

## H&S CONTROL MEASURES - CONFIRMATION

Process/Activity: CORONAVIRUS (COVID-19)

Review / Date	General Manager–Site H&S	Managing Director
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Review 1 / 01 06 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 2 / 01 07 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 3 / 01 08 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 4 / 01 09 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 5 / 01 10 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 6 / 01 11 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 7 / 01 12 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>

### Hazard

#### CONTRACT VIRUS

**Proximity Spread** of the Coronavirus (COVID-19). Virus transmission from person-to-person ie by breathing-in the droplets from people infected

**Virus transmission** by touching contaminated surfaces and then touching own eyes or mouth

**Symptoms** may include a new persistent dry cough, fever, recent loss of taste, recent loss of smell

**Symptoms/Contracted Virus/Self-Isolation** for 10 days and people who live with others must self-isolate as a household for 14 days from the day when the first person in the house became ill. If anyone else in the household starts displaying symptoms, they need to stay at home for 10 days from when the symptoms appeared, regardless of what day they are on in the original 14-day isolation period

**Travel Communication** daily review of countries people have arrived from re self-isolation

Subject/Risk	Control Measures - Confirmed
<b>1) Pandemic Response Team</b>	<ul style="list-style-type: none"> <li>• Policy: Pandemic Response Team (PRT) – MD, Director-F&amp;IT, GM-Site H&amp;S, GM-HR</li> <li>• Weekly Management Meeting and Walkabout (compliance and continuous improvement)</li> <li>• Risk assessments: all departments and areas of the Site</li> <li>• Site-specific plans, policies and procedures: detail how management/colleagues should behave and the precautions they must adopt during the pandemic to keep everyone safe includes “Safer-together” Coronavirus Response booklet issued to all colleagues</li> <li>• Return to Work induction and Site Tour: all colleagues and stakeholders</li> <li>• Shift Marshalls: appointed to support supervision to ensure all colleagues, visitors and stakeholders adhere to procedures</li> <li>• Zero-tolerance to non-adherence to procedures</li> </ul>
<b>2) Preventative Material Inventory</b>	<ul style="list-style-type: none"> <li>• Procedure: Preventative Material Inventory</li> <li>• Stocks: dedicated storage area, increased and controlled levels of stock, including buffer stock for supply of soap, disinfectant solution, hand sanitiser (60% alcohol-based), paper towels</li> <li>• Procedure: Testing. pre-shift screening for all colleagues and visitors prior to site entry</li> <li>• Procedure: Testing. non-contactable thermometers on-site for colleagues, visitors, contractors screening</li> <li>• Procedure: Testing for COVID-19 – tests for all colleagues to confirm contracted virus plus antibody test (external service provider)</li> <li>• Procedure: Testing for COVID-19 – random tests to confirm potentially contracted virus plus top 3 Site highest temperatures (external service provider)</li> </ul>
<b>3) Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Procedure: PPE and face coverings “mask”</li> <li>• Offices: no face covering; Shop Floor/Labs: mandatory face covering; Close Working: mandatory face covering, shower-proof coverall</li> <li>• Stocks: increased and controlled levels of PPE stock, including buffer stock</li> <li>• Procedures: communicated procedures to all supervisors, colleagues and stakeholders</li> </ul>
<b>4) Disinfection Measures &amp; Personal Hygiene</b>	<ul style="list-style-type: none"> <li>• Procedure: Testing. Pre-shift screening for all colleagues and visitors prior to site entry</li> <li>• Procedure: Disinfection &amp; Hygiene - clean-down of all shared locations, equipment, high-touch equipment and surfaces Disinfected Site prior to colleagues returning to work</li> <li>• Increased disinfection facilities and hygiene practices</li> <li>• Handwashing Facilities: increased across the Site</li> <li>• Handwashing Facilities: troughs and cleaning materials at entrances to Factories, plus signage</li> </ul>

	<ul style="list-style-type: none"> <li>• Handwashing and Hygiene: information posted in toilets and notice boards, including briefings to colleagues</li> <li>• Communal Facilities: removed fridges, toasters, removed cups from watercoolers. Personal items to be kept in locker or desk</li> <li>• Clean-Down Procedure: colleagues on return home</li> </ul>
<b>5) Deep-Cleaning and Disinfection Procedure</b>	<ul style="list-style-type: none"> <li>• Procedure: Disinfection &amp; Hygiene (Deep Cleaning): to be triggered in response to confirmed or suspected Covid-19, and breach of protocols</li> <li>• Cleaning Contractor: reviewed procedures, increased frequency and enhanced cleaning regimes in line with risk assessments, reviewed standard operating procedures, cleaning stock availability, auditing and reporting</li> </ul>
<b>6) Inbound Parts/Materials/Packages</b>	<ul style="list-style-type: none"> <li>• Procedure: Deliveries, incoming supplies</li> <li>• Deliveries and driver controls</li> </ul>
<b>7) Risk Assessments and Layered Audits</b>	<ul style="list-style-type: none"> <li>• Procedure: Testing (temperature). Compliance and reportable incidents, monitored daily</li> <li>• Risk Assessments: reviewed weekly by supervision and updated as required (note daily audits)</li> <li>• Layered Audits: Supervision</li> <li>• Daily Audits: Shift Marshalls</li> <li>• Audits Review: daily and weekly by General Manager-Site H&amp;S</li> <li>• Procedures: reviewed daily and weekly by Supervision and Site H&amp;S General Manager</li> <li>• Site Walkabout: Managing Director, Director, Site H&amp;S General Manager, General Manager HR</li> <li>• Risk Assessments: vulnerable/shielded colleagues, risk assessment prior to return to work</li> </ul>
<b>8) Isolation Procedure &amp; Training</b>	<ul style="list-style-type: none"> <li>• Procedure: Isolation</li> <li>• First-Aiders: Isolation Procedure trained</li> <li>• Procedure: Isolation - communicated to all supervisors, colleagues and stakeholders to isolate if a colleagues is symptomatic on-site, communication to other colleagues, and implementation of Procedure: Disinfection &amp; Hygiene (Deep Cleaning)</li> </ul>
<b>9) Social Distancing Procedure</b>	<ul style="list-style-type: none"> <li>• Procedure: Social Distancing</li> <li>• Signage &amp; Markings: Social Distancing – 2m distance</li> <li>• Designated access/egress: to offices and factories (external and internal systems)</li> <li>• One-way walking systems: within all areas, if feasible; PPE and screens in place where 2m cannot be maintained</li> <li>• Work Stations, Amenity/Communal Areas, Meeting Rooms: removal of non-essential work and facilities, changes to working practices and breaks to observe social distancing wherever possible. PPE and screens in place where 2m cannot be maintained</li> <li>• Shift Patterns and Breaks: adjusted to facilitate social distancing. Monitoring of high-traffic area use and to regulate access as necessary</li> </ul>

