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|  | Viral Pandemic/Infectious Disease | Clinically extremely vulnerable  Clinically vulnerable  Staff with “protected characteristics” or other concerns | Follow government guidelines. Advised to Shield.   * Do not leave your house * Do not attend any gatherings. This includes gatherings of friends and families in private spaces, for example, family homes, weddings and religious services. * Strictly avoid contact with someone who is displaying symptoms of coronavirus (COVID-19). These symptoms include high temperature and/or new and continuous cough and a loss of, or change in, your normal sense of taste or smell (anosmia) * Where possible, staff work will at home and should be particularly stringent about following social distancing measures. * If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, you should carefully assess whether this involves an acceptable level of risk * From the outset, to service customer requirements, only volunteers used to maintain skeleton crew | * Continue to monitor Government/PHE guidelines * Continue to monitor Government/PHE guidelines * Returning staff with specific concerns or requirements to be assessed individually |  |  | Complete  Complete  Complete |
|  | Viral Pandemic/Infectious Disease  Isolation  Worry about family  Stress, anxiety  Worry over continuity of employment | Mental wellbeing affected: Anxiety, Stress  Staff working from home  Staff on Furlough  Staff returning from furlough  Staff with members of household at risk  Staff catch/transmit virus while travelling to work  Staff catch/transmit virus while travelling on business  Staff developing symptoms while at work  Staff working on site  Staff returning from holiday | * Identify which staff are able to work from home * Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff * Update staff contact details * Point of contact issued * Regular updates via email * Minimise non-essential travel * Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff * Wherever possible staff should travel to site alone using their own transport. If staff have no option but to share transport: * Use of public transport should be used where there is no practical alternative. * If a member of staff develops a high temperature, a continuous cough or a loss of, or change in, your normal sense of taste or smell (anosmia) while at work, they should: * Cleaning of immediate working area to be conducted using guidelines set out in the Government document - COVID-19: cleaning in non-healthcare settings * Staff should adhere to the guidance provided in the SSOW * Do not travel unless absolutely necessary * When you return to the UK from another country, go straight home, avoiding public transport where possible. Only people living in your household should collect you on arrival.   If you are remaining in England:   * stay safe and alert and only go outside for food, health reasons, exercise and recreation, or work if you cannot work from home * when you go out: always stay 2 metres (6 feet) away from other people, do not touch your face, and wash your hands frequently, including as soon as you get home | * Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security. * Journeys should be shared with the same individuals and with the minimum number of people at any one time * Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission * The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces * When using public transport, staff should consider wearing a face covering per SAGE advice. Note: Face coverings are not a replacement for social distancing * Adhere to SSOW guidelines upon arrival on site * Temperature check will be available if individual staff members think they are showing symptoms * Ensure their manager or supervisor is informed * Return home immediately * Avoid touching anything * Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. * They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. * If the member of staff lives in a household where someone else is unwell with symptoms of coronavirus (COVID-19) then they must stay at home in line with the stay at home guidance * Continue to monitor Government/PHE guidelines * You must go straight home and self-isolate for 7 days if you start to have any of these symptoms:   continuous cough, high temperature, loss of or change in your sense of taste or smell |  |  | Complete  Complete  Complete  Complete  Weekly  Complete  Complete  Complete |
|  | Viral Pandemic/Infectious Disease | Inhalation of virus  All staff  Parking  Start/Finish times  Canteen, offices spaces  Movement around site/buildings  Workstations  Teams  Two-person jobs  Where work is inherently mobile. E.g. QA, Maintenance  Meetings | * Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff * Assess need for signage/visual controls/cleaning stations * Install new signage in all areas of the business, providing advice or instruction. For example: Entry/Egress, staff numbers, use of hand sanitiser etc. * Educate staff to consider social distancing during daily activities * Promote basic hygiene standards * Provide visual prompts reminding staff of safe methods of working: * Use PPE provided where required * Sufficient space on site to allow for additional car usage * Shift pattern creates natural “staggering” effect on employee start times. * The spread of car parking results in the use of multiple access/egress points * Re-organise office, canteen layouts to ensure/maximise social distance * Keep visits to other areas of the business to a minimum * Extrusion lines are naturally distanced * As far as possible, maintain Factory A, B & C tool room teams * Upon set up, where lines are running a two-person job, make provision for social distancing. * Social distancing to be maintained as far possible * Meetings kept to a minimum * Meeting rooms distanced and ventilated | * Continue to monitor Government/PHE guidelines * Provide visual aids to visualise what it is to be an acceptable distance apart * Wash your hands more often with soap and water, for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze or cough, and before you eat or handle food * Avoid touching your eyes, nose, and mouth with unwashed hands * Avoid close contact with people who have symptoms * Cover your cough or sneeze with a tissue, then throw the tissue in a bin * Clean and disinfect frequently touched objects and surfaces * Social distancing * Restriction of numbers in specific areas * Hygiene * Cleanliness * Where possible use the telephone to avoid the need to travel to another part of the site * Keep movement within each area of the business to a minimum * Use an access point closest to the area being visited. * To access opposite ends of a “Factory” use a line not running or being set * When visiting other areas of the business adhere to local requests for access/egress * For example, one-way systems * Adhere to notices limiting numbers of people in restricted spaces * Maintain group working in Factory A. Lines 1-10, 12-20 * Minimise changing staff within groups * Where it is not possible to remain 2 metres apart, staff should work side by side, or facing away from each other, rather than face to face if possible * Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible * If in doubt seek advice from supervision regarding issuing of PPE * PPE such as gloves and masks to be issued |  | Ongoing | Complete  Complete  Complete  Complete  Complete  Complete |
|  | Viral Pandemic/Infectious Disease | Touch: Contracting virus from shared surfaces – Desks, canteen counters, computers, vehicles, fork trucks, pallet trucks, extrusion line “modules”, Shared tooling, other equipment  All factory-based staff  Cleaning regime  Enhanced cleaning regime  Operators to clean own working space before use including offices, telephones, computers | * Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff * Issue bottles of hand sanitiser to individual employees pending completion of installation of hand sanitiser stations * Assess need for signage/visual controls/cleaning stations * Install new signage in all areas of the business, providing advice or instruction. For example: Entry/Egress, staff numbers, use of hand sanitiser etc. * Promote basic hygiene standards * Prevent infection from entering building using hand sanitiser/stations * Enhance cleaning regimes – Frequency and number of cleaners * Provide additional materials to clean working environment/station * Remove all chairs constructed with fabric in canteen areas * Limit number of people (internal and external) using building * Nominate specific people to operate shared equipment. E.g. Label printing * Promote basic cleanliness standards | * Continue to monitor Government/PHE guidelines * Install hand sanitiser/cleaning stations at entrances, shared equipment * Wash your hands more often with soap and water for at least 20 seconds or use a hand sanitiser. Do this after you blow your nose, sneeze or cough, and before you eat or handle food * Avoid touching your eyes, nose, and mouth with unwashed hands * Avoid close contact with people who have symptoms * Cover your cough or sneeze with a tissue, then throw the tissue in a bin * Clean and disinfect frequently touched objects and surfaces * Frequently clean and disinfect surfaces that are touched regularly, using cleaning products provided, including: * Computers, printers, label printers, fork trucks, pallet trucks, company vehicles * Machine consoles and controls to be cleaned at the start of the shift/first use   + Keep working areas clean and tidy * Free from all materials not required for the job at hand   + No cups, plates etc. left on lines * Bins to be emptied into the skip, at the end of the shift * Dispose of masks, wipes, gloves in specified bin |  | Ongoing | Complete  Complete  Complete  Complete |
|  | Viral Pandemic/Infectious Disease | Contracting virus  Visitors: Contractors Sales, Deliveries  Delivery drivers | * Provide Safe System of Work (SSOW) and training, detailing safe working practices to ALL staff * Minimise non-essential travel * Encourage use of remote connection * Limit the number & access of visitors, deliveries, contractors to the site and factories to minimise contact with staff | * Continue to monitor Government/PHE guidelines * Maintain a record of all visitors to the site * Use bell at Goods In to notify arrival of goods * Contractors/Visitors on site required to take a temperature test * Provide guidance material for visitors, deliveries, contractors: * Upon arrival, for example: signage, visual aids * Before arrival, for example: by phone, via email, website * Where possible request drivers to remain in vehicles * Minimise contact during exchange of documentation * Provide drop-off/pick-up areas for deliveries |  |  | Complete  Complete  Complete  Complete  Complete  Complete  Complete  Complete |