

COVID-19 Risk Assessment (Factory 1, Factory 2, Eurohub, EMG and associated Processes)

Control Measures				Actions	Overall Risk
1.1: Managing Risk 1.2: Sharing the results of your risk assessment	12	0	0		Controlled
2.0: Who should go to work 2.1: Protecting people who are at higher risk 2.2: People who need to self-isolate 2.3: Equality in the Workplace 2.4: Ventilation	22	0	0		Controlled
3.0: Social Distancing for workers 3.1: Coming to work and leaving work 3.2: Moving around building and worksites 3.3: Workplaces and workstations 3.4: Meetings 3.5: Common areas 3.6: Accidents, security and other incidents	37	0	0		Controlled
4.1: Manage contacts 4.2: Providing and explaining available guidance	9	0	0		Controlled
5.1: Cleaning the workplace (before opening) 5.2: Keeping the workplace clean 5.3: Hygiene - handwashing, sanitation facilities & toilets 5.4: Changing rooms and showers 5.5: Handling goods, merchandise, other materials, and onsite vehicles	21	0	0		Controlled
6.0: Personal Protective Equipment (PPE) 6.1: Face coverings	2	0	0		Controlled
7.1.1: Shift patterns and working groups 7.1.2: Outbreaks in the workplace 7.2.1: Cars, accommodation and visits 7.2.2: Deliveries to other sites 7.3.1: Communication and Training (Returning to work) 7.3.2: Ongoing communications and signage	19	0	0		Controlled
8.0: Inbound and Outbound Goods	7	0	0		Controlled
Risk Assessor: Stephen Watson Group Health, Safety and Environment Manager	Date: 23rd September 2020				
Address: Willow Road, Lenton, Nottingham NG7 2WS					

These control measures are based on the 'Working safely during COVID-19 in factories, plants and warehouses - Guidance for employers, employees and the self-employed' published 11th May 2020 (last updated 10th September) by HM Government.

1.1 Managing Risk

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

<p>Ensuring both workers and visitors who feel unwell stay at home and do not attend premises.</p>	<p>All staff are regularly briefed to stay away from work if they feel unwell with COVID symptoms. A plan is in place detailing who line managers should contact should one of their staff have symptoms.</p>
<p>In every workplace, increasing the frequency of hand washing and surface cleaning.</p>	<p>All staff have been briefed on this measure, signage is in place throughout all buildings and operations, and managers are reinforcing the importance of the message.</p> <p>Surface cleaning requirements for each operational area are detailed in a Social Distancing Plan (SDP) signed by a Senior Manager for their particular area of control. This SDP requires approval from the Group HSE Manager, the General Counsel and the Global Head of People.</p> <p>Sufficient additional hand sanitiser and cleaning supplies and equipment is in place to allow this to be carried out.</p>
<p>Businesses and workplaces should make every reasonable effort to ensure their employees can work safely. From 1st August, this may be working from home, or within the workplace if COVID-19 Secure guidelines are followed closely. When in the workplace, everyone should make every reasonable effort to comply with the social distancing guidelines set out by the government (2m, or 1m with risk mitigation where 2m is not viable is acceptable). From 1st August, clinically extremely vulnerable individuals, who were previously advised to shield at home, can go to the workplace as long as it is COVID-secure, but should carry on working from home wherever possible.</p>	<p>Wherever possible staff are working from home.</p> <p>Where this is not possible, the SDP details the relevant measures that Senior Managers are required to implement for their local area detailing all control measures to be implemented. This SDP requires approval from the Group HSE Manager, the General Counsel and the Global Head of People prior to staff returning to site.</p>
<p>Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.</p>	<p>All activities that cannot be carried out with individuals remaining 2 metres apart will be reviewed to ascertain their criticality, and will only continue if they are deemed necessary. Only activities approved by a Senior Manager will take place within 2m.</p>
<p>Further mitigating actions include:</p> <ul style="list-style-type: none">• Further increasing the frequency of hand washing and surface cleaning.• Keeping the activity time involved as short as possible.• Using screens or barriers to separate people from each other.• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.• Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).	<p>All mitigating actions described in this section are detailed in the SDP and within the local procedures.</p>

Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.	Any activity that cannot be carried out in line with social distancing guidance is not permitted to be carried out on site.
You should ensure that steps are taken to avoid people needing to unduly raise their voices to each other. This includes, but is not limited to, refraining from playing music or broadcasts that may encourage shouting, including if played at a volume that makes normal conversation difficult. This is because of the potential for increased risk of transmission, particularly from aerosol transmission. We will develop further guidance, based on scientific evidence, to enable these activities as soon as possible.	There are no situations on site in which staff have to unduly raise their voices to communicate with each other.
Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead. No one is obliged to work in an unsafe work environment.	All tasks have been assessed as part of the SDP and have been deemed safe to continue. The SDP requires approval from the Group HSE Manager, the General Counsel and the Global Head of People.
In your assessment you should have particular regard to whether the people doing the work are especially vulnerable to COVID-19.	Prior to each member of staff returning to site they are assessed by the People Team with regards their vulnerability to the effects of COVID-19.

1.2 Sharing the results of your risk assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority

You should share the results of your risk assessment with your workforce.	<p>The necessary actions identified as part of the risk assessment / SDP process, and documented via the SDP, have been shared with staff via the briefings, and reinforced during Managers walkarounds.</p> <p>The Risk Assessment has been published on the company intranet site as well as given to operational managers for more targeted dissemination as appropriate.</p>
If possible you should consider publishing the results on your website (and we would expect all employers with over 50 workers to do so)	The results of the risk assessment have been published on the Company Website.
You should display the Staying COVID-19 Secure in 2020 document in your workplace.	<p>The notices are on display on every entry into site and in other prominent positions throughout the site.</p> <p>*Note: An earlier notice (not containing the reference to 1m + is on display, as this was felt to be less ambiguous)</p>

2.0 Who should go to work

Objective: Employers should ensure workplaces are safe whilst also enabling working from home

Considering the maximum number of people who can be safely accommodated on site.	The overall number of staff on-site, and by department, is monitored and controlled by the H&S Manager and the Site Manager. Only staff numbers approved by those positions can return to site.
Planning for a phased return to work for people safely and effectively	The H&S Manager and the Site Manager monitor and control not only the overall numbers on-site but also ensure that all returns are phased appropriately. Through the SDP system, management have a responsibility placed upon them to ensure that when staff do return, they are appropriately phased.
Monitoring the well-being of people who are working from home and helping to stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	Staff and Managers have been provided with guidance via intranet and email with regards maintaining their well-being whilst working from home. This will continue to be supplemented via regular communication from the People Team. The company Well-Being Programme Manager co-ordinates this support, and can offer direct intervention when appropriate.
Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	Managers have been provided with guidance via intranet and email with regards how they should keep in touch with and support staff working from home including consideration of staff members welfare, mental and physical health. Where appropriate, some staff have been allowed to return to site if failure to do so was considered to be significantly negatively affecting their mental health.
Providing equipment for people to work at home safely and effectively, for example, remote access to work systems.	Staff have been provided with computers and equipment to allow them to remotely access work systems. Staff continue to be supported by the IT and other support services whilst working from home.

2.1 Protecting people who are at higher risk

Objective: To support those who are at a higher risk of infection and/or an adverse outcome if infected

Providing support for workers around mental health and wellbeing. This could include advice or telephone support	Staff and managers have been provided with guidance via intranet and email with regards maintaining staff well-being whilst working from home, including consideration of staff members welfare, mental and physical health. The company also provide a free external Employee Assistance Phoneline should staff wish to access it.
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See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.	<p>Prior to each member of staff returning to site they have an individual vulnerability assessment carried out.</p> <p>Staff who are clinically vulnerable, or clinically extremely vulnerable are accommodated in line with current government guidance on a case-by-case basis.</p>
Discussing the safest possible roles for clinically extremely vulnerable workers who are returning to the workplace	Staff who are clinically extremely vulnerable are only allowed to return to site in roles in which they are able to maintain social distancing guidelines.

