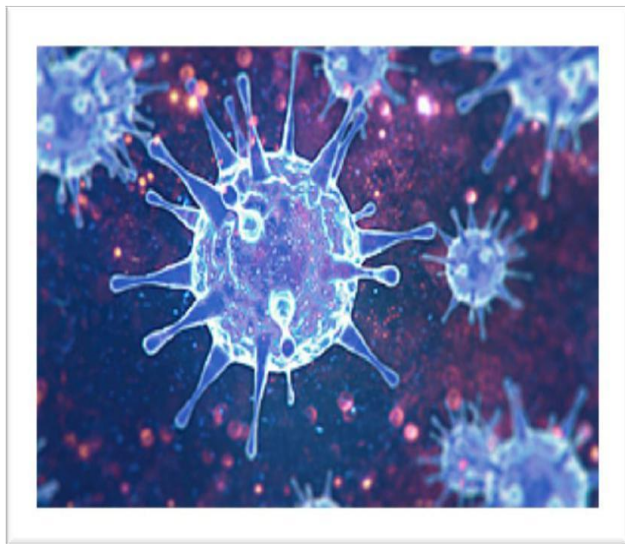




# **Corona Virus Covid 19 Risk Assessment Safe Working Guidance**



**The Information Contained In the  
Document Are Based On the  
Guidance Given From the UK  
Government And Best Practise  
Developed In House**

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Jim Johnson: - Health and Safety Officer

# Introduction

## Background

The COVID-19 pandemic has spread in all regions internationally including the United Kingdom. As part of a strategy aimed to limit the spread on the virus, as industry slowly returns to some form of normal working practices, the UK government has given industry a set of instructions, to ensure the workplace is as safe as reasonably possible, and to comply with Coronavirus Covid- 19 workplace secure guidance.

These rules will be with us for some time, until either a vaccine is found to create immunity or until science finds drugs to assist in the control in the disease.

## What is COVID-19?

Coronaviruses are a large family of viruses which may cause illness in animals or humans. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). The most recently discovered coronavirus causes coronavirus disease COVID-19.

## About this Guidance

The information contained within this document has been written 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.

You will read a lot about cleaning and hygiene both personal and housekeeping, as this is the main guidance from the UK Government,

We hope it gives you relevant and practical information to think about, which allows you to safely continue and carryout near normal working operations during the COVID-19 pandemic.

We are all in an unprecedented area of working under the current Pandemic situation; the information contained within this document will only work if we all follow the information provided.

Remember, at this current time, being at work is not like it was pre lock down, and it is key that we follow the social distancing rule, to prevent the spread of the virus.

These directions are going to be with us for some time.

After reading the information contained in this document, if you have any questions, relating to the information, please speak to your line manager who will endeavour to find answer if possible.

The information provided in this document, is in addition to and NOT a replacement for all current risk assessments in place throughout the business.

All current Risk Assessment and Safe Operating procedures will still be affective in the workplace

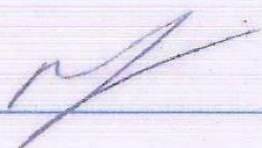
# Staying COVID-19 Secure in 2020

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



Date

21<sup>st</sup> May 2020

Who to contact: SIM JOHNSON HEALTH AND SAFETY OFFICER.  
(or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk) or 0300 003 1647)

## **General Controls**

Travel between departments and buildings must be kept to a minimum. Only authorised persons are allowed to move between departments

Cleaning of objects, Machines and surfaces that are touched regularly, such as door handles and keyboards, will be cleaned on a regular basis, along with ensuring there are adequate disposal arrangements.

- Welfare facilities will contain suitable and sufficient levels of soap and antibacterial gel / Hand Sanitiser.
- Reduced numbers of people attending team briefings but those attending will be distanced at 2 metres apart.
- If group meetings are required they may be held outdoors wherever possible (weather permitting)

## **Travel (Abroad)**

As and when travel outside of the UK is permitted.

We will try to provide relevant government guidance in line with the area / country that they are visiting

- Managers will ask employees to inform them if any individuals plan to leave the country for Holidays or Visits to other Countries.
- We will continually adopt and review new government / WHO guidance as and when it is available.
- Self-isolation may need to be enforced in line with the area / country and Government guidance.

