




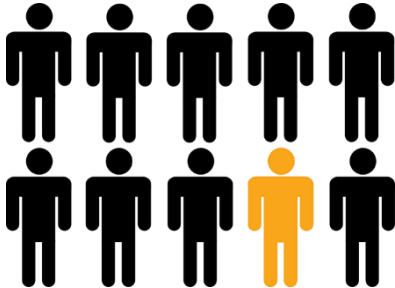
Method Statement for: Covid-19 Risk Reduction			
Location:	DD Site	Document No.:	01 Rev B
Area:	All Areas	Assessor:	Mark Suaznabar
		Date:	23/09/2020
1	Scope of Works		
	Safe working practices to reduce the risk of Covid 19 transmission		
2	Key Safety Issues		
	Reducing Numbers on Site		
	Social Distancing		
	Hygiene		
	PPE		

3	Reducing Numbers on Site		
Who Should Go to Work?			
		<ul style="list-style-type: none"> • Numbers of people on site will be reduced, where possible, using “cells” in the offices. This is balanced against the need to operate safely and effectively as a business. • Staff working from home will be provided with equipment and assistance to enable them to do so. • We will assess our staff to identify anyone who is defined as a ‘clinically vulnerable’ or ‘clinically extremely vulnerable’ person. Those people will be given special consideration for home working in their role, or another role. • Consideration has been given to ensure that the changes do not discriminate against or disproportionately impact any particular group or protected characteristic. • Any employee that has not been working from the office will be asked to complete the Covid 19 Employee Screening – May 20 before returning, to identify any additional risk 	



3 Reducing Numbers on Site

Symptoms & Self-Isolation



- Anyone with symptoms of Covid-19 **should not come into work** and follow self-isolation guidelines (7 days from the first emergence of symptoms).
- If you are working from home, still notify your line manager.
- If you are at work when the symptoms appear, go home immediately (First considering whether it is safe to drive) and notify your line manager.
- If someone in your household has symptoms, you should self-isolate for 14 days from the first emergence of their symptoms. If you subsequently develop symptoms, 7 days from the first emergence of your symptoms. Call your line manager for advice if unsure.
- Staff are able to work from home (where possible) if they are self-isolating, but no one should work if they are feeling too unwell.


NHS

If you have coronavirus symptoms:

- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste

Get a test and stay at home



<p>Contact with Covid 19 cases</p>	<ul style="list-style-type: none">• We will follow the government advice on how to deal with people who have been in contact with confirmed cases of Covid 19.• Contact with someone who is self-isolating is not the same as contact with someone who has tested positive.• Anyone who reports contact will be asked to complete a 'Covid 19 Contact Risk Assessment' and a decision will be made, in line with government guidelines, on whether that person should remain at work.
<p>Looking After Remote Workers</p>	<ul style="list-style-type: none">• Managers will stay in regular contact with staff working from home, and on furlough to help ensure their physical and mental wellbeing. Support will be provided as needed• Communication groups will be set up amongst teams to enable them to converse with each other.• Equipment will be provided to assist staff work comfortably and safely from home.
<p>Reducing Staff Contact</p> 	<ul style="list-style-type: none">• A staggered start and finish will be implemented to reduce numbers of operatives arriving and leaving the site at any one time.• All departments will work in "cells" to reduce the number of people they come into contact with whilst at work.• Measures will be implemented to reduce contact between Factory staff and Office staff, as this could result in cross-contamination between "cells".

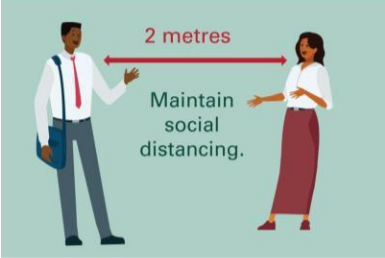



Visitors

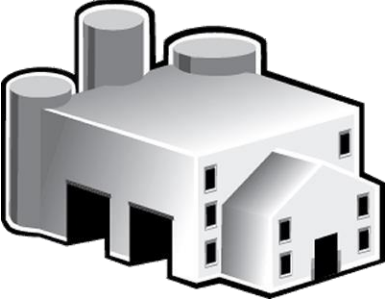



- Only essential visits to site should be allowed, telephone or video-conferencing should be used wherever possible.
- The 'Covid 19 Visitor Questionnaire - May 20' should be issued to all visitors at least 24 hours before the visit. The visit should not be allowed unless a response is received.
- If any of the questions are answered "Yes", the visit should not be allowed.
- All visitor details and the questionnaire should be logged.
- All visitors should read and sign this Method Statement.
- All visitors should wear a face covering for the duration of their visit. Please inform them in advance.





