



R O T O T E K

Working Safely during COVID-19 in factories, plants and warehouses

We here at Rototek Ltd have taken all guidance for our employees and contractors from the HM Government documentation and issued guidelines and will endeavour to keep these up to date as restrictions change or does the government instructions and or policies.

This document is designed to help you understand how to work safely during the COVID-19 pandemic, keeping as many people as possible 2 metres apart from those they do not live with. We hope it gives you a practical framework to think about what you need to do to continue our operations during the COVID-19 pandemic. We understand how important it is to work safely and support your health and wellbeing during the COVID-19 pandemic. The government is clear that workers should not be forced into an unsafe workplace and so do all the management at Rototek Ltd.

This document has been prepared by the Department for Business, Energy and Industrial Strategy (BEES) with input from firms, unions, industry bodies and the devolved administrations in Wales, Scotland and Northern Ireland, and in consultation with Public Health England (PHI) and the Health and Safety Executive(SHE)

We expect that this document will be updated over time. This version is up to date as of 11 May 2020. You can check for updates at www.gov.uk/workingsafely.

This document sets out guidance on how to work safely. It gives practical considerations of how this can be applied in the workplace.

Each business will need to translate this into the specific actions it needs to take depending on the nature of the business including the size and type of business, how it is organised, operated, managed and regulated.

This guidance does not supersede any legal obligations relating to health and safety, employment or equalities, and it is important that as a business or an employee you continue to comply with your existing obligations including those relating to agency workers, contractors and other people, as well as your fellow employees.

Employers have a duty to consult their employees on health and safety. But we need you to come forward so that we can listen and understand your concerns and work together on how we can all manage the risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely and we need to keep you involved when making decisions

These joint decisions making shows that we take everyone's health and safety seriously. You must consult with the health and safety representative selected either Shaun Mills or Mick Monk at Newark and Karl Kibble at Worksop, a representative chosen by workers can be chosen but we are all in this together so any employee can come forward.

We must have full involvement of all employees as this will create a culture and relationship based on collaboration, trust and joint and problem solving.

As is normal practice, workers should be involved in assessing workplace risks and the development and review of workplace health and safety policies in partnership with the employer.

Employers and workers should always come together to resolve issues. If concerns still cannot be resolved, see below for further steps you can take

For example, this would cover employers not taking appropriate action to socially distance, where possible. The actions the HSE can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.

How to Raise A Concern

Either speak to Shaun Mills, Mick Monk, Dave Roberts or Linda Cree at Newark or Karl Kibble or Ian Bingham for Worksop – but any can answer the questions you may have.

Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures.

Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.

In the context of COVID-19 this means working through these steps in order:

In every workplace, increasing the frequency of handwashing and surface cleaning.

Businesses and workplaces should make every reasonable effort to enable working from home as a first option.

Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between their staff.

Further mitigating actions include:

Increasing the frequency of hand washing and surface cleaning all – all staff should be doing this as part of their daily routine.

Keeping the activity time involved as short as possible.

Using screens or barriers to separate people from each other if this can reasonably be done to complete the task.

Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.

We are currently operating as normal, and we have gone through a lot of this thinking already. But we recommend that you help us identify any further improvements that we should make.

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

✔ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here.

✔ We have **cleaning, handwashing and hygiene procedures** in line with guidance.

✔ We have taken all reasonable steps to **help people work from home.**

✔ We have taken all reasonable steps to **maintain a 2m distance** in the workplace.

✔ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk.**

**Employer: Rototek Ltd
2020**

Date: 12th May

Your Health and Safety Representative: Shaun Mills – Director

We have also as an employer -

- ✔ Considered who is essential to be on site; for example, office staff should work from home if at all possible.

- ✔ Planning for the minimum number of people needed on site to operate safely and effectively.

- ✔ Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the work force, especially if the majority of their colleagues are on-site.

- ✔ Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.

- ✔ Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.

- ✔ Made reasonable adjustments to working hours upon request if possible.

Social distancing at work

It is not only your employer's duty and responsibility but also the employee's duty and responsibility to comply with the social distancing guidelines.

