

COVID-19 SECURE IN 2020

Following our COVID-19 Risk assessment the following measures have been implemented.

- Risk assessments on COVID-19 government guidelines completed and all actions carried out to reduce risks.
- Addition Signage/Marking in place to support 2 metre social distancing.
- Hand washing posters are placed all around the business, to encourage extra hand washing.
- Paper towel dispensers placed in all toilet facilities to offer alternative hand drying.
- Sanitizer stations are in all office spaces and locations throughout the manufacturing area.
- Exit and entry signs to help the flow of Employees.
- Visitors/Delivery drivers entering the company, method statement produced to identify the measures to be followed.
- Offsite visits, method statement produced to identify the measures to be followed.
- All Shared equipment should be fully sanitised before and after use.
- Extra cleaning staff/shifts
- Staggering Shifts system implemented.
- Reduced occupancy in canteen area with 2 metre social distancing implemented.
- Smoking and vaping shelter max occupancy restrictions
- Staff working from home, as possible/appropriate
- Meeting rooms, maximum occupancy signage
- One-way system implemented through office / reception staircases.
- Additional Office divider screens to protect against enable face to face working.
- Method statements have been produced to help with the less than 2 metre social distancing measures and to enables visitors to enter the company safely to reduce the risks.

RISK ASSESSMENT AND METHOD STATEMENTS ARE PUBLISHED THROUGHOUT SITE AS APPROPRIATE.

May 2020