## **Traveling to work**

- Where possible, employees should travel to work in their own vehicles, Walk, Cycle or Motor Cycle
- If using public transport it is advisable to wear a mask or other breathing zone covering
- If sharing transportation with others, employees should continue to share with the same group of individuals, maintain good ventilation, and ensure vehicle is cleaned (especially the surfaces that are touched such as handles and steering wheel)

## **Bagged Charity Storage**

During the current outbreak of the coronavirus Covid 19 pandemic, the storing of other peoples unwanted goods must be stopped, to enable the Company to fulfil the government's requirement to provide a Covid-19 secure workplace.

## **Site access**

Constant reviews will be carried out as to whether the numbers of personnel are safe it may be necessary to introduce, staggered start and finish times, along with staggering break times, so that the company can provide safe social distancing in the workplace

## **Ensuring the Guidance Is Followed**

As we all know compliance will drop over time

Regular audits will be carried out to ensure the social distancing rule is still working Employees will be consulted on how best to maintain adherence and what can be done to ensure the new practice reminds everyone on site.

## **VISITORS AND CONTRACTORS**

- Defer visitors from visiting site at this current time, unless it is absolutely essential for the visit to commence
- Encourage any visitor to use remote connection /working example, Microsoft Teams, Zoom, Skype Telephone etc...
- Restrict the **Number** of persons who can visit the site at any given time to **one**
- Limit visitor times to a specific time window and restricting access to required visitors only.
- Visitors must either use their own pen to fill in the visitor book, or the member of the team they are meeting with, must sign the visitor in and out of site using the visitor book
- A record of all visitors **Must** be kept
- Where site visits are required, site guidance on social distancing and hygiene **Must** be explained to visitors before arrival and again while on site.
- As part of the site guidance at this time Any Contractors or Visitor must not attend site, if they feel unwell
- All **Contractors** must sign in to the visitor book, on arrival, and ask for their point of contact to meet them.
- It may be a requirement that masks are worn if current UK Government guidance Changes.

### **Hygiene**

- Wash hands before and after using the facilities use the hand sanitiser provided.
- Hot Water, Soap, Hand Sanitiser and hand dryers provided in all wash rooms
- All areas cleaned regularly throughout the day
- Areas where contractors have been working must cleaned before leaving site, by the contractor, and waste must be removed from site.
- Remind all **Visitors** and or **Contractors** the Company operates a social distancing system in accordance with UK Government guidelines; we would expect the 2 metre rule to be followed.
- The company operates at the current time, a no touch policy .i.e. No Handshakes, No Fist bumps or elbow knocks
- Toilet facilities for all visitors will be available in the front office building
- Contractors will be informed on which toilet area to use on arrival

### **Communications**

**The company has numerous Covid- 19 Posters throughout the site, to inform and give guidance to everyone onsite regards the Coronavirus and directions to the NHS 111 service for additional help and advice.**

## Access and Egress Main Plant

Where possible, we have considered and implement the following practices:

- Stop all non-essential visitors and contractors to site
- We will look to Introduce staggered start and finish times to reduce congestion and contact at all times
- Monitor site Access and Egress points to enable social distancing
- Temperatures of all entering the premises will be taken either before the shift begins, or during the working day



Social Distancing Spacers have been implemented to provide safe distance guidance for operatives while waiting to leave site via the clocking areas



Hand Wipes and Sanitiser Available on enter and exit

## Automatic Hand Sanitiser Dispensers



Automatic Hand Sanitiser dispensers have been purchased from **Emissco** as seen in the pictures above

This is to help with hand hygiene and remove the need to touch the hand operated dispensers

These units use, an approved Non-Alcohol based sanitising product which kills all bacteria in the same way as the Alcohol based liquids

## Warehouse Access and Egress



Social distancing spacers have been implemented to provide safe distances for operatives while leaving site via the clocking area along with posters to remind to keep to social distancing



Hand Wipes and Sanitiser available on entry and exit

## General Hygiene Procedures

- On entering and leaving the premises all persons on site are encouraged to use the hand wipes and hand sanitiser prior to getting changed for work
- The workforce will be required to stay on site once they have entered and not use local shops.
- Exception to the above is if an order for food is collected by one person, who will follow stringent Hygiene rules to minimise exposure. The individual must be in possession of a face covering so that entry into the shop is not refused
- Temperatures may be taken on arrival, or throughout the shift, anyone who is shown to have a high temperature, maybe asked to go home and self-isolated.
- As you are aware these are unprecedented times, and we appreciate your patience while waiting to use the wash room and at the locker area at the end of the shift