2.2 People who need to self-isolate

Objective: To make sure individuals who are advised to stay at home under existing government guidance to stop infection spreading do not physically come to work. This includes individuals who have symptoms of COVID-19, those who live in a household or are in a support bubble with someone who has symptoms and those who are advised to self-isolate as part of the government's test and trace service.

Enabling workers to work from home while self-isolating if appropriate.	Where possible, staff who are self-isolating are able to work from home.
See current guidance for employees and employers relating to statutory sick pay due to COVID-19.	All staff who have to self isolate are currently receiving full pay.
Ensuring any workers who have symptoms of COVID-19 - a high temperature, new and persistent cough or anosmia - however mild, should self-isolate for at least 10 days from when the symptoms started. Workers who have tested positive for COVID-19 should self-isolate for at least 10 days starting from the day the test was taken. Where a worker has tested positive whilst not experiencing symptoms but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day the symptoms developed. This only applies to those who begin their isolation on or after 30 July.	All sites have implemented an outbreak plan, detailing the procedure to ensure that all staff comply with this requirement.
See current guidance for people who have symptoms and those who live with others who have symptoms.	All staff with symptoms, and those who live with others who have symptoms are not permitted on-site, and are sent home immediately if they develop symptoms whilst at work. They are not allowed to return to site until the appropriate self-isolation period has elapsed.

2.3 Equality in the workplace

Objective: To make sure that nobody is discriminated against

Understanding and taking into account the particular circumstances of those with different protected characteristics	Managers take into account the particular circumstances of their staff members who have protected characteristics, and have the support of the People Team should they need additional advice or guidance.
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Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	Managers will involve and communicate appropriately with any staff members whose protected characteristics may present them with a different degree of risk. Managers have the support of the People Team and the HSE Team should they need additional advice or guidance.
Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	Consideration will be made to any requests for changes in measures or adjustments to take into account the companies duties under the equalities legislation. Where possible changes will be made to suit the needs of the individual or groups
Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers	Reasonable adjustments would be made for any disabled workers who could be disadvantaged due to any new measures or processes implemented as part of COVID-19 protection. All new and expectant mothers receive a NEM risk assessment which includes the risk posed to them from COVID-19.
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Where possible reasonable adjustments would be made for any workers who have other responsibilities or commitments.

2.4 Ventilation	
Objective: To make sure that nobody is discriminated against	
Increasing the existing ventilation rate by adjusting the fan speed	Expert advice has been sought and implemented with regards to ventilation rates.
Operating the ventilation system when there are people in the building	The ventilation system is in operation at all times when people are in the building.
Monitoring and managing filters in accordance to manufacturer instructions.	All filters are monitored and managed in line with manufacturers instructions.
Keeping doors and windows open if possible.	Wherever possible, doors and windows are kept open.
Using ceiling fans to improve air circulation, provided there is good ventilation	Where present, ceiling fans are used to improve air circulation.

3.0 Social Distancing for workers

Objective: Ensuring workers maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including arriving at and departing from work, while in work and when travelling between sites.

You must maintain social distancing in the workplace wherever possible.

Measures to ensure staff remain socially distanced at all times are documented in the SDP document

3.1 Coming to work and leaving work

Objective: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival

Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.

Where necessary and relevant, arrival and departure times have been staggered to both reduce crowding and to prevent cross-contamination between shifts.

Any staff member with protected characteristics who was adversely impacted would be consulted on a case-by-case basis.

Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.

With occupancy on site currently well below normal levels, the existing facilities are adequate.

Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.

Not applicable.

Reducing congestion, for example, by having more entry points to the workplace.

