

Staying COVID-19 Secure

To comply with the governments guidance on managing the risk of COVID-19

SAFELY WORKING TOGETHER, THE 5 STEPS



Our **COVID-19 risk assessment** is complete, this has been displayed around the factory and is available on request. All staff have been given a COVID-19 presentation and leaflets have been handed out to everyone that outline the changes and controls below.



Handwashing procedures have been implemented around the site, advice has been displayed which reflects the NHS guidance, to improve **hygiene**, Paper towels are used instead of hot air dryers.

Hand sanitiser dispensers are fitted around the site for repeat application throughout the day. Each person that arrives on site are instructed to use sanitiser before passing through reception.

Cleaning procedures are in place and individual spray bottles have been issued for use throughout the day

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Where possible, some staff are **working from home** on a full-time basis, other staff are **working from home** on rotation with colleagues from within their team.



Steps have been taken to ensure we can **maintain a 2m distance** whilst at work, these steps include;

Splitting office workers by using vacant office space and home working.

Shop floor workers have staggered shift patterns.

Installing a one-way system to move around the site.

Floor signage repeats around the site which reminds staff throughout the day to **keep 2m apart**.



Where work tasks require working closer together, we have **managed the transmission risk** by instructing all staff to wear a face visor.

For staff that use public transport or who car share we have made available face masks