## **Shop floor**

- Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds in accordance with government guidelines
- Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.
- A full cleaning schedule will be implemented throughout the site, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.
- Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. This is in accordance with government guidance (Catch it Kill it Bin It)
- Where possible employees will work in dedicated teams, and stay in those teams for as long as required
- Operatives holding conversations must do so following the 2 metre social distancing rule,
- Machine Breakdowns, operatives will be asked to leave the area, while the repair is carried out by maintenance and the operative will only return when the repair is complete
- All machines must be cleaned down at the end of each shift, using the cleaning materials provided, to assist in controlling any risk from the coronavirus outbreak.
- All tooling must be Regular cleaned / disinfecting
- Hi contact areas such as keyboards screens, control panels must be cleaned at the end of the shift, or when the machine is no longer required for work within shift.

### **Box Cells**

Dedicated 2 man teams will be allocated to each box cell  
Social distancing will be maintained

### **Bend Area and VPL**

Due to the layout of both the Bend Area and the VPL Area, have sufficient space between the bend machines

If an operator require tooling or gauges and a work colleague is in the area retrieving tooling or gauges, it is advisable that you stand in a safe area and social distance from your colleague, and allow him to retrieve what he needs, before entering the area yourself

### **Saws Prep Area Cut to Length Plate Press**

These are suitable laid out to provide a safe work under social distancing guidance

### **Welding**

All welders are provided with air flow weld helmets, and usually work in individual bays

Where welders are working in pairs, social distancing must be observed as much as possible and avoid exposed contact

### **Components**

The components area complies with the 2 metre social distancing rules but operators must observe the social distancing rule

### **Warehouse**

All warehouse operatives are reminded that social distancing rules apply while working in the warehouse

**KMT**

Sufficient space is available for operatives to currently work safely

**Maintenance**

All Maintenance is to observe the 2 metre ruling

**Tech Centre**

While fitting is carried out under the car ramps it is advisable to wear mask and face shields

All other areas of the work area are to observe the 2 metre ruling currently in place

**Fork Lift Equipment**

- All fork Lift equipment will be cleaned using the cleaning wipes provided.
- When cleaning out the cab area use the wipes to clean the steering wheel. Tiller vehicle controls handles, seat belt, seat, and any other areas of high contact.
- If drivers are required to use equipment such as pressure washers, fuel pumps, oil dispensers it is advisable to use disposable gloves available in these areas

**Examples of surfaces that should be wiped with cleaning materials**

- Before applying cleaning products always refer to the truck's operator's manual.
- Steering Wheel
- Control Switches & Levers
- Touch sensitive display screens
- Grab handles
- Seat belts
- Dashboards & shared chassis areas
- Floor mats
- Access covers, e.g. battery change, fuel cap
- Floor mats Can be steam cleaned

**More operatives return to work**

As more operatives return back in the work place these guidance notes will need to be reviewed along with methods of keeping operatives apart, so that the social distancing rules can continue until such time, that the government guidance eases the 2 metre ruling.

## **Offices**

Where it is possible the company will make the necessary arrangements for office staff to work from home.

The necessary computer equipment will be provided for home use.

Those who need to be on site will follow the social distancing rules explained below

The company will stay in regular contact to check on the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.

Workstations /desks will be assigned to an individual and not shared.

If they need to be shared they should be shared by the smallest possible number of people. If this is the case, a cleaning regime will be implemented to ensure that any areas touched will be cleaned after use.

It will be necessary to manage occupancy levels to enable social distancing this will be done by implementing notices on each office, stating the maximum number of people allowed into the office, to allow for social distancing to work safely.