With site occupancy well below normal levels, the implementation of the one-way system and the staggering of shift start, finish and break times, congestion is not considered to be a significant issue.

Using markings and introducing one-way flow at entry and exit points.

All entry and exit points are clearly marked as either EXIT or ENTRY.

All buildings have had a one-way system implemented, with briefings, maps and signage all in place to communicate this with staff.

Providing handwashing facilities, or hand sanitiser where not possible), at entry and exit points and not using touch-based security devices such as keypads where possible.

Hand Sanitiser is available at all frequently used ENTRY and EXIT points throughout the manufacturing and warehousing areas. Although not security, the use of the clocking in machines has been suspended.

Maintaining use of security access devices, such as keypads or passes, and adjusting processes at entry/exit points to reduce risk of transmission. For example, cleaning pass readers regularly and asking staff to hold their passes above pass readers rather than touching them.

Security access is by use of an RFID card (no touch). Use of 'clocking-in' machines has been disbanded.

Where alternatives are not possible, additional hand-washing / sanitisation points have been made available, and cleaning rota's have been increased.

See government guidance on travelling to and from work.	All staff have received guidance in line with government advice with regards travelling to and from work.
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3.2 Moving around building and worksites	
Objective: To maintain social distancing wherever possible, while people travel through the workplace	
Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios, telephones or other electronic devices, where permitted, and cleaning them between use.	Most work is cell or local area based, with very little requirement for trips across buildings or sites. Where there is a business need for trips within buildings or across sites, these are kept to a minimum.
Reducing job and equipment rotation.	This has been achieved wherever possible and documented in the SDP document and local procedures. Where equipment cannot be individually issued there is a requirement within the SDP to detail specific cleaning requirements.
Introducing more one-way flow through buildings.	All buildings have had a one-way system implemented, with briefings, maps and signage all in place to communicate this with staff.
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.	All lifts have been signed as having single occupancy.
Making sure that people with disabilities are able to access lifts.	Disabled access to all buildings has not changed due to any measures implemented.
Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.	No vehicles are used for on-site travel, those that are used to transport goods within site have been designated single occupancy.
Managing use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	The design of the one-way system, the use of signage across the site, the staggered start / finish / break times and the monitoring of the overall site occupancy by the Site Support Senior Manager and the HSE team all contribute to regulating these areas to ensure Social Distancing remains in place.

3.3 Workplaces and workstations

Objective: To maintain social distancing between individuals when they are at their workstations

Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.	Senior Managers, as part of the SDP process are required to review all layouts, set-ups and processes to ensure that people are adequately distanced. The SDP is approved by the Group HSE Manager, the General Counsel and the Global Head of People.
Using floor tape or paint to mark areas to help workers comply with social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	Floor markings have been used extensively throughout the site to indicate 2 metres distancing.
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	By their nature, the majority of workstations that are situated within 2 metres of each other were already side by side rather than face-to-face.
Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	Where it is not possible to move stations, appropriate screens have been installed to separate people from one another.
Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.	Yes, where possible staff have been consistently paired to carry out these tasks, with both members of staff wearing suitable protective visors. Tasks that require close proximity are minimised and need manager approval as documented in the SDP.

3.4 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings

Using remote working tools to avoid in-person meetings.	Extensive use of Google Hangouts and other video conferencing / messaging tools have been used to avoid the need for in-person meetings.
Only absolutely necessary participants should physically attend meetings and should maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable).	The majority of meetings are carried out using Google Hangouts (or similar messaging software). Start-of-shift briefings have been disbanded and have been replaced with instructions written on a white board or other suitable area, where staff need to carry out shift handovers, these are done at a distance of 2 metres.
Avoiding transmission during meetings, for example, from sharing pens, documents and other objects.	Shared items have been identified and their use minimised.
Providing hand sanitiser in meeting rooms.	All meeting rooms are either locked shut and out of use, or have hand sanitiser provided within.

