



.....CONTINUED		<p>Provision and use of surface wipes and anti-bac sprays throughout business, in offices and in the factory.</p> <p>In the event of an emergency evacuation all people must exit as normal, not to endanger themselves or others from the risk of the emergency.</p> <p>When assembled outside, 2m distancing should try to be achieved if safe to do so.</p>				
COVID-19 Workstations	<p>Employees and visitors may be harmed by contracting the COVID virus whilst in close proximity to other employees working nearby</p>	<p>All employees have returned to work and are able to work whilst achieving distancing of 2m.</p> <p>Office work areas have been adjusted where necessary, either by layout of furniture or by employees moving office to create sufficient space to achieve the 2m social distancing.</p> <p>Screens have been introduced in offices where required.</p> <p>Areas within the factory/departments already have sufficient space between workstations/areas to create the 2m distance or enable employees to give sufficient space to pass each other maintaining 2m.</p> <p>Where this is not possible i.e. certain maintenance activities, operatives should reduce as far as possible the amount of time within 2m to each other and try to avoid working face to face, implement additional hand washing/sanitizing, may use face coverings if safe and keep to the same employees/small groups (partnering) where possible.</p> <p>Employees should raise any concern with management if they feel unsafe at work or if they think working practice can reasonably be carried out in a safer way.</p>				
COVID-19 Meetings (internal or external)	<p>Employees and visitors may be harmed by contracting the COVID virus whilst conducting meetings on site at Brafe</p>	<p>All face to face external business meetings stopped. Remote options only.</p> <p>Internal face to face meetings to be avoided where possible, instead using face time (or equivalent), phone or messaging.</p> <p>Where necessary for face to face, where possible keep 2m, ideally meet outdoors or ensure good ventilation, open doors/windows if necessary.</p> <p>Where not possible ensure 1m+ is achieved and for as short a time as possible.</p> <p>Wash hands and area prior to and after meeting, as necessary.</p> <p>Keep numbers attending a meeting to a minimum.</p>				

<p>COVID-19 Reception area</p>	<p>Employees and visitors may be harmed by contracting the COVID virus when visitors arriving on site and reporting to reception at Brafe</p>	<p>Visitors are requested that if they have the NHS Covid-19 App they scan in using the QR Code.  Visitors must still report to reception to sign in and out - for safety reasons.  All visitors to site should initially wear a face covering and whilst they move about the buildings.  If a visitor shows COVID symptoms they must not be allowed any further on site and asked to leave site (be outdoors) immediately.  Visitors should and can make use of the hand sanitizer at reception when arriving and leaving site.  Visitors and employees must keep 2m apart, or a minimum of 1m+ for as short a time as possible.  Visitors may use the nearest toilet facilities.  Visitors must be made aware of the expectations, as posted with signing in book, of the protocols that must be adhered to whilst on site.  If a visitor is taken unwell during their visit they must report immediately to their site contact or reception, whilst maintaining minimum 2m distance, wait outside if possible or in the first aid room, and a senior manager or director called to give further advice on responding to the situation.</p>				
<p>COVID-19 First Aid measures</p>	<p>Employees (first aiders) may be harmed by contracting COVID virus when attending to someone requiring first aid</p>	<p>In the first instance a first aider should keep a distance of 2m. If this is not possible due to the nature of the first aid required then additional measures should be taken.  If possible, avoid being face to face, wash/sanitize hands before and after dealing with incident and make use of extra PPE as per below.  First aiders have been provided with extra PPE provisions, kept in the first aid room. Additional disposable gloves, disposable masks, disposable aprons, full fitting goggles, face shield, anti-bac wipes and hand sanitizer, all in addition to the normal first aid equipment.  After dealing with the incident all disposable items and any wipes or cloths (not bloodied items) should be bagged and tied/sealed and left in safe area for 72 hours before disposing in normal waste.</p>				

<p>COVID-19 Visitors and Contractor <i>(in addition for delivery drivers – see below)</i></p>	<p>Employees and visitors may be harmed by contracting the COVID virus from visitors and contractors coming on site at Brafe</p>	<p>See also; 'Reception Area' above. Where possible, any visitor or contractor coming to site should be avoided. No un-authorized visitors are allowed to site. No cold-calling. Any person coming to site must be by prior appointment and only if essential to the running of the business. Visitors are requested that if they have the NHS Covid-19 App they scan in using the QR Code. All visitors must sign in/out at reception and be familiarized with COVID guidance posted at the signing in book. All visitors to site should initially wear a face covering and whilst they move about the buildings. Visitors may remove their face covering if suitable controls can be achieved in the area that they are to meet/work on site. Face coverings are not required to be worn whilst outdoors. Visitors and contractors may make use of the nearest toilet facilities to the area they are working in and may also use hand sanitizer that is positioned at various locations throughout the site. Contractors re-filling sand/gas etc. from their lorry do not need to come in contact with employees, maintaining 2m distance at all times. All managers and supervisors are responsible for ensuring any contractor or visitor to their area follows the company rules on COVID prevention. Any query regarding access or ensuring COVID safety of visitors, contractors or our employees must be raised with senior management or a company director, who will advise accordingly.</p>				
<p>COVID-19 Goods in/out (Despatch)</p>	<p>Employees and visitors may be harmed by contracting the COVID virus from drivers delivery drop-off and collections at Brafe</p>	<p>See also; 'Reception Area' and 'Visitors and Contractors' Multi drop drivers drop off small (handleable size) packages to a trolley positioned outside despatch, reducing contact between driver and employees. Deliveries/collections requiring fork truck – employee and drivers can maintain the 2m social distancing (takes place outside). Employees must tell drivers to keep back if necessary and not approach the cab. Drivers may make use of the nearest toilet facilities by Despatch and may also use hand sanitizer in that location. Delivery drivers do not need to sign in/out, unless they are staying on site.</p>				

