

H&S CONTROL MEASURES - CONFIRMATION

Process/Activity: CORONAVIRUS (COVID-19)

Review / Date	General Manager–Site H&S	Managing Director
Created / 26 05 20	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
Review 9 / 31 01 22	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>

Hazard	
<p>CONTRACT VIRUS</p> <p>Proximity Spread of the Coronavirus (COVID-19). Virus transmission from person-to-person ie by breathing-in the droplets from people infected</p> <p>Virus transmission by touching contaminated surfaces and then touching own eyes or mouth</p> <p>Symptoms may include a new persistent dry cough, fever, recent loss of taste, recent loss of smell</p> <p>Symptoms/Contracted Virus/Self-Isolation for 6-10 days depending on a negative lateral flow test</p> <p>Travel Communication daily review of countries people have arrived from re self-isolation</p>	
Subject/Risk	Control Measures - Confirmed
<p>1) Pandemic Response Team</p>	<ul style="list-style-type: none"> • Policy: Pandemic Response Team (PRT) – MD, Director-F&IT, GM-Site H&S, GM-HR • Regular Management Meeting and Walkabout as required (compliance and continuous improvement) • Risk assessments: all departments and areas of the Site • 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 colleagues as required • Induction and Site Tour: all colleagues and stakeholders • Shift Marshalls: appointed to support supervision to ensure all colleagues, visitors and stakeholders adhere to procedures

	<ul style="list-style-type: none"> • Zero-tolerance to non-adherence to procedures
2) Preventative Material Inventory	<ul style="list-style-type: none"> • Procedure: Preventative Material Inventory • 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 • Procedure: Testing. pre-shift screening for all colleagues and visitors prior to site entry • Procedure: Testing. non-contactable thermometers on-site for colleagues, visitors, contractors screening
3) Personal Protective Equipment	<ul style="list-style-type: none"> • Procedure: PPE and face coverings “mask” • Offices: no/optional face covering; Shop Floor/Labs: no/optional face covering; Close Working: mandatory face covering; Corridors: no/optional face covering • Stocks: controlled levels of PPE stock, including buffer stock • Procedures: communicated procedures to all supervisors, colleagues and stakeholders
4) Disinfection Measures & Personal Hygiene	<ul style="list-style-type: none"> • Procedure: Testing. Pre-shift screening for all colleagues and visitors prior to site entry • Procedure: Disinfection & Hygiene - clean-down of all shared locations, equipment, high-touch equipment and surfaces • Increased disinfection facilities and hygiene practices • Handwashing Facilities: troughs and cleaning materials at entrances to Factories, plus signage • Handwashing and Hygiene: information posted in toilets and notice boards, including briefings to colleagues • Communal Facilities: Personal items to be kept in locker or desk, showers unavailable
5) Deep-Cleaning and Disinfection Procedure	<ul style="list-style-type: none"> • Procedure: Disinfection & Hygiene (Deep Cleaning): to be triggered in response to confirmed or suspected Covid-19, and breach of protocols • 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
6) Inbound Parts/Materials/Packages	<ul style="list-style-type: none"> • Procedure: Deliveries, incoming supplies • Deliveries and driver controls
7) Risk Assessments and Layered Audits	<ul style="list-style-type: none"> • Procedure: Testing (temperature). Compliance and reportable incidents, monitored daily • Risk Assessments: reviewed regularly by supervision and updated as required (note daily audits) • Layered Audits: Supervision • Daily Audits: Shift Marshalls • Audits Review: daily and weekly by General Manager-Site H&S • Site Walkabout, as required: Managing Director, Director, Site H&S General Manager, General Manager HR • Risk Assessments: vulnerable/shielded colleagues, risk assessment prior to

	return to work, HR and Occupational Health Department support as required
8) Isolation Procedure & Training	<ul style="list-style-type: none"> • Procedure: Isolation • First-Aiders: Isolation Procedure trained • 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 & Hygiene (Deep Cleaning)
9) Social Distancing Procedure	<ul style="list-style-type: none"> • Procedure: Social Distancing • Signage & Markings: Social Distancing – 2m distance • Screens in place where 2m cannot be maintained • 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 • Shift Patterns and Breaks: adjusted to facilitate social distancing. Monitoring of high-traffic area use and to regulate access as necessary • Travel and Visits: overall ceased with only essential travel and visitors authorised by the Managing Director • Pregnant Workers: risk assessments, support as required, via HR and Occupational Health • Meeting: face-to-face meetings or video or telephone conferencing programs / invested in MSOffice etc, wherever possible • Meeting Rooms: maximum number of people stated per meeting room except training that requires a risk assessment, social distancing and PPE as required • Car Travel (business): two people per car re travel to/from work, one back seat, advertised
10) On-Site Health Screening	<ul style="list-style-type: none"> • Procedure: Testing. Pre-shift screening for all colleagues and visitors prior to site entry • Procedure: Testing. Non-contactable thermometers and temperature body scan machine on-site for colleagues, visitors and stakeholders' screening • 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
11) Self-Isolation and Return to Work Procedure	<ul style="list-style-type: none"> • Procedure: Self-Isolation • Self-Isolation Communication: booklet, notices, colleague website portal – for all colleagues and stakeholders
12) Homeworking	<ul style="list-style-type: none"> • DSE Assessments • Information: "Wellbeing" – information available on Nifco website colleague portal • Contact: regular contact by line leader may include video or telephone conferencing

<p>13) Communication</p>	<ul style="list-style-type: none"> • Pandemic Response Team (PRT) oversee communications, information located in central folder • Risk Assessments: all departments and areas of the Site, reviewed • 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 • Shift Marshalls: appointed and trained to support supervision to ensure all colleagues, visitors and stakeholders adhere to procedures • Layered Audits and Reporting: overseen by General Manager-Site H&S and Managing Director • 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 • Government Updates – Government guidelines and updated rules communicated to workforce • Communications – “Safer-together” Booklet: issued to all colleagues and on Nifco website colleague portal – link and password issued to all colleagues • 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”, “Working From Home” etc • Consultation: all colleagues, H&S Committee, Union Representatives, Works Council • Colleague Suggestions for Improvement: via POP cards or direct to line leader/HR Department • Toolbox Talks – Updates • Stockton Borough Council Covid Team • Government Vaccination Programme – progress on Notice Boards
<p>14) Colleague Training</p>	<ul style="list-style-type: none"> • Pandemic Response Team: all Covid-19 policies and procedures • Management – all Covid-19 policies and procedures • Auditors and Shift Marshalls – procedures and audits • Colleagues - Procedure: Disinfection & Hygiene • Health Screeners, Supervisors and First-Aiders – all policies and procedures • First-Aid: Government advice for first-aiders regarding social distancing, PPE • Cleaning Contractor – cleaning regimes • Colleagues - Return to Work Induction and Site Tour: re all Covid-19 policies and procedures • Disinfection & Hygiene, Handwashing, Social Distancing: all colleagues and stakeholders • PPE: guide for use

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>
Review 8 / 02 02 21	Paul Burniston / <i>P Burniston</i>	Jim Casey / <i>J Casey</i>
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