



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>	Employees are returning to the work premises but we have working from home capabilities should the requirement arise, in accordance with business needs. Where employees are required to work in the office, we have the capability minimise the occupancy levels in accordance with business needs, whilst being mindful of employee personal circumstances. 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. Additional risk assessments have been completed for the over 60s. Adjustments have been made where appropriate.	Low
3 <b>Social distancing at work</b>	We have established how employees are travelling to work, with special consideration of those travelling on public transport. Entrance to the premises has been re-routed to separate visitors and employees Employees are required to allow plenty of time at arrival to clock in and they are not required to clock out. Floor markings ensure that social distancing is encouraged at a minimum of 1m, irrespective of any lower government guidance Lockers in washroom areas have been rearranged to improve social distancing measures, including side by side and back to back arrangements. Desks have been arranged to allow 1m+ distancing as a minimum and are also placed back to back where possible Desks have been fitted with additional panels to promote social distance awareness Face to face interactions are minimised and preferred contact is via telephone, email or Skype/Zoom Printers, plotters, occasionally used desks and factory machinery are all distanced by 1m+ Factory workstations are placed side by side or at 90 degrees where less than 1m+ distancing is available Training provision is maximised at 6 trainees and 1 trainer in the Conference room to assure 1m+ distancing Company meetings are minimised and held either outside or in the factory area which is well ventilated and space for 1m+ distancing is plentiful Where team lifting is required, cohorts are formed from immediate team members and contact time is kept	Low

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	<p>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 1m+ table distancing</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>	
<p><b>4</b></p> <p><b>Managing customers, visitors and contractors</b></p>	<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 provided as a legal requirement to visiting drivers</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 / Zoom 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 1m+ distancing measures and hygiene measures are upheld</p> <p>Delivery drivers and associated goods are managed by the Goods Inwards team, to ensure 1m+ distancing measures and hygiene measures are upheld. Handover of stationery is discouraged and</p>	<p>Low</p>

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	where necessary is managed taking hygiene measures and social distancing into consideration. Eg use of drop zones, increased hand hygiene	
<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, along with the use of an atomiser for lockers, toilets and canteen areas. Offices are atomised once per week Paper towels have been provided for use when 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 are 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 required when moving away from personal desk space in the office area and throughout communal areas. Training has been given and both washable and disposable face coverings are available if required. Face-coverings must be worn at all times during conversations of less than 1m	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 following lockdown / furlough leave periods Training is provided for new employees during the induction process Free standing, touch-free temperature monitoring is in place for use when employees initially arrive at work Face to face 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 / Zoom meetings Employees who are required to share a car, travel with the passenger in the rear seat wearing a mask	Low

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	<p>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.</p> <p>Workers who are required to stay away from home overnight follow local government guidance</p> <p>Wellbeing support is available during both working and furlough periods</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>COVID LFT self-tests are encouraged every week</p> <p>Vaccination is encouraged</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>