and employees</p> <p>Employees are required to allow plenty of time at arrival to clock in and they are not required to clock out.</p> <p>Floor markings from the factory to the washroom area ensure that social distancing is encouraged at a minimum of 2m, irrespective of any lower government guidance</p> <p>Lockers in washroom areas have been rearranged to improve social distancing measures, including side by side and back to back arrangements.</p> <p>Desks have been arranged to allow 2m distancing as a minimum and are also placed back to back where possible</p> <p>Desks have been fitted with additional panels to promote 2m distance awareness</p> <p>Face to face interactions are minimised and preferred contact is via telephone, email or Skype</p> <p>Printers, plotters, occasionally used desks and factory machinery are all distanced by 2m</p> <p>Factory workstations are placed side by side or at 90 degrees where less than 2m distancing is available</p> <p>Training provision is maximised at 6 trainees and 1 trainer in the Conference room to assure 2m distancing</p> <p>Company meetings are minimised and held in the factory area which is well ventilated and space for 2m distancing is plentiful</p>	Low

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	<p>Where team lifting is required, cohorts are formed from immediate team members and contact time is kept to a minimum</p> <p>Where an enclosed short corridor is located, give way floor markers have been installed, to ensure that people do not pass in the enclosed space</p> <p>Toilet areas have a maximum of 2 people occupancy of each room</p> <p>Breaktimes have been staggered</p> <p>Lunch may be eaten at office desk areas</p> <p>Canteen occupancy is limited to 8, with 2m distancing in place</p> <p>Cleaning materials have been provided on each canteen table</p> <p>Communal canteen facilities including fridge, microwaves, toasters, cupboards, crockery and cutlery and have been withdrawn.</p> <p>Individual beverage packs have been introduced to replace shared provision</p>	
<b>4 Managing customers, visitors and contractors</b>	<p>Visitor, Suppliers and contractors have all been notified of our business arrangements, with regards to deliveries and factory maintenance and orientation inductions are implemented by either the Manufacturing Director or Production Planning and Control Manager.</p> <p>Visitor Guidance protocol is in place and managers have been made aware.</p> <p>An intercom is in place and the main door into the office and canteen area and gates are locked to prevent unintended access to the building</p> <p>The door into the foyer is unlocked and allows for post, parcels and small boxes to be left</p> <p>Hand sanitiser is wall mounted for delivery driver use</p> <p>Signage is in place to inform visitors of our arrangements</p> <p>Welfare facilities are not generally available for use by drivers etc</p> <p>Should access be required in the event of an emergency, then the host of the visitor will accompany and guide the visitor to ensure adherence to all arrangements</p> <p>Customer meetings are held face to face in open outdoor areas, with preference for telephone or Skype calls</p> <p>Construction related work, is in accordance with the SOP recommended by the Construction Leadership Council</p> <p>Construction RAMS include the site rules and are reviewed by the CM and filed by the CTC</p> <p>Factory maintenance RAMS are reviewed and filed by the Maintenance Engineer</p> <p>Sub-contracted Maintenance personnel are hosted and managed by the Maintenance Engineer to ensure 2m distancing measures and hygiene measures are upheld</p> <p>Delivery drivers and associated goods are managed by the Goods Inwards team, to ensure 2m distancing</p>	Low

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	measures and hygiene measures are upheld. Handover of stationery is managed taking social distancing into consideration.	
<b>5</b> <b>Cleaning the workplace</b>	Hands are washed immediately upon entering the building Hand sanitiser is also available at the point of entry to the building Contracted cleaning is in place throughout the office and factory communal areas Frequent handwashing is encouraged and signage is in place Hand sanitiser is available throughout the building Employees have their own workstations and so sharing of work equipment is minimal Cleaning and sanitising stations are in place within the office and factory areas, to enable any shared tools and equipment to be cleaned down before and after use and hands are sanitised Additional mid-day cleaning of shared surfaces and touchpoints has been introduced Paper towels have been provided for use touching boiler and water fountain taps Cleaning materials and additional personal hand sanitiser is available for use at own desk and work stations Ventilation is plentiful both in the office and factory areas Personal items should be stored in lockers or retained at personal desk areas Personal deliveries to employees have been discontinued	Low
<b>6</b> <b>PPE and face coverings</b>	Alternative PPE has been sourced to avoid the shortage of FFP3 facemasks Own face coverings are not required and training will be given should any employee decide to wear a face covering	Low
<b>7</b> <b>Workforce arrangements</b>	Personal contact details have been updated A COVID 19 Orientation induction is carried out for each employee returning to the premises since lockdown / furlough leave commenced Training is provided for employees returning from Furlough Leave as well as employees who have continued to work throughout the lockdown period Direct contact is avoided when at all possible Transfer of paperwork is minimised and social distancing is observed using transfer / drop off points Non-essential travel is minimised and replaced with telephone or Skype meetings Employees who are required to share a car travel with the passenger in the rear seat wearing a mask with windows sufficiently open to allow a fresh air flow. If a transit van is hired the, the passenger will sit in the seat furthest from the driver, wearing a mask with windows open sufficiently to allow a fresh air flow. The arrangements are implemented by the relevant director. Workers are not required to stay away from home overnight for the foreseeable future	Low

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	<p>Wellbeing support is available for both working and furloughed employees</p> <p>Scrolling signage is in place to remind employees of the need to retain social distancing and increased hygiene measures</p> <p>Signage is plentiful around the building and especially in shared areas</p> <p>Training has been delivered companywide, in relation to the of the management of COVID 19 including protection measures, notification of illness, self-isolation and changes in the workplace</p> <p>Records of COVID related absence and COVID contacts are maintained</p>	
<p><b>8</b></p> <p><b>Inbound and Outbound goods</b></p>	<p>Raw materials are delivered in bulk and are stored before use in the outdoor area</p> <p>They are subjected to UV and /or rain, which dries out through good ventilation</p> <p>Kanban materials are delivered in bags and boxes and are tipped into hoppers which do not require any direct handling of goods</p> <p>Outbound goods are stored in the outdoor area awaiting onward delivery by sub-contracted haulage</p> <p>Orders are loaded utilising forklift trucks, thereby, minimising the need to handle the goods</p> <p>Delivery paperwork is submitted electronically, thereby minimising the need for paperwork exchange</p>	<p>Low</p>