4 Social Distancing	
<p>2m Gap</p> 	<ul style="list-style-type: none">• A 2 metre gap must be maintained on site, wherever possible.• For activities where a 2m gap cannot be safely maintained, we will consider whether the activity is essential to the operation of the business.• For activities which are deemed essential, we will take mitigating actions to reduce the risk of transmission including:<ul style="list-style-type: none">○ Reducing the amount of time that operatives spend within 2m of one another.○ Using temporary barriers between people.○ Facing away from each other.○ Using the same fixed partners if the activities are to be repeated.○ Increasing handwashing and surface cleaning for those activities and operatives.
<p>Travelling to Work</p> 	<ul style="list-style-type: none">• Where possible, avoid the use of public transport at busy times. If it is unavoidable, consider the use of a face covering (Rather than a face mask).• Irrespective of the method of travel, all operatives should fully wash their hands-on arrival.• Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:<ul style="list-style-type: none">○ Journeys should be shared with the same individuals and with the minimum number of people at any one time○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission○ The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces



<p>Factory Measures</p> 	<ul style="list-style-type: none">• Arrival and departure times are staggered to avoid a build up of operatives at the entrance• Areas within the factory will be clearly identified with hazard tape on the floor, operatives will then be allocated to work inside these areas.• Working areas have been moved to achieve maximum distance between operatives.• All available exits to the factory buildings will be made available to reduce the usage of main entrance doors.• Job and equipment rotation will be kept to essential purposes only.• Stock requisitions to Stores should be sent electronically wherever possible, visits to Stores should be restricted to an absolute minimum.• Mobile phones are to be allowed on the factory floor to facilitate communication without having to walk around the factory. Operatives should not operate any machinery whilst using a phone, and it should be put away before continuing.• Where it is possible and beneficial, one-way systems will be used to navigate factory areas.
<p>Goods In</p> 	<ul style="list-style-type: none">• Signage will be used to direct delivery drivers to the correct location.• If they are not required to offload goods, drivers will be asked to remain in their vehicles. They should be asked to wear a face covering (Where available) whenever they are out of their vehicle.• Deliveries will be coordinated to minimise, where possible, the number of deliveries received at any one time.• Loading Operatives and anyone assisting offloading a vehicle will need to wear a face covering whilst offloading.

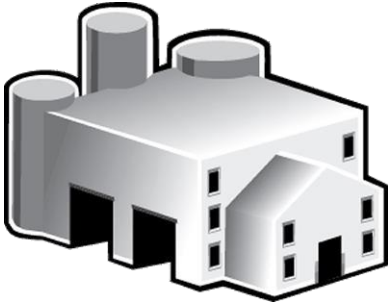


<p>Common Areas</p> 	<ul style="list-style-type: none">• The upstairs toilets will be used exclusively by the office staff, the downstairs toilets exclusively by the factory staff.• Smoking areas must not be used to congregate during breaks, operatives are encouraged to use other outside seating areas, grass areas, or use vehicles to maintain distance.• Communal rest areas like canteens will have a safe occupancy limit clearly marked and the seating will be appropriately spaced to maintain distance.• If communal and rest areas are still insufficient to safely accommodate staff, consideration will be given to staggering break times.
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6 Hygiene	
<p>Handwashing/Cleansing</p> 	<ul style="list-style-type: none">• Antibacterial handwash will be provided at all toilet and sink areas.• Additional cleansing facilities will be provided at factory entrances and should be used on every entry.• All staff will regularly wash or wipe their hands and specifically:<ul style="list-style-type: none">○ On arriving at work.○ Before eating.○ After using the toilet or kitchen facilities.○ After using any communal area.• Any communal areas should be wiped down after use with Antibacterial wipes.• Additional cleaning of communal areas.



Factory & Office Measures



- Doors in regular use, other than Fire Doors, will be left open to eliminate the need to use handles.
- Handwashing/cleansing facilities will be provided at each point of entry to the factory and should be used every time you enter.
- All handled surfaces of any shared tools or equipment should be wiped with Antibacterial wipes after use, including machines, forklift trucks, pallet trucks.
- Increased cleaning of communal areas (Toilets, Canteen, Kitchens), signage will indicate when the cleaning is in progress.
- Increased signage to remind of handwashing and hygiene requirements.
- No rounds of hot drinks should be made, people should make their own and wipe down the communal surfaces (Fridge, kettle, tap, surfaces) after use.
- Printers will be allocated to specific teams and should be stuck to unless specific printing is required (e.g. A3, Colour) and that is not available on your allocated printer.
- When printing, collect your printouts as soon as possible to avoid others having to handle the paper.