	<ul style="list-style-type: none"> <li>• Travel and Visits: overall ceased with only essential travel and visitors authorised by the Managing Director</li> <li>• Vulnerable Colleagues: risk assessments, support as required, via HR and Occupational Health</li> <li>• Pregnant Workers: risk assessments, support as required, via HR and Occupational Health</li> <li>• Homeworking, implemented, wherever feasible</li> <li>• Meeting: face-to-face meetings wherever possible replaced with video or telephone conferencing programs / invested in MSOffice etc</li> <li>• Car Travel: two people per car re travel to/from work, advertised</li> <li>• Bike to Work Scheme: promoted to provide an alternative to car sharing</li> </ul>
<b>10) On-Site Health Screening</b>	<ul style="list-style-type: none"> <li>• Procedure: Testing. Pre-shift screening for all colleagues and visitors prior to site entry</li> <li>• Procedure: Testing. Non-contactable thermometers and temperature body scan machine on-site for colleagues, visitors and stakeholders' screening</li> <li>• Reports of Confirmed/Symptomatic Covid-19: Training of supervisors, first-aiders and HR team who receive enquiries or reports of symptomatic colleagues and how to manage any cases</li> </ul>
<b>11) Self-Isolation and Return to Work Procedure</b>	<ul style="list-style-type: none"> <li>• Procedure: Self-Isolation</li> <li>• Self-Isolation Communication: booklet, notices, colleague website portal – for all colleagues and stakeholders</li> </ul>
<b>12) Homeworking</b>	<ul style="list-style-type: none"> <li>• Procedure: "Homeworking" – measures to support mental and physical health and personal security</li> <li>• DSE Assessments</li> <li>• Information: "Wellbeing" – information available on Nifco website colleague portal</li> <li>• Contact: regular contact by line leader may include video or telephone conferencing</li> </ul>
<b>13) Communication</b>	<ul style="list-style-type: none"> <li>• Pandemic Response Team (PRT) oversee communications, information located in central folder</li> <li>• Risk Assessments: all departments and areas of the Site, reviewed</li> <li>• Site-Specific Plans, Policies and Procedures: detail how management/colleagues should behave and the precautions they must adopt during the pandemic to keep everyone safe</li> <li>• Return to Work Induction and Site Tour: all colleagues and stakeholders</li> <li>• Shift Marshalls: appointed and trained to support supervision to ensure all colleagues, visitors and stakeholders adhere to procedures</li> <li>• Layered Audits and Reporting: overseen by General Manager-Site H&amp;S and Managing Director</li> <li>• Promotion and Communications of Government Updates: to all colleagues (Public Health England at gov.uk, www.stopsuicidenenc.org, nhs.uk, websites); site signage and booklets to inform on identification of Coronavirus symptoms, self-isolation, and procedures</li> <li>• Communications – "Safer-together" Booklet: issued to all colleagues and on Nifco</li> </ul>

	<p>website colleague portal – link and password issued to all colleagues</p> <ul style="list-style-type: none"> <li>• Communications – “Wellbeing”: on Nifco website colleague portal – link and password issued to all colleagues. Various other booklets available including guides: “Visitors”, “Leaders”, “Managing Confirmed/Suspected Cases”</li> <li>• Consultation: all colleagues, H&amp;S Committee, Union Representatives, Works Council</li> <li>• Pilot Scheme and Tour – Pre-Return to Work: cross-section of the workforce plus Works Council and Union Representatives – all feedback positive and communicated on the Nifco website colleague portal</li> <li>• Colleague Suggestions for Improvement: via POP cards or direct to line leader/HR Department</li> <li>• Toolbox Talks – Updates</li> <li>• Focus Groups – Continuous Improvements</li> </ul>
<p><b>14) Colleague Training</b></p>	<ul style="list-style-type: none"> <li>• Pandemic Response Team: all Covid-19 policies and procedures</li> <li>• Management – all Covid-19 policies and procedures</li> <li>• Auditors and Shift Marshalls – procedures and audits</li> <li>• Colleagues - Procedure: Disinfection &amp; Hygiene</li> <li>• Health Screeners, Supervisors and First-Aiders – all policies and procedures</li> <li>• First-Aid: Government advice for first-aiders regarding social distancing, PPE</li> <li>• Cleaning Contractor – cleaning regimes</li> <li>• Colleagues - Return to Work Induction and Site Tour: re all Covid-19 policies and procedures</li> <li>• Disinfection &amp; Hygiene, Handwashing, Social Distancing: all colleagues and stakeholders</li> <li>• PPE: guide for use</li> </ul>