

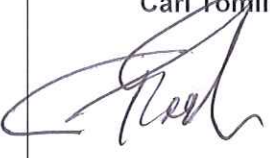


HARTWELL MANUFACTURING

Health Safety & Environment

COVID-19

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| Prepared by: Neil Smith  | Reviewed by: Neil Smith  | Approved by: Carl Tomlinson  |
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Introduction

A new strain of Novel Corona Virus named COVID-19 is a multi-modal disease affecting the lungs, airways, key organs including the brain.

The business leaders recognise the need to know where there is a possibility of exposure to Corona Virus and take reasonable precautions to minimise the risk of spread if COVID-19.

General Application

COVID-19 can be passed from person to person, similar to the way common cold and influenza spread. The risk of infection comes from:

- Close contact with and infected person
- Touching objects or surfaces which have become contaminated (by sneeze or cough of an infected person) and then touching the mouth, eyes, or nose.

Good hygiene practices, such as regularly cleaning and disinfecting hand contact surfaces and allowing staff to wash and sanitize their hands to help control the spread of the disease.

The business has carefully considered ways to remain operational while reducing contact between staff and customers.

Minimising the Risk

It is recognised that removing the risk entirely may not be possible while working; however, the business leadership aim to do all that is reasonable practicable to minimise that risk, this means that we will:

- ✓ Implement appropriate control measures – these have been established in consultation with all employees and have considered advice published by Public Health England and Health and Safety Executive.
- ✓ The control measures are most effective when the business engages employees in the process of identifying the hazards and participate in establishing practical controls as they will have useful knowledge regarding the risks in their normal duties.
- ✓ Rearrange factory layouts to promote more workspace distancing
- ✓ Communicate what is required to implement these measures to all employees and provide clear direction about what is expected of them.
- ✓ Increase cleaning regimes by extending cleaners hours and shifts, increase resources if possible.
- ✓ Make sure employees are instructed to and are given adequate breaks to frequently wash their hands.

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- ✓ Alcohol based hand sanitising gel may be unavailable at times; however, effective hand washing with soap and water is preferable to the use of hand sanitisers.
- ✓ If gloves are provided, employees must have sufficient supply of gloves to allow them to be changed frequently due to contamination risks.
- ✓ All staff should limit contact with others where welfare facilities are provided, consider whether additional larger facilities are needed to allow employees to take their breaks while social distancing.
- ✓ Provide an adequate number of bins to allow for the hygienic disposal of tissues used for covering the mouth, nose while coughing or sneezing.
- ✓ Display information from Government of NHS sources showing which symptoms should be reported or monitored.
- ✓ Inform employees when they should stay away from the workplace
- ✓ Inform employees of what action to take if they become unwell at work
- ✓ Immediately seek advice if you become aware of a confirmed case of COVID-19 within the workforce
- ✓ The business leaders will keep themselves up to date with Government and NHS directions and revise control measures if the information suggests that it is necessary to do so.
- ✓ Keep employees and customers up to date with any changes to control measures
- ✓ Limit access to the workplace to essential personnel only, only hold face to face meetings if it is absolutely necessary to do so, encourage working from home and contact customers by phone, email, or teleconferencing.
- ✓ Employees required to wear PPE will be provided with adequate information, instruction and training on how and when this is to be use, how it should be stored when not in use and how it should be disposed of when no longer in use.

Working from Home

The business leaders acknowledge their responsibilities extend to taking reasonable care of employee's health and safety when they are working from home both in terms of physical and psychosocial risk.

The Company shall provide support by:

- ✓ Giving guidance on what a good workstation set up looks like and providing self-assessment checklists
- ✓ Maintain regular communication with employees by phone or teleconferencing
- ✓ Provide a point of contact for any employee who feels the need to talk about their concerns confidentially

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