

<b>Risk Assessment No.</b>	<b>Operation process or activity:</b>
98	Spread of Infectious Disease (i.e. Covid 19 Coronavirus) in the workplace.

<b>Location</b>	Severn Glocon Ltd, Quedgeley, Gloucester, GL2 4NF
<b>Tenants</b>	Severn Unival Ltd Mars Valves Ltd Safety Knife Co Ltd Risk Assessment SKC RA032 also refers.

Assessment Date	Assessed by	Consulted with	Comments
27.04.2020	C.King	R. Green, I. Woodman, M. Slade	New

Review Date	Reviewed by	Consulted with	Comments
11.05.2020	C.King	N/A	Point 4 & 12 updated Point 34 Cross reference to Evacuation Drills added
18.05.2020	C.King	HM Government "Working safely during covid-19 in factories, plants, and warehouses, guidance for employers, employees and the self employed 11.05.20"	Points 8, 19 & 21 updated. Points 35 – 41 added
19.05.2020	C.King	N/A	Point 42. First Aid added
26.05.2020	C.King	HSE Coronavirus update – air conditioning	Point 43. Air Conditioning isolation added.
28.05.2020	C.King	N/A	No 2, 3, 19, 20, 21, 24 record keeping added. No 19, cross reference to SG/OP/517 Control of Contractors added. No 44 Concern reporting & 45 duty of care added
15.06.2020	C.King	Facilities	No. 35. Foot operated door openers fitted.
23.06.2020	C.King	Internal Audit 04.2020	No 46 DSE added
24.06.2020	C.King	HSE eBulletin 23.06.2020 Coronavirus update – Air Conditioning and ventilation	No 43. A/C (cooling system) re assessed and updated. AC switched back on.

27.08.2020	C.King	N/A	No 24. Automatic Temperature Scanners added.
11.09.2020	C.King	Severn Unival Ltd, Mars Valves, Safety Knife Co Ltd	Severn Unival and Mars Valves added to location. Cross reference to Safety Knife Covid-19 risk assessment added. Update distribution / circulation list added. 23 afternoon shifts removed. 40 shower updated
21.09.2020	C.King	M.Slade, V.Phillips, C.Jones, B.Abram	No's. 47 – 52 added No's 1, 3, 4, 8, 11, 14, 16,18, 25, 26, 31, 33, 38 updated
23.09.2020	C.King	M.Slade, V.Phillips, C.Jones, B.Abram, R.Spiers	No's 1, 8, 11 updated
28.09.2020	C.King	M.Slade, V.Phillips, C.Jones, B.Abram, R.Spiers	No 53 Test and Trace added. No's 4, 11, 12, 19, 20, 21, 23, 25, 30, 38, 41, 42, 47, 48, 50 updated. Company website added to circulation list.
04.11.2020	C.King	M.Slade	Updated 1, 3, 10, 11, 13, 20, 25, 30, 36, 47, 49  Added 54 Tier & Lockdown Action Plan 55 reporting to public health
05.01.2021	C.King	M.Slade	No's 3, 12, 20, 49, 54 updated No 56 Shielding added
02.02.2021	C.King	M.Slade	No 57 Fogging added

<b>Frequency of occurrence – choose the current nearest (✓).</b>							
Continuous	Daily at intervals	Twice weekly	Weekly	Fortnightly	Monthly	Quarterly	Annually
✓							

<b>People at Risk - by Job Title:</b>	<b>Numbers of people:</b>
Staff	< 100 approx.
Visitors	as necessary
Cleaning Staff	1
Contractors	as necessary
Delivery Drivers	N/A
Pedestrians	N/A
Anyone else who physically comes in contact with you in relation to the business	as necessary

### Definitions:

<b>Hazard</b>	Anything with the potential to cause harm.
<b>Risk:</b>	The Severity that the harm will be realised and cause injury
<b>Harm</b>	Fatality, major injury, ill health, minor first aid injury. May or may not result in lost time

### Risk Calculator

Likelihood		Severity		Risk Rating
1. Not Likely	<b>X</b>	1. None – no injury, no absence from work	<b>=</b>	1 – 5 Low
2. Possible		2. Slight – minor injury requiring first aid, no absence from work		6 – 9 Medium
3. Quite Possible		3. Moderate – Lost time injury. Minor ill health		10 – 19 High
4. Likely		4. High – Major lost time injury or ill health		20 – 25 Very High
5. Very Likely		5. Very High – fatality, major lost time injury, ill health		

<b>Action Levels</b> (all actions must be included on the HSE Action List)	
Low	Low priority - eliminate or reduce if possible and if low cost/effort when higher risks dealt with.
Medium	Should receive attention when higher risks dealt with
High	Must be actioned to reduce the risk, consider stopping the activity until the risk is reduced to an acceptable level.
Very high	Must be urgently actioned to reduce the risk. Stop the activity until the risk is reduced to an acceptable level.

# Coronavirus (COVID-19)

There are three simple actions we must all do to keep on protecting each other



## Wash hands

keep washing your hands regularly



## Cover face

wear a face covering in enclosed spaces



## Make space

stay at least 2 metres apart - or 1 metre with a face covering or other precautions

### Personal Protective Equipment

Type	Eye Protection	Safety Footwear	Face Mask	Respirator	Gloves	Visor
Req'd			If social distancing can not be maintained and / or moving between bubbles			If social distancing can not be maintained and / or moving between bubbles
Symbol						
Type	Overalls	Welding Mask	Hearing Protection	Harness	Head	Other
Req'd						
Symbol						

<b>Risk Assessment</b>  Hazard and injury:		Risk Evaluation (refer to risk evaluation calculator)			State the Control Measures / Mitigation used and any additional needed.  Include any exposure or other measurements taken.
		Likelihood	Severity	Risk	
		<b>Key:</b> (*) <i>Control Measures in place</i> [*] <i>No control measures</i>			
<b>1.</b>	Spread of Covid 19 Corona Virus in the workplace.	(1)  [5]	(5)  [5]	(5)  [25]	<b>Working from Home</b>  Working from home will be considered on a case by case basis. Work from home request forms maintained for record purposes. Work from home risk assessment in place and records maintained.  To be read in conjunction with 54.
<b>2.</b>	Spread of Covid 19 Corona Virus in the workplace.				<b>Return to Work Procedure.</b>  Return to work questionnaire in place and records maintained. Records maintained by QHSE Manager
<b>3.</b>	Spread of Covid 19 Corona Virus in the workplace.				<b>Furlough</b>  Furlough scheme <i>available if required to aid social distancing.</i> Maintain records where necessary
<b>4.</b>	Spread of Covid 19 Corona Virus in the workplace.				<b>Social Distancing</b>  Employees reminded of Government Social Distancing guideline of 2 meters (6 ft). Signage in place through the facility. Workstation (desk) barriers in place and seating 2 meters apart. To be read in conjunction with 23 "Shift Patterns" Possible suspension of internal audit.

					Face coverings shall be used if social distancing cannot be maintained and / or moving between bubbles. To be read in conjunction with 11 & 47
5.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Hand Washing / Skin Care</b></p> <p>Facilities with soap and / hand sanitiser available. Hand Dryers available. Employees shall wash their hands for 20 seconds on a regular basis and ensure they are properly dried thereafter. Disposable towels shall be disposed of via waste bins.</p> <p>See hand washing guidelines: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <p>Report any skin problems to line manager and / or QHSE Manager. <a href="https://www.hse.gov.uk/skin/">https://www.hse.gov.uk/skin/</a></p>
6.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Coughs and Sneezes</b></p> <p>Employees encouraged to catch coughs and sneezes in tissues.</p> <p>Catch It, Bin It and Kill It coughs posters in place. <a href="https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf">https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf</a></p> <p>Avoid touching face, nose, or mouth with unclean hands. Tissues, Kitchen Roll, Toilet Rolls available.</p>
7.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Hand Sanitizer</b></p> <p>Hand Sanitiser available for use in key locations. Site entrances / exits, factory, office.</p>

8.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Cleaning</b></p> <p>Office  Offices cleaned by approved vendor.  Enforce clean desk policy.  Staff to disinfect their desk daily.  Disinfect door handles daily.  Waste bins emptied daily.  Carpet hoovered periodically.  Spray Disinfectant &amp; Paper Towel available for cleaning</p> <p>Factory  Maintain good standard of housekeeping.  Disinfect door handles twice daily  Vending machines keypads disinfected daily  CNC Control panels disinfected daily  Waste bins emptied daily</p>
9.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Posters / Signage</b></p> <p>Social Distancing signage in place.  Use Hand Sanitiser signage in place.  Wash Hands signage in place.  Catch It, Bin It, Kill It signage in place.</p>
10.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Group Communications</b></p> <p>Email, WhatsApp, Company Notice Boards  Copy of risk assessment issued to All Employees / records maintained  Copy of risk assessment issued for inclusion on company website</p>
11.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Face Coverings</b></p>

					<p>Face coverings (disposable mask, reusable face shield, <u>snoods</u>) to be worn if social distancing cannot be maintained and / or moving between bubbles</p> <p>Face coverings (PPE) provided by the company. PPE issue record sheet to be completed and records maintained.</p> <p>Safety Knife, Mars and Severn Unival staff must wear facing coverings when entering Severn Glocon premises.</p> <p>Contractors, Visitors, Third Party Inspectors must wear face coverings when entering and / or interacting with SGL staff. Facing coverings not needed whilst occupying office alone.</p> <p><a href="https://www.gov.uk/coronavirus?">https://www.gov.uk/coronavirus?</a></p>
12.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Meetings</b></p> <p>Meetings held remotely via Microsoft Teams, Skype where possible</p> <p>Observe social distancing rules if meetings held in meeting rooms with multiple staff.</p> <p>Adequate meetings rooms available.</p> <p>H&amp;S Committee, possible reduced number of attendees and reduced agenda.</p> <p>Chairs removed to ensure social distancing in maintained.</p> <p>Face coverings to be used in attendees are from separate bubbles.</p> <p>Covid-19 safety screens in place in conference room.</p>



13.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>RIDDOR</b></p> <p>You must only make a report under RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) when:</p> <p>Follow latest guidance re RIDDOR reporting  <a href="https://www.hse.gov.uk/coronavirus/riddor/index.htm">https://www.hse.gov.uk/coronavirus/riddor/index.htm</a></p> <p>As Of 04-11-2020 Guidance is as follows – Please check HSE website for any changes</p> <p><b>What to report</b>  <b>You should only make a report under RIDDOR when one of the following circumstances applies:</b></p> <ul style="list-style-type: none"> <li>• an accident or incident at work has, or could have, led to the release or escape of coronavirus (SARS-CoV-2). This must be reported as a dangerous occurrence</li> <li>• a person at work (a worker) has been diagnosed as having COVID-19 attributed to an occupational exposure to coronavirus. This must be reported as a case of disease</li> <li>• a worker dies as a result of occupational exposure to coronavirus. This must be reported as a work-related death due to exposure to a biological agent</li> </ul>
14.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Responsible Person</b></p> <p>D.Brennan (Managing Director) appointed as responsible person for the site.</p> <p>Day to Day responsibility has been delegated to:  M.Slade – Operation Manager  C.King – QHSE Manager</p> <p>Liaison with group Directors and / or Blue Water Energy.</p>

					Dissemination of Group Policies / Procedures / Activities in conjunction with Site QHSE Manager and other managers as required.
15.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Public</b></p> <p>Pedestrian footpaths in excess of 2 meters (6 ft) from building. No need for the public to access the building.</p>
16.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Symptoms (new continuous cough or a high temperature) / Self Isolation</b></p> <p>If employee displays symptoms of the virus, they must self-isolate as per the government guidelines.</p> <p><a href="https://www.gov.uk/coronavirus?">https://www.gov.uk/coronavirus?</a></p> <p><a href="https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/what-to-do-if-you-or-someone-you-live-with-has-coronavirus-symptoms/</a></p> <p>Return to work questionnaire shall be completed upon their return and records maintained.</p> <p>To be read in conjunction with 2 “Return to Work” and 24 “Staff Temperature Monitoring”.</p> <p>Managers to maintain regular contact with staff.</p>
17.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Mental Health</b></p> <p>Open door policy for those who need additional support. Stay at Home Tips</p> <p><a href="https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/">https://www.nhs.uk/oneyou/every-mind-matters/coronavirus-covid-19-staying-at-home-tips/</a></p> <p>Managing your mental health during the coronavirus outbreak</p>

					<p><a href="https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/">https://mentalhealth-uk.org/help-and-information/covid-19-and-your-mental-health/</a></p> <p>Guidance for the public on the mental health and wellbeing aspects of coronavirus (COVID-19)</p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</a></p>
18.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Business Risk / Business Continuity</b></p> <p>To be read in conjunction with QMD 5.0.3 Risk &amp; Opportunities / Objectives &amp; Targets</p> <p>To be read in conjunction with SG/SP/052 Context of the Organisation.</p>
19.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Contractors / Visitors</b></p> <p>Only essential contractors / visitors permitted onsite during this period.</p> <p>Covid-19 questionnaire to be completed and returned to SGL for review and approval prior to contractor visiting site. Records maintained by QHSE Manager.</p> <p>Maintain social distancing 2 meters (6 ft).</p> <p>Host is responsible for ensuring Contractors adhere to site rules regarding Covid-19. To be read in conjunction with SG/OP/517.</p> <p>To be read in conjunction with 12. Meetings.</p>

					Contractors / Visitors must wear face coverings when entering and / or interacting with SGL staff. Facing coverings not needed whilst occupying office alone.
20.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Reception / Deliveries</b></p> <p>Front Door kept shut and is accessible by fob access only.</p> <p>Only approved visitors / contractors permitted on site.</p> <p>Covid 19 Questionnaire to be completed by visitor / contractor prior to attending site. Records maintained by QHSE Manager.</p> <p>To be read in conjunction with 19 “Contractors”</p> <p>Maintain social distancing 2 meters (6 ft).</p> <p>Parcel deliveries to be dropped outside reception door and receptionist to bring inside once delivery driver has withdrawn.</p> <p>Employees instructed not to have personal deliveries made to site.</p> <p>Install Covid-19 safety screen <i>in place</i> in reception.</p> <p>To be read in conjunction with Face Coverings (11)</p>
21.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Third Party Inspections</b></p> <p>Only essential Third-Party Inspectors permitted on site.</p> <p>Maintain social distancing 2 meters (6 ft)</p> <p>Covid 19 Questionnaire must be completed and returned to SGL prior to the visit for review and approval before access to site agreed. Records maintained by QHSE Manager.</p>

					<p>Remote / Video Inspections in place via Microsoft Teams, WhatsApp, emails etc.</p> <p>Use Face Shield if social distancing cannot be maintained (also applicable to non TPI Inspection activities)</p> <p>Host is responsible for ensuring Contractors adhere to site rules regarding Covid-19.</p> <p>Third Party Inspectors must wear face coverings when entering and / or interacting with SGL staff. Facing coverings not needed whilst occupying office alone.</p>
22.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Doorways</b></p> <p>Fire Doors kept open using approved “door retainer” to reduce contact with handles etc.</p> <p>Non Fire exit doors kept open to reduce contact with handles etc.</p>
23.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shift Patterns</b></p> <p>Office Normal working hours apply. To be read in conjunction with Working from Home (1), Furlough (3) and Staggered Hours (50)</p> <p>Machine Shop</p> <p>Days 07:30 am – 16:12 pm, Mon - Fri</p> <p>Nights 21:30 – 07:30 Mon – Fri</p> <p>Increases social distancing by varying the arrival / departure and break times</p>

24.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Staff Temperature Monitoring</b></p> <p>Periodic employee temperature readings taken, and records maintained. Records maintained by QHSE Manager.</p> <p>Automatic Temperature Scanners installed in Reception and Works Entrance. Employees and visitors to scan upon arrival. Instructions for use available at each site.</p> <p>Employees testing over 37.8 Deg. C sent home and asked to self-isolate.</p> <p>To be read in conjunction with 2 “Return to work procedure”.</p>
25.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Travel (Business)</b></p> <p>All travel to be approved and designated essential via Line Manager</p> <p>Microsoft Teams / Skype used for video conferencing.</p> <p>To be read in conjunction with Meetings (12).</p> <p>Staff visiting from another facility to be restricted to one office for the duration of the visit to reduce potential infection.</p> <p>To be read in conjunction with Face Covering (11)</p> <p>To be read in conjunction with Tier and Lockdown action plan (54)</p>
26.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Family, Friends &amp; Socialising</b></p> <p>Refer to point 33</p>
27.	Spread of Covid 19 Corona Virus in the workplace.			<p><b>Public Health advise</b></p>

					<a href="https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/">https://publichealthmatters.blog.gov.uk/2020/01/23/wuhan-novel-coronavirus-what-you-need-to-know/</a>
28.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Company Vehicle(s) / Driver(s)</b></p> <p>55. Occupational Road Risk in place 55A Occupational Road Risk Handbook in place Only one person in the vehicle at any one time Gloves and Masks available for use.</p>
29.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shared Metrology / Equipment</b></p> <p>Cleaning equipment provided.</p>
30.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Goods Inwards Deliveries / Delivery Driver(s)</b></p> <p>Hand Sanitiser available. Warning Signs in place. Barrier to prevent access to factory. Gloves and Masks available for Goods Inwards Staff. Access to building prohibited. Social Distancing where practicable.</p> <p>To be read in conjunction with Face Coverings (11).</p>
31.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Testing</b></p> <p>Guidance on coronavirus testing for essential workers who are self-isolating. (employer referral portal optional, not used at this time)</p> <p><a href="https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested">https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested</a></p> <p>List of essential workers and those prioritised for testing (England only)</p>

					<ul style="list-style-type: none"> <li>the oil, gas, electricity and water sectors (including sewerage)</li> </ul>
32.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Vending Machines</b></p> <p>Attendance reduce for stocking and cleaning weekly instead of every other day.</p>
33.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Government Guidelines (Information Only)</b></p> <p><a href="https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do">https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do</a></p>
34.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Evacuation Drills</b></p> <p>Consider Pandemic Government Guidelines (i.e. Covid-19) during drills. Consider suspension of drills if social distancing at assembly points cannot be maintained.</p> <p>Fire Risk Assessment 45 also refers.</p> <p>Face coverings to be worn at assembly points in the event of an evacuation</p>
35.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Toilets</b></p> <p>Maintain Social Distancing          Signage in place.          Max number of people displayed and / or social distancing signage in place.          Foot operated door openers fitted.</p>
36.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Canteen</b></p> <p>Maintain Social Distancing. Signage in place.</p>




					<p>1 person Max number per table. Signage in place</p> <p>Face Coverings to be worn in canteen when not eating or drinking</p>
37.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Stairwells</b></p> <p>Avoid crossing in the stairwell. Signage in place.</p>
38.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Open Plan Offices</b></p> <p>Maintain Social Distancing Personnel to sit at every other desk if possible. Do not sit face to face unless screen in place. Spray Disinfectant &amp; Paper Towel available for cleaning Covid Protection screens in place where necessary. Offices reconfigured where possible to increase social distancing.</p>
39.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Lift</b></p> <p>Temporarily out of use</p>
40.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shower</b></p> <p>Daily Cleaning regime in place. Daily Shower head run off regime in place.</p>
41.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Factory Pinch Points</b></p> <p>one-way system in place where necessary</p>
42.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>First Aid</b></p> <p>Covid-19: advice for first aiders</p>

					<ol style="list-style-type: none"> <li>1. Be aware of the risks to yourself and others</li> <li>2. Keep yourself safe</li> <li>3. Give early treatment</li> <li>4. Keep yourself informed and updated</li> <li>5. Remember your own needs</li> </ol> <p>For full guidance refer to:</p> <p><a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></p> <p>to be read in conjunction with Face Coverings (11).</p>
43.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Air Conditioning (cooling system)</b></p> <p>HSE Guidelines</p> <p>“The risk of air conditioning spreading coronavirus (COVID-19) in the workplace is extremely low. You can continue using most types of air conditioning system as normal. But if you use a centralised ventilations system that removes and circulates air to different rooms it is recommended that you turn off recirculation and use a fresh air supply”. The installed cooling system is not a centralised recirculation system. Air recirculation is done via individual carousels on is not transferred to different rooms. Risk re-assessed and decision made to switch cooling system back on.</p> <p><a href="https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=intro-1&amp;utm_content=aircon-22-jun">https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm?utm_source=govdelivery&amp;utm_medium=email&amp;utm_campaign=coronavirus&amp;utm_term=intro-1&amp;utm_content=aircon-22-jun</a></p>
44.	Spread of Covid 19 Corona Virus in the workplace.				<b>Concerns</b>

					<p>Anonymous Microsoft Form system in place to report any Covid-19 concerns</p> <p>Concerns can also be raised through any Supervisor / Manager and / or QHSE Manager</p>
45.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Duty of Care</b></p> <p>Everyone has a “duty of care towards themselves and others”</p> <p>Managers and Supervisors are responsible for ensuring employees adhere to company policies / procedures / control measures</p>
46.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Display Screen Equipment</b></p> <p>DSE Questionnaire completed by staff if they are asked to move workstations temporarily.</p>
47.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Safety Bubbles</b></p> <p>Safety Bubbles implemented 28.09.2020. Signage in place Signage defines employees in each bubble To be read in conjunction with Face Coverings (11)</p>
48.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Floating Staff</b></p> <p>To be read in conjunction with Face Coverings (11)</p>
49.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Positive Test Protocols</b></p> <p>Employees who test positive shall self-isolate in line with government guidelines.</p> <p>Employees who test positive shall notify their line manager and / or a member of the Senior Management Team (SMT).</p>

					<p>SMT shall report Positive test results to the MD.</p> <p>Assuming social distancing has been maintained there may be no requirement for others to self-isolate / undertake a test.</p> <p>If social distancing has not been maintained and close contact has been established, then employees who have come into close contact must also self-isolate as per government guidelines.</p> <p>Undertake Antibody test as per government guidelines if required</p> <p>To be read in conjunction with No 13 (RIDDOR) &amp; 31 (Testing).</p>
50.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Staggered Hours</b></p> <p>Shopfloor Staggered Start / Finish Times Staggered Break / Lunchtimes</p> <p>Office Staff Flexible Start, Finish, Lunch working hours in place</p>
51.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Entrances</b></p> <p>Works entrance restricted to shopfloor staff only</p> <p>Reception entrance restricted to office staff only</p>
52.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Factories, plants and warehouses</b></p> <p>Guidance for people who work in or run factories, plants and warehouses</p>

					<a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/factories-plants-and-warehouses</a>
53.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>NHS Test and Trace</b></p> <p>NHS COVID-19 QR Code displayed at entrances</p>  <p>The image shows a poster for NHS Test and Trace. At the top, it says 'LET'S HELP STOP THE SPREAD OF CORONAVIRUS' with the NHS logo. Below that, it says 'Scan this QR code with your NHS COVID-19 App to check-in'. A large QR code is in the center. At the bottom, it says 'Severn Glocon Ltd' and 'Severn Works, The Strategic Centre, Strategic Park, Kidlington, OX5 1JF'. At the very bottom, there is a blue arrow pointing right with the text 'DOWNLOAD THE NHS COVID-19 APP' and logos for the App Store and Google Play.</p>
54.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Tier and Lockdown action plan</b></p> <p>Tier 1 – Work in accordance with Government Guidelines and Latest Risk Assessment</p>

					<p>Tier 2 - Work in accordance with Government Guidelines and Latest Risk Assessment. 50/50 rota for those who can effectively work from home</p> <p>Tier 3 - Work in accordance with Government Guidelines and Latest Risk Assessment. Appropriate Personnel to WFH and only essential business travel to be undertaken</p> <p>Tier 4 / National Lockdown - Work in accordance with Government Guidelines and Latest Risk Assessment. Workers that can effectively work from home must do so. No intercompany business travel. Factory to operate using skeleton staff only.</p>
55.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Reporting under public health requirements</b></p> <p>Follow latest guidance re PHE reporting</p> <p><a href="https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/">https://coronavirusresources.phe.gov.uk/reporting-an-outbreak/</a></p> <p>As of 04.11.2020 Guidance is as follows – Please check PHE website for any changes</p> <p><b>What to report</b></p> <p>You should only make a report under PHE when the following circumstances applies:</p> <p>When you are informed of more than one confirmed case with symptoms dating within 14 days of each other</p>
56.	Spread of Covid 19 Corona Virus in the workplace.				<p><b>Shielding</b></p> <p>Shielding in place as per government guidelines where applicable.</p>

57.	Spread of Covid 19 Corona Virus in the workplace.				<p><b><u>Fogging</u></b>  Daily Fogging implemented on a rota basis</p> <p>Monday – 1<sup>st</sup> Floor Offices  Tuesday – Ground Floor Office  Wednesday – Factory / Toilets  Thursday – Safety Knife / Mars  Friday – Factory</p> <p>Rota may be subject to change</p>
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**Update Distribution / Circulation List:**

- Severn Glocon Ltd
- Severn Unival Ltd (Quedgeley Depot)
- Mars Valves
- Safety Knife Company
- Company Website