Holding meetings outdoors or in well-ventilated rooms whenever possible.	The location of meetings, should they be necessary, will always be considered and held either via Google Hangouts (or similar service) or in a well ventilated room wherever possible - and if held in person will always be carried out with all members remaining distanced by at least 2m.
For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Regular face to face meetings are not taking place. Where face to face meetings are taking place, maximum occupancy controls are in place to enable appropriate distancing.

3.5 Common Areas	
Objective: To maintain social distancing while using common areas	
Staggering break times to reduce pressure on break rooms or places to eat and ensuring social distancing is maintained in staff break rooms.	Manufacturing and Warehousing staff are all staggering breaks to reduce pressure on break rooms. This is managed by a shared document owned and operated by the Site Support Senior Manager.
Using safe outside areas for breaks.	Outside areas, with seating, is available but is weather dependent.
Creating additional space by using other parts of the worksite or building that have been freed up by remote working.	If required, there are additional internal areas available for use as an eating/rest area.
Using protective screening for staff in receptions or similar areas.	The Security Office and Reception area have perspex screens in place.
Providing packaged meals or similar to avoid opening staff canteens, where possible.	The staff canteen is currently open but with a very limited menu (to reduce congestion at the servery) and with appropriate social distancing measures
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	All tables have been suitably spaced to maintain 2 metre separation and have all been signed as single seated. All chairs, except one per table, have been removed, and the remaining chairs are all facing in the same direction.
Encouraging staff to stay on-site during working hours.	Not explicitly, but not considered a significant issue due to location.
Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	All toilets, showers and changing rooms have been designated as single occupancy and signed as such. The use of lockers in potentially congested areas has been disbanded, and in other areas forms part of standard 2 metre distancing.

3.6 Accidents, security and other incidents

Objective: To prioritise safety during incidents

Reviewing your incident and emergency procedures to ensure they reflect the social distancing principles as far as possible.	All incident and emergency procedures have been reviewed to reflect social distancing as far as possible. The need to maintain social distancing has been balanced against overall risk, for example, all Fire Wardens, and other relevant staff have been briefed that in the event of the evacuation alarm sounding then they should proceed out of their closest fire exit, they do not have to maintain 2 metre distancing and they do not have to follow the one-way system.
Considering the security implications of any changes you intend to make to your operations and practices in response to COVID-19, as any revisions may present new or altered security risk which may need mitigations.	The security implications of any changes made in response to COVID-19 are considered.
For organisations who conduct physical searches of people, considering how to ensure safety of those conducting searches while maintaining security standards.	n/a
Following government guidance on managing security risks.	All government advice is followed at all times.

4.1 Manage Contacts

Objective: To minimise the number of unnecessary visits to factories, plants and warehouses

Encouraging visits via remote connection or remote working for visitors where this is an option.	Wherever possible, remote working instead of a visit in person is encouraged. All visits require express permission from senior management, which is only granted for essential business need.
Limiting the number of visitors at any one time.	Not considered a significant issue due to relatively limited numbers of potential visitors at any one time.
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Both the necessity of the visit, and the operational considerations are all considered for each potential visit case by case, and all need express permission from a senior manager.
Maintaining a record of all visitors, if this is practical.	All visitors are recorded using the Sateon system.
Encouraging visitors to use hand sanitiser or handwashing facilities as they enter the premises.	Hand sanitiser is available at all entry points into the building and visitors are encouraged to use it.

4.2 Providing and explaining available guidance

Objective: To make sure people understand what they need to do to maintain safety

Providing clear guidance on social distancing and hygiene to people on arrival, for example, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email. Consider the particular needs of those with protected characteristics, such as those who are hearing or visually impaired.	The process of identifying and informing external visitors of all relevant social distancing measures is covered in the SDP document. Generally this involves briefing prior to arrival, re-iterations of measures upon arrival, and clear visual indicators of distancing requirements.
Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	All staff who carry out inductions for external visitors, or act as hosts for such, have themselves been trained on all measures and are competent to deliver such training and induction.
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	All visitors and contractors receive a site induction and would be required to follow the standard one-way system, unless specifically modified by individual requirements and documented / approved via the contractors RAMS document.
Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	Not applicable.
Informing visitors that they should be prepared to remove face coverings if asked to do so by police officers and staff for the purposes of identification.	Not applicable
Ensuring information provided to visitors, such as advice on the location of size of queues, does not compromise their safety.	No information provided to visitors compromises their safety in any way.

5.1 Cleaning the workplace (before reopening)

Objective: To make sure any site or location that has been closed or partially operated is clean and ready to restart, including;

- **An assessment for all sites, or parts of sites, that have been closed, before restarting work**
- **Cleaning procedures and providing hand sanitiser, before restarting work**

Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Advice has been received from accredited HVAC engineers and all recommendations have been implemented.
Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	Advice has been received from accredited HVAC engineers and all recommendations have been implemented.
Positive pressure systems can operate as normal.	Advice has been received from accredited HVAC

	engineers and all recommendations have been implemented.
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5.2 Keeping the workplace clean	
Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces	
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	<p>Site Support cleaners will maintain general cleanliness as normal, and also have staff dedicated to cleaning common touch points - for example all shared handles, bins, doors and card readers are cleaned several times each day as routine. This is in addition to any local cleaning carried out.</p> <p>Local procedures detail whether cleaning of specific items of equipment are the responsibility of the local area, the Site Support cleaners or a combination of the two.</p> <p>All staff have been briefed to report immediately any issues with general cleanliness and hygiene.</p>
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements	<p>Site Support cleaners will maintain general cleanliness as normal, and also have staff dedicated to cleaning common touch points - for example all shared handles, bins, doors and card readers are cleaned several times each day as routine. This is in addition to any local cleaning carried out.</p> <p>Processes are in place to collect refuse and waste as it is generated, so resource will be directed as required.</p> <p>Existing arrangements for waste disposal are currently adequate but will remain under review.</p>
Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	All areas will continue to use existing 5S practice to maintain clear and tidy workspaces.
If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	Any cleaning carried out following a known or suspected case of COVID-19 would be carried out in line with government guidance.
Providing extra non recycling bins for workers and visitors to dispose of single use face coverings and PPE. You should refer to guidance for information on how to dispose of personal or business waste, including face coverings and PPE.	The numbers of bins around site has been maintained at the same level as pre-covid, but the staffing levels are reduced therefore there is effectively increased provision.

5.3 Hygiene - handwashing, sanitation facilities and toilets

Objective: To help everyone keep good hygiene through the working day

Using signs and posters to build awareness of good handwashing technique, the need to increase hand washing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Posters including all this information are in place throughout all buildings and operational areas.
Providing regular reminders and signage to maintain hygiene standards.	All Senior Managers and Local Managers have been told to provide regular reminders to their staff regarding hygiene. Signage is also in place throughout all buildings at Lenton to remind staff.
Providing hand sanitiser in multiple locations in addition to washrooms.	Hand sanitiser is available throughout all buildings and operational areas.
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	All toilets have a regular cleaning schedule, and all staff have been briefed to report any issues immediately. All toilets are single occupancy with a procedure in place to indicate current occupancy.
Enhancing cleaning for busy areas.	Additional cleaning provided by Site Services, and / or operational teams is in place in all busy areas.
Special care should be taken for cleaning of portable toilets	Portable toilets are cleaned to the same rota as normal toilets. All staff have been briefed to raise any issues immediately.
Providing more waste facilities and more frequent rubbish collection.	Processes are in place to collect refuse and waste as it is generated, so resources will be directed as required.
Providing hand drying facilities - either paper towels or electrical dryers	Hand drying facilities are readily available.

5.4 Changing rooms and showers

Objective: To minimise the risk of transmission in changing rooms and showers

Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.

All showers and changing facilities are single occupancy to ensure social distancing is achieved at all times.

All such facilities are cleaned on a rota by Site Support Cleaners, with staff briefed to report any issues immediately.

Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.

All general facilities are cleaned on a rota by Site Support Cleaners, with staff briefed to report any issues immediately.

All equipment and workstations are cleaned down at least at the start and end of each day, and in the case of shared equipment, before and after every use.

5.5 Handling goods, merchandise, other materials and onsite vehicles

Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite

Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.

The use of shared items is restricted wherever possible, and where not, cleaning procedures are in place.

Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

The importance of regular hand washing / sanitising is communicated to all staff via initial and refresher briefings, and through posters displayed around site.

Additional hand sanitisation points have been provided where hand washing is not practical.

Regular cleaning of vehicles that workers may take home.

Not applicable

Regular cleaning of reusable delivery boxes.

All shared equipment is cleaned down before and after every use.

6.0 Personal Protective Equipment (PPE) and face coverings

Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly .

All controls detailed in the SDP are based on the principles of keeping staff separated by a distance of 2m at all times, and only where this is not possible are physical barriers and / or screens installed.

In very limited situations, where neither of these 2 options are possible, then staff occasionally have to work within 2 metres of one another. Where this occurs there are very strict controls in place, with the use of full face visors supplementing these measures.

These situations are detailed and approved by senior management where relevant, and are strictly limited to essential activities.

6.1 Face Coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you've touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

Please be mindful that the wearing of face coverings may inhibit communication with people who rely on lip reading, facial expressions and clear sound.

Face coverings are available for all staff, but are not mandatory and are not considered a control measure in any way. Staff are instructed that whilst wearing a face covering they must continue to follow all other controls measures described within the SDP.

The instructions given to staff when receiving face coverings cover each of the points listed here.

7.1.1 Shift patterns and working groups

Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has

As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	All operational areas that work in this way will keep, as far as possible, the shift make-up static. This requirement is detailed in the SDP.
Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	All working practices that involve items being passed amongst individuals are identified in local procedures, with alternatives implemented wherever possible. Where not possible, additional hand washing / sanitisation is in place.
You should assist the test and trace service by keeping a temporary record of your staff shift patterns for 21 days and assist NHS Test and Trace with requests for that data if needed. This could help contain clusters or outbreaks. Further guidance can be found here (gov website).	Records of staff attendance are kept as a matter of course.

7.1.2 Outbreaks in the workplace

Objective: To provide guidance in an event of a COVID-19 outbreak in the workplace

As part of your risk assessment, you should ensure you have an up to date plan in case there is a COVID-19 outbreak. This plan should nominate a single point of contact (SPOC) where possible who should lead on contacting Public Health teams	An outbreak plan is in place with a nominated person (Group HSE Manager) as SPOC.
If there is more than one case of COVID-19 associated with your workplace, you should contact your local PHE health protection team to report the suspected outbreak.	The requirement to contact the local PHE health protection team in the event of more than one case of COVID-19 in the workplace is detailed in the outbreak plan.
If the local PHE health protection team declares an outbreak, you will be asked to record details of symptomatic staff and assist with identifying contacts. You should therefore ensure all employment records are up to date. You will be provided with information about the outbreak management process, which will help you to implement control measures, assist with communications to staff, and reinforce prevention messages.	In the event of an outbreak, Games Workshop will cooperate with the local PHE health protection team in whatever way is required.

7.2.1 Work-related travel (Cars, accommodation and visits)

Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Walking or cycling where possible. Where not possible, you can use public transport or drive. You must wear a face covering when using public transport.

All travel has been minimised and requires prior approval from a senior manager.

Minimising the number of people outside of your household or support bubble travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.

Travel requirements are detailed in the SDP. Wherever possible, vehicles are not shared and are single occupancy only.

Staff have been issued with advice regarding travel to and from work.

Cleaning shared vehicles between shifts or on handover.

All shared vehicles are cleaned down before and after use as detailed in the SDP.

Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.

