

HEALTH AND SAFETY NOTICE



Date: 12.05.2020

Re: Covid-19 assessment of workplace measures and staff working requirements

Background:

With the Covid-19 pandemic prevalent within the UK, businesses are expected to review and publish the measures taken to reduce the risk of infection for its' employees. With this requirement in mind, we have introduced a review of activities undertaken within the group to reduce the risk of infection to employees. For this exercise, we will classify workers in three main categories:

1. Direct labour involved in the processing and surface treatment of product for our customers (both galvanizing and powder coating).
2. Indirect labour, supporting the business in a management and administration role.
3. Transport workers involved in the collection and delivery of customer's product.

Reference documentation:

HM Government Guidance document for employers 'Working Safely during Covid-19 in factories, plants and warehouses'

Review:

For the purpose of the review, we will categorise activities into the following:

1. Access and Egress to the workplace
2. Undertaking normal duties (with Covid-19 related modifications)
3. Use and maintenance of Welfare facilities

1. Access and Egress

Groups affected: 1 (Direct labour), 2 (Indirect labour), 3 (Transport)

To avoid the possibility of unnecessary interaction with strangers, travel to and from work should be in or on private transport wherever possible.

You should arrive no earlier than 20 minutes before the start of your shift to avoid unnecessary interaction with staff working on opposing shift patterns.

Your shift should finish 30 minutes before the scheduled start of the next shift, limiting direct contact between operational groups.

Issue No. 1 12.05.2020

2. Undertaking normal duties

Group affected: 1 (Direct labour)

Social distancing guidelines must be followed wherever possible.

For staff operating within the open yards, standard requirements for PPE still stand. It is currently not deemed necessary to wear additional face masks.

For staff operating within the main factory buildings, if operating individually, current PPE is sufficient. If you operate as part of a team (2 or more), it will be necessary to wear either a mask and glasses or full face shield. Whilst we would expect everyone to maintain the required 2 mtr gap between workmates, if this cannot be avoided, consider operating in the following manner:

- Work 'back to back' or 'side by side' wherever possible; avoid face to face wherever you can.
- Maintain stable operational teams; avoid changing staff on roles unnecessarily.
- Avoid unnecessary contact with customers; they will be reminded about social distancing, but if you feel they are not obeying these requests, advise them (and your supervision if necessary).
- Where there are shared facilities for work processing (computer terminals), ensure that there is sufficient visibility into the offices to ensure against accidental entry and reduction of social distancing. Also ensure that sanitiser is used to clean work surfaces (keyboards and terminals) at the end of each shift.
- Ensure all shared machinery controls (FLT's and cranes) are cleaned and sanitised at the end of each shift, if they are to be shared.

Group affected: 2 (Indirect labour)

Wherever it has been possible, staff have been working from home.

Those staff remaining within the offices have either been assigned individual offices to work out of, or the open plan office has been measured out and workstations placed to maintain a 2 mtr working distance between stations.

Direct interface with customers and contractors has been limited, with the introduction of a protocol for deliveries and information shared with our customers on expected conduct.

Group affected: 3 (Transport labour)

Transport staff are assigned individual vehicles and they are provided with cleaning materials to ensure they are routinely cleaned and sanitised (drivers and vehicles).

Securing of loads and connection of trailers takes place in the transport yards and as such drivers will be expected to maintain suitable social distancing measures.

The provision and collection of documentation has been limited to reduce the risk of infection. Where customers have specific requirements for delivery and collection, if we are aware, we will convey this to the transport staff in advance of their visit.

Drivers will be expected to oversee loading operations, but not to undertake activities using customers equipment. They have a responsibility for the security of their loads, NOT for loading their trailers.

PPE is provided for interaction within customer's offices, if it is unavoidable. It is expected to be worn wherever necessary (if enclosed workplaces limit the likelihood of social distancing and necessary interaction cannot take place outside).

Use and maintenance of Welfare facilities

Groups affected: 1 (Direct labour), 3 (Transport labour)

Canteens are to be sanitised once per shift, BEFORE that shift's first official break. This will be undertaken by specific members of staff or by individuals designated by the shift supervision.

Clocking stations are to be subject to social distancing measures (min 2 mtrs).

Changing rooms are to be sanitised at the end of each shift. Access is to be limited to allow staff to socially distance between colleagues during changing

Sufficient provision of covered space allows social distancing to be maintained between staff during breaktimes. This will be aided by the use of staggered breaktimes for staff.

The use of personal crockery & cutlery is recommended. It should be cleaned directly after use and stored privately by individual members of staff, where possible.

Personal cleaning / sanitising product is readily available throughout the plant. Ensure you regularly wash and sanitise your hands. Avoid touching your face and eyes.

Group affected: 2 (Indirect labour)

Toilets and washing facilities are cleaned and sanitised on a daily basis.

Sufficient cleaning products are available to ensure sufficient hand cleaning is undertaken.

Kitchen facilities are cleaned and sanitised on a daily basis and staff are expected to clean and store all crockery and cutlery directly after use.

Floor space is to be marked to ensure unintentional closure of social distancing requirements (2 mtrs)

Mark Bicknell

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