

Health & Safety at Work

COVID-19 Risk Assessment Results

As the coronavirus (COVID-19) lockdown is eased, we recognise that our organisation needs to return to normal operations where possible and adapt to new ways of working where required. This policy explains the changes to our working environment.

If you, or someone you have been in contact with, display coronavirus symptoms

It is absolutely essential that if you, or anyone you live with, develops a:

- Fever, particularly a high temperature (i.e. a temperature of 37.8 degrees or over)
- Continuous cough; or
- Loss of sense of taste or smell

You must not attend work and self-isolate in accordance with the government's guidance. You should contact us by telephone before your shift starts in line with our sickness absence procedure.

Anyone with symptoms should arrange to have a test to see if they have COVID-19. You will be allowed to return to work only if you test negative. Otherwise, employees should follow government advice.

You should also not attend work and self-isolate if the NHS "test and trace" service alerts you that you have been in contact with a person who has tested positive for coronavirus.

Travel to and from work

We encourage workers to minimise their use of public transport, including by walking or cycling where possible. If travelling by car, please adhere to government guidance and not car-share with anyone outside your household.

Where you need to use public transport, please be aware that wearing a face covering on public transport is now mandatory.

Working patterns

To reduce the risk of infection spread, we have introduced the following measures:

- Staggering the start times and breaks
- WFH policy in place for those who can work from home

Hygiene and cleanliness

General measures

To reduce the risk of infection spread, we have introduced the following measures:

- Contactless clocking in/outs. Staff asked to use card only.
- Washing facilities with soap, running water and disposable paper towels available in each department. Hand sanitisers installed in each department, including at entrances and exits; hand washing posters displayed.
- Staff informed and asked to wash/hand sanitise their hands upon arrival and departure at the beginning and end of their shifts as well as when leaving and returning from breaks. Signs displayed.
- Communal shared spaces regularly cleaned and disinfected with industrial sanitiser that delivers high-pressure mist to clean faster and more thoroughly.
- Assigning workstations to one person and not used or cleaned by anybody but the person who is assigned to their workstation.

Playing your part

While we are taking these stringent additional measures, we would like to remind you to play your part by:

- Washing your hands often and thoroughly
- Avoiding touching your face, particularly your eyes, nose and mouth; and
- Coughing or sneezing into a tissue, and binning it safely, or into your arm if a tissue is not available

Social distancing measures

General measures

While at work, you must maintain social distancing of two metres wherever possible. To assist with social distancing, we have introduced the following measures:

- Any team meetings should be conducted by a conference call/video
- Spacing workstations out
- Erecting screens to separate workers from each other
- Having floor markings to help workers to maintain social distancing
- Working side-to-side (rather than face-to-face) where possible
- Memos and signs reminding about maintaining social distancing displayed around the factory
- Smoking policy relaxed. Staff allowed to smoke anywhere at the back of the building to avoid overcrowding the smoking shelter during break
- Staff not allowed to share company vehicles. If two people are required to travel to a destination, they should do that in two separate vehicles
- Canteen at Reed Mill closed until further

You should continue to practice social distancing in common areas, including entrances and exits, in toilets and during breaks.

Visitors and Contractors

As part of our social-distancing measures, workers should conduct meetings remotely where possible. No customer visits and factory tours held until further notice. When physical meetings are necessary:

- Protocol for visitors containing a questionnaire and rules on arrival/departure provided in advance of the meeting
- Only essential participants should attend the meeting
- Meetings should be kept as short as possible
- Social distancing of two metres should be maintained throughout
- Objects such as stationary should not be shared wherever possible. Items such as visitor's passes will be part of a disinfecting regime
- Meetings scheduled so there is only one at any time
- Reception, designated visitor's toilet and meeting room part of the enhanced cleaning and disinfecting regime

Personal protective equipment (PPE)

Our approach to additional PPE

In line with our COVID-19 risk assessment, the use of additional PPE (such as face masks) is not required as an infection-control measure while at work.

Face coverings

The use of a face covering (which is not considered PPE) is a matter of individual choice. If you choose to use a face covering, please follow the government's advice and:

- Wash your hands thoroughly before putting a face covering on and after removing it
- Change your face covering if it becomes damp or if you have touched it; and
- Change and wash your face covering daily

Mental Health

Regular communication with staff by email, phone call. Staff encouraged to phone in or email if they are concerned or worried. Open door policy for those who needs additional support.