8

PPE

Normal PPE



- All PPE that was required prior to Covid 19 is still required.
- When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial. This is because COVID-19 is a different type of risk to the risks normally faced in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not using PPE.
- We do not recommend the use of extra precautionary PPE.



Face Masks/Coverings



- There are some circumstances where we require the use of a face covering or mask.
- A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask.
- Masks should only be used when a face covering is not available, they do not provide a different level of protection and overuse of masks could affect supplies to the NHS.
- A mask or covering should never be used if it interferes with the mandatory PPE for the task.
- **Factory & Loading Operatives/Supervisors:** A face covering is only required when you are completing a task that requires you to be in close proximity (Within 2m) of another operative. These close proximity tasks should only be done where there is no other reasonable and effective way of completing the task and should only be done with someone within your 'cell'.
- **Stores Operatives:** A face covering is only required when you are working with another person (Moving or picking stock with another operative, unloading a delivery vehicle).
- **Drivers:** A face covering is required when off-loading a vehicle and the customer or customer's representative is in attendance.
- **All Other Staff:** You do not need to wear a face covering whilst sat at your desk, but any time you are away from your desk you must wear a face covering, even if it is only for a short time.
- It is important to know that the evidence of the benefit of using a face covering to protect others is significantly less than other measures, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace.



	<ul style="list-style-type: none">• If you are required to wear a face covering:<ul style="list-style-type: none">○ Wash or wipe your hands 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 regularly○ 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.
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9	Documentation
	<p><u>Induction Record Sheet (Attached).</u></p> <p><u>Covid 19 Employee Screening – May 20 (Attached)</u></p> <p><u>Covid 19 Visitor Questionnaire - May 20 (Attached)</u></p> <p><u>COVID 19 Contact Risk Assessment September 2020 (Attached)</u></p>



Method Statement Induction Record

The signature below indicates that the person named has been inducted in the content and implementation of the Method Statement and Risk Assessment detailed below:

Job No: Safe working practices to reduce the risk of Covid 19 transmission

Method Statement No. 01 Rev B

Name of Operative (a)	Signature (b)	Date of Induction (c)



COVID-19 Employee Questionnaire

Updated as of 12/05/2020

The safety of our employees, supplier partners, customers, families, and visitors remain Dempsey Dyer's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are continually monitoring the situation closely and will periodically update company guidance based on current recommendations from the UK Government, Public Health Bodies and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors and your families, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time and understanding. Please speak with your line manager should you have any questions or concerns?

Employee Name:	Department:
Date of Birth:	Date:
All responses are confidential and will allow the company to prepare its risk assessment and safe working procedures in response to COVID-19.	

Self-Declaration by Employee			
1	Have you returned from any overseas country within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with or showing symptoms of COVID-19 within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you been in close contact with anyone who has travelled abroad within the last 14 days to any overseas country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Are you pregnant, have recently given birth / breast feeding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Do you have any pre-existing health condition that requires you to shield?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	How will you travel to / from work – in isolation / public transport / bike / on foot / private motor vehicle?	Please state:	
8	Are there any household members who are clinically vulnerable? Note: extremely clinically vulnerable individuals have been strongly advised not to work outside the home.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature (employee): _____ Date: _____



COVID-19 Contact Risk Assessment

Updated as of 23/09/2020

In the event that an employee discloses contact with a confirmed or suspected case of Covid 19, whether in the workplace or outside, this form shall be used to assess the risk and assist in determining a course of action.

All responses are confidential and will allow the company to determine a safe course of action for the individual and wider workforce, based on current government guidelines.

Please ensure that 2m distancing is observed whilst this Risk Assessment is conducted.

Employee Name: Department: Interviewer Name: Date:

Self-Declaration by Employee

1 Do you have symptoms of Covid 19? Yes No 2 Has the person you have had contact with tested positive for Covid 19? Yes No 3 Do you live with or spend significant time in the same household as the person? Yes No 4 Is the person a sexual partner? Yes No 5 Have you had face to face contact (Within 1 metre with the person) which included being coughed on, having skin-to-skin physical contact, or contact within one metre for one minute? Yes No 6 Have you been within 2 metres with the person for more than 15 minutes? Yes No 7 Have you has travelled in a small vehicle, or in a large vehicle or plane with the person. Yes No

If any of Questions 3 – 7 are Yes, and Question 2 is Yes, the government advice is to not self-isolate until contacted by NHS Test & Trace. In the meantime, the employee should be extra vigilant in observing Self-Distancing and Personal Hygiene measures.

Action Taken (Circle as necessary) No Further Action Continue Work – Extra Caution Self-Isolate

Signature (Employee): Date:

Signature (Interviewer): Date: