

# Safe System of Work:

## EHS3088

**Application / Distribution:** All employees, visitors, and contractors

**Process / Activity:** Working Safely During The COVID-19 Pandemic

This safe system of work documents the implemented and required control measures to work safely during the COVID-19 pandemic. The control measures are a result of a risk assessment conducted in line with government guidance document: *Working safely during COVID-19 in factories, plants and warehouses. Guidance for employers, employees and the self-employed published 15<sup>th</sup> October 2020.*

### Who should go to work:

- ✓ Employees must follow the Government and Barden guidance on whether they are fit for work. If not, then do not come to work > self-isolate > arrange a test > notify HR.
- ✓ All employees classified as clinically vulnerable or clinically extremely vulnerable have been identified and their working arrangements reviewed. They will be managed on a case by case basis.
- ✓ Those employees working from home are in daily contact with their managers.
- ✓ Those employees that have been furloughed or included in the Job Support Scheme are in regular contact with the business.
- ✓ All employees, including those at home, are reminded that the HOLATE counselling service is still available and can be contacted anonymously on 0800 999 3211.

### Coming to and leaving work:

- ✓ Shift start and end times have been staggered to reduce pedestrian congestion, please keep to the time slot allocated.
- ✓ All employees entering the main building are to use the single entry point next to the main office to have their temperature checked.
- ✓ All persons are to use the designated exit routes to maintain 2m distancing.
- ✓ Floor marking are in place to indicate 2m distances, one-way pedestrian routes and lanes in corridors which must be adhered to.
- ✓ Hand washing facilities provided should be used upon entry to and exit from the site and before and after each break.
- ✓ Where possible doors are being kept open to prevent unnecessary surface contact.

### Moving around the workplace:

- ✓ Employees should minimise their transit around the workplace to essential movement only.
- ✓ Floor markings are in place to indicate 2m distances, one-way pedestrian routes and lanes in corridors which must be adhered to.
- ✓ Some areas, such as assembly air locks, have been restricted with regards the number of people allowed in at any one time.
- ✓ All company vehicles are limited to one-person occupancy.

### Workplaces and workstations:

- ✓ Machinery and equipment have been moved (where practical) to allow suitable distancing.
- ✓ Where employees are required to work within 2 metres of one another they should work back to back or side by side (where practical) and wear a face covering.
- ✓ Where processes cannot be redesigned, employees should aim to work in consistent pairs.
- ✓ Where possible the sharing of work equipment should be avoided.
- ✓ Ventilation is provided by doors left open, fan systems and opening windows where appropriate.

### Meetings:

- ✓ Where possible all meetings should be conducted remotely using tools such as Microsoft Teams.

- ✓ Face to face meetings should only be conducted where absolutely necessary i.e. confidential discussions and face coverings are to be worn.
- ✓ When using meeting rooms/areas, attendees should maintain a 2m distance from other attendees.
- ✓ Sharing of objects such as pens/documents/product etc. should be avoided.

**Common areas:**

- ✓ Surfaces in common areas are being cleaned more frequently.
- ✓ The canteen has been rearranged to help promote social distancing.
- ✓ Rest rooms have been reconfigured to help promote social distancing.

**Visitors and contractors:**

- ✓ All site visits have been restricted to essential business critical only.
- ✓ All visits require authorisation from a senior manager.
- ✓ All visitors entering the building must complete screening questionnaire before entering site.
- ✓ All visitors entering the building are to have their temperature checked and face coverings shall be worn.

**Keeping the workplace clean:**

- ✓ Additional contract cleaning is in place to assist with cleaning common areas and regularly contacted surfaces.
- ✓ All employees should clean their own areas/equipment, including communal areas, before and after use, using the equipment and materials provided.

**Hygiene:**

- ✓ Hands should be washed thoroughly and regularly (using the facilities provided) as per published guidance.
- ✓ Hand sanitiser dispensers are positioned around the site.

**Personal protective equipment and face coverings:**

- ✓ Face coverings are available to all employees and shall be worn whenever transiting around the site and when it is not possible to maintain a 2m distance from others.
- ✓ Wearing a face covering does not make it OK to be within two meters of other people.
- ✓ Gloves are provided (as normal) and can be used to reduce contact with shared equipment.

**Work related travel:**

- ✓ All non-essential business travel has been stopped.
- ✓ All business-related requirements for employees to travel/leave the premises are to be approved by a senior manager.

**Inbound and outbound goods:**

- ✓ Collection and delivery areas have been defined with pre-arranged deliveries or collections not requiring a signature, allowing a 2m distance to be maintained.
- ✓ Deliveries and collections have been optimised to reduce the number of visits from couriers etc.
- ✓ Where practical, drivers will stay in their vehicles while products are loaded/unloaded.
- ✓ Drivers must be allowed to use welfare facilities if they request to do so. This will be conducted as per all other site visits as detailed in the 'Visitors and Contractors' section above.

**Approved By:**

D. Dunne

**Date:** 29/10/2020

S. Pentecost

**Date:** 29/10/2020