The requirements for workers who stay away from home are documented within the SDP. Staff will never be required to stay at a location that does not meet social distancing guidelines.

7.2.2 Work-related travel (Deliveries to Other Sites)

Objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices

Putting in place procedures to minimise person-to-person contact during deliveries to other sites.

Procedures are in place to minimise person-to-person contact when delivering to other sites.

Maintaining consistent pairing where two-person deliveries are required.

Not applicable - two person deliveries are not required.

Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.

Not applicable - we do not deliver to other sites, this is conducted by third parties.

7.3.1 Communication and Training (Returning to Work)

Objective: To make sure all workers understand COVID-19 related safety procedures

Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.

All staff receive an initial briefing carried out in person by an appropriate manager.

The SDP details the requirement for managers to stay in contact with staff, for example regular walk-arounds. There is also clear signage throughout the site explaining measures.

The H&S Team, and H&S Representatives are also available to communicate and discuss any control measures or suggested changes.

Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

All Managers have regular contact with staff with the purpose of eliciting feedback and to discuss improvements / changes to working methods.

The H&S Team, and H&S Representatives are also available to communicate and discuss any control measures or suggested changes.

Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

All Managers are required to develop a briefing document which they use to train staff on all new procedures prior to starting work. All staff have to acknowledge understanding of this document, and this acknowledgement is recorded.

7.3.2 Communication and Training (Ongoing communications and signage)

Objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated

Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.

Managers are conducting regular walk arounds on the shop floor talking to staff members about any impacts they are experiencing, and discussing any ideas for improvements.

All managers understand the importance of staff engagement and routinely consult with staff as part of their regular walk arounds.

The H&S Team, and H&S Representatives are also available to promote staff engagement, and communicate and discuss any control measures or suggested changes.

Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).

A staff well-being page has been set-up on the dedicated COVID-19 page on the company intranet. This addresses the importance of mental health.

Regular communications from the People Team to all

	staff frequently refer to the importance of well-being, and provide practical advice on how to maintain well-being during this pandemic.
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.	Signage is written in simple, clear language, with use of clear colour indications wherever appropriate. All instructions and briefings are carried out in small groups with staff members to allow the Manager conducting the briefing to carry out practical demonstrations, and to enable them to assess whether or not the message has been understood. All staff have to acknowledge understanding of their return to work briefing, and this acknowledgement is recorded.
Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	Staff allocation / work instructions are, wherever possible, communicated via messages written on whiteboards or other similar equipment. Where staff do need to carry out face-to-face handovers, these are done at a distance of 2 metres.
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	All regular visitors to site, for example third party logistics and external maintenance engineers are briefed prior to attending site by email, and given an individual briefing on their arrival at site.

8.0 Inbound and outbound goods	
Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas	
Revising pick-up and drop-off collection points, procedures, signage and markings	For all pick-up and drop-off collection points, procedures have been reviewed and updated, and appropriate signage and markings have been introduced.
Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	Contact between drivers, gatehouse security and warehouse operatives has been minimised as far as possible, with drivers briefed to remain in the cab of the vehicle except when carrying out key-surrender or sheeting / un-sheeting.
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	The frequency of deliveries is minimised wherever possible across site. All inbound deliveries from third party logistics are full containers, and daily collections for outbound are likewise wherever possible.
Where possible and safe, having single workers load or unload vehicles.	All vehicles are loaded / unloaded using a single staff member.

<p>Where possible, using the same pairs of people for loads where more than one is needed.</p>	<p>Not required, single loading only.</p>
<p>Enabling drivers to access welfare facilities when required, consistent with other guidance.</p>	<p>Drivers are able to use the welfare facilities, if required, to the same extent as they were pre-COVID. All drivers are briefed on, and are required to follow all social distancing measures in place at all times.</p>
<p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.</p>	<p>All drivers are required to stay in their vehicles as far as possible, only exiting to deposit keys and to sheet/unsheet the lorry. They are briefed to this effect via intercom when they arrive at site.</p>