You must maintain social distancing in the workplace wherever possible.

Where the social distancing guidelines cannot be followed in full in relation to a particular activity, we have to consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Mitigating actions include:

Further increasing the frequency of hand washing and surface cleaning.

Keeping the activity time involved as short as possible.

Using back-to-back or side-to-side working (rather than face to-face) whenever possible.

Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).

Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits and access to the clocking machines, break rooms and canteens and smoking areas or similar settings.

These are often the most challenging areas to maintain social distancing, but you must be more aware in these areas.

Workplaces and workstations

For people who work in one place, workstations should allow them to maintain social distancing wherever possible.

Workstations should be assigned to an individual as much as possible. If they need to be shared they should be shared by the smallest possible number of people.

If it is not possible to keep workstations 2m apart, then extra attention needs to be paid to equipment, cleaning and hygiene to reduce risk.

Please ensure you are cleaning down your work station regular during your shift, including all tools and touchscreens and working surfaces.

Common areas

- ✔ Staggering break times to reduce pressure on breakrooms or places to eat.
- ✔ Using safe outside areas for breaks.
- ✔ Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.
- ✔ Encouraging staff to stay on-site during working hours.
- ✔ Considering use of social distance marking for other common areas such as floor marking and signage, and in any other areas where queues typically form.
- ✔ Distancing markers in a factory

Accidents, security and other incidents

In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.

People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.

Employees, visitors, service providers and contractors

We have been following government guidelines and providing clear guidance on social distancing and hygiene to all people on site, for example inbound delivery drivers are made aware of facilities and visitors, on arrival must sign in to say they are on site, we have to brief all visitors and show them the signage in all areas and visual aids on the floor, and also information and welfare by email.

Establishing host responsibilities – Shaun Dave Mick Linda relating to COVID-19, providing any necessary training for people who act as hosts for visitors.

Maintaining a record of all visitors.

Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.

To make sure people understand what they need to do to maintain safety.

Steps that will be needed for cleaning

Please ensure you are completing frequent cleaning of work your areas and equipment between uses, using your usual anti-bacterial cleaning products.

Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, touchscreens, printers ect

Clearing workspaces and removing waste and belongings from the work area at the end of a shift.

Cleaning procedures with regularly handwashing as advised and using hand sanitisers.

Steps Taken

- ✔ Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.
- ✔ Providing regular reminders and signage to maintain hygiene standards.
- ✔ Providing hand sanitiser in multiple locations in addition to washrooms.
- ✔ Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.
- ✔ Enhancing cleaning for busy areas.
- ✔ Providing more waste facilities and more frequent rubbish collection.
- ✔ Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities

Handling goods, merchandise and other materials, and onsite vehicles.

- ✔ Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.
- ✔ Encouraging increased handwashing for workers handling goods and merchandise or providing hand sanitiser where this is not practical.

Personal Protective Equipment (PPE) and face coverings

PPE protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.

At the start of this document we described the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home and staying 2m away from each other in the workplace if at all possible. 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 you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

Workplaces have been advised that they should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19.

Face coverings

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in 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, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, 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 and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.

Employers should support their workers in using face coverings safely if they choose to wear one.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

Shift patterns and working groups

- ✔ As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- ✔ Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off boxes points or transfer zones.
- ✔ Clocking in and out points and social distancing markers.

Work-related travel

- ✓ Minimising non-essential travel – consider remote options first.
- ✓ Minimising the number of people travelling together in any one vehicle or using fixed travel partners, avoiding sitting face-to-face.
- ✓ Cleaning shared forklifts between shifts or on handover.

Communications and Training

- ✓ Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.
- ✓ Engaging with employees through existing communication routes to explain and agree any changes in working arrangements.
- ✓ Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

Inbound and outbound goods

- ✓ Revising pick-up and drop-off collection points, procedures, signage and markings.
- ✓ Minimising unnecessary contact, For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
- ✓ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- ✓ Where possible and safe, having single workers load or unload vehicles.
- ✓ Where possible, using the same pairs of people for loads where more than one is needed.
- ✓ Enabling drivers to access welfare facilities when required, consistent with other guidance.