<p>COVID-19 Cleaning the workplace</p>	<p>Employees and visitors may be harmed if the workplace is insufficiently cleaned, allowing COVID virus to remain on surfaces</p>	<p>Contract cleaners clean toilet areas, offices, desks, corridors, door handles and stair rails following each days shift. Cleaners are on site outside normal working hours to reduce contact. Additional time and scope has been contracted during these times. Additional cleaning is taking place in-house during the working day, including doors, stair rails, canteen, work-station surfaces, plant, products etc. Bins are routinely emptied, by cleaners in office areas and throughout a shift as necessary in the factory areas. Company supplied hand and shower towels have been removed from use during this time. Employees are asked to supply their own towel and take it home after each use - Do not leave hanging to dry in changing areas. Operatives sharing plant i.e. fork trucks, should be wiping surfaces routinely with supplied wipes or surface sprays. Extra hand washing or use of hand sanitizer should also be used. Sanitizer is supplied to 'pool' FLT's. Additional cleaning of canteen area is being carried out. Any work area from where an employee reports they have COVID symptoms is to be thoroughly cleaned following the reporting. This may be carried out by the contract cleaning company and/or employees. The area should be suitably cordoned off until cleaning has taken place or such time has passed (3-5 days) that the virus would no longer be a risk. Disposable gloves, disposable apron and disposable face mask should be worn by those cleaning. Glasses/goggles should also be worn. When cleaning use suitable cleaning products such as bleach mix, anti-bac wipes and sprays. After cleaning disposable PPE items and wipes and cloths should be placed in a sealed bag and left for 72 hours before disposing of in normal general waste.</p>				
<p>COVID-19 Personal Protective Equipment PPE And face coverings</p>	<p>Employees may be harmed by incorrect use of PPE or if there is insufficient PPE to carry out their normal duties safely</p>	<p>Additional PPE, beyond that needed for employees to carry out their normal work tasks, is not required. First aiders have access to and may use additional PPE as necessary to ensure they can administer first aid safely, as supplied in first aid room. Those carrying out deep clean task following COVID symptoms in an area may use additional PPE as necessary to ensure their safety. Face coverings (not dust type masks) in the workplace are non-essential. If employees wish to provide their own face covering, they may, but this must be authorised by senior management or director. It must not compromise PPE provided in the interest of their safety, nor must it increase the risk to their safety i.e. being flammable, being an entanglement hazard on plant.</p>				

<p>COVID-19 Work travel</p>	<p>Employees may be harmed by contracting COVID virus during workplace travel</p>	<p>Brafe will minimize non-essential workplace travel where possible.          Employees should avoid vehicle sharing where possible. If not possible employees should be from the same work area (partnering), open the windows to allow fresh air, and avoid facing each other during the journey and keep the journey as short as possible.          Employees are allowed to take a vehicle each on local journey if they wish, to enable social distancing i.e. going to Marlesford to pick up patterns.          When delivering goods to customer site by van (one employee only), the employee must continue to follow all social distancing and hygiene guidelines as set out in this risk assessment and as per government guidance and additionally follow any extra rules imposed by customer whilst on their site.          The driver has access to and should keep in the vehicle, surface wipes and hand sanitizer as necessary to help reduce the risk and spread of COVID-19 whilst away from the main site.          The vehicle (steering wheel, indicator stalks, dash, radio, seat buckle, door inside and door handles) should be wiped down prior to the journey, routinely following stops, and at the end of the shift.          Workers are not required to stay away from home at this time.          Face coverings have been supplied to all employees for use when off site to use where mandatory i.e. in shops, post office etc.</p>				
<p>COVID-19 Additional Workplace Management</p> <p>CONTINUED OVER.....</p>	<p>Employees or visitors may be harmed by contracting the COVID virus. Change of information and best practice could leave employees out of step with safe systems</p>	<p>Any employee or someone they live with having symptoms of COVID-19 (new dry cough and/or fever or loss of taste or smell) should stay at home, ring the office and notify who has these symptoms and self-isolate as per current government guidance, which you will be told by HR.          Any employee returning from a period of absence will be required to have a return to work interview with the HR Manager – to update/communicate any change in company rules or government advice that may have changed during their time away from work.          The return to work is also used to establish that if returning from illness the employee is fit to work and does not pose a risk to other employees or visitors.          Management shall ensure ongoing updates and changes to best practice and government advice are communicated as necessary to employees.          This may be done by way of letters, memo, emails, noticeboards and TV screens.          Additional documents include;          Brafe Basic Guide to be COVID Secure          Notice to Visitors          Visitors Face Covering – Managers Guide</p>				

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COVID-19 Who should attend work	Employees may be harmed by contracting COVID virus at work. Vulnerable employees may be at higher risk of harm if they contract the COVID virus	All employees whether vulnerable or not can attend the workplace where it is not possible or practicable to work from home and must follow all guidance as set by the company and government to ensure safe working practice to reduce the risk of COVID infection to themselves, other employees and any visitors as far as reasonably practicable. <b>Previous categorisations;</b> <b>Clinically Extremely Vulnerable</b> – people will have received a letter telling them they are in this group or will have been told by their GP. <b>Clinically Vulnerable</b> – people include those aged 70+ and those with some underlying health conditions.				

You should review this risk assessment if you think it might no longer be valid (e.g. following an incident/outbreak in virus numbers in the workplace or if there are any significant changes to hazard, or following a change in government advice)

**Next Review: February 2020**