These instructions must be followed, and maintained

- Frequent cleaning of work areas and equipment must be carried out at the end of each shift
- Where multiple person are using keyboards, Mouse Monitor, these must be cleaned in between users
- A clean desk policy must be adopted, at the end of each shift, to allow for the desk and computer equipment to be cleaned ready for the start of the next shift.
- Cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, will be cleaned on a regular basis, along with ensuring there are adequate disposal arrangements.
- Ensure regular cleaning of common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times
- Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.
- Using screens or barriers to separate people from each other.
- If a team briefing is to be held these can be held outdoors or in well-ventilated areas whenever possible to allow for social distancing...
- Flexibility for employees, who can work from home, need to be onsite and to go home as soon as that task is finished

**Offices control:-**the list below gives the maximum number of persons per work office at any one time,

#### **Shift Managers Office**

- This office has been organised so that no more than 3 people can sit within the area of the office and comply with social distancing rules

#### **Manufacturing and Operations Director Office**

- This office has been organised so that no more than 4 people can sit within the area of the office and comply with social distancing rules

#### **Components office**

- Components Office:- the computer and Printer has been repositioned to give easy access from the shop floor, and so enabling the office to be social distancing compliant:
- This will allow the team leader to work in the office, without the requirement of other people entering the office and breaching the 2 meter social distancing rule.

#### **Quality Health and Safety Office**

- This office has been organised so that no more than 4 people can sit within the area of the office and comply with social distancing rules

#### **Accounts Office**

This office has been organised so that no more than 3 people can sit within the area of the office and comply with social distancing rules

**But if** all 4 accounts staff return to work, a screen will be required in between Account Managers and Account Directors Desk

#### **Customer Services**

- This office has been organised so that no more than 4 people can sit within the area of the office and comply with social distancing rules during normal working.
- While the Social distancing rules are in place the following rules must be followed
- **Demarcation Areas have been implemented to assist in social distancing Please wait in these areas, one of the customer services team will assist with your query**
- **Rules are situated on the door as you enter**

#### **Head of Logistics and Warehouse Shift Manager**

- This office has been organised so that no more than 3 people can sit within the area of the office and comply with social distancing rules

#### **Transport Office**

- This office has been organised so that no more than 3 people can sit within the area of the office and comply with social distancing rules
- Demarcation Areas have been implemented to all the office to run with in the social distancing guidelines

#### **Emissco Production Office**

- This office has been organised so that no more 3 people can sit within the area of the office and comply with social distancing rules

#### **Maintenance Office**

- This office has been organised so that no more than 2 people can sit within the area of the office and comply with social distancing rules


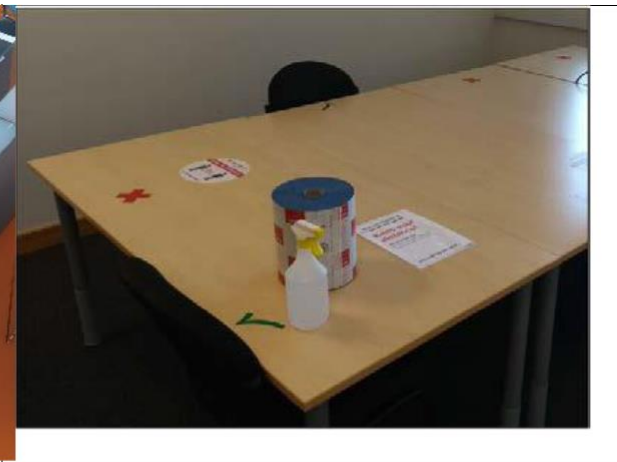

#### **KMT**

- Both the offices have been organised so that no more than 3 people can sit within the area of the office and comply with social distancing rules

## Reception Meeting Room

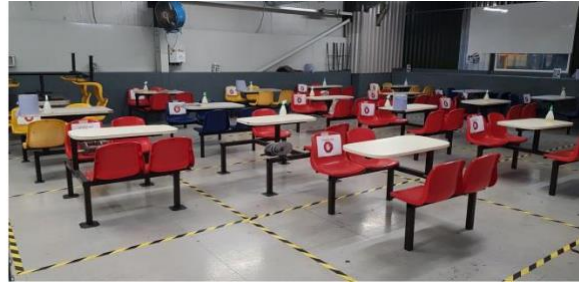
- This office has been organised so that no more than 2 people can sit within the area of the office and comply with social distancing rules

### Tech Centre, IT, Marketing, CEO, Front Office to be reviewed

	
<p>Example of an Office Work Station 2 metre safe zone. i.e. shift manager's office.</p>	<p>Example of how meeting rooms can go ahead, safe seating areas are shown where ticks are positioned Cleaning materials supplied are to be used at the end of the meeting.</p>
	
<p>Example of how we have adapted the Components office, so that operatives can access the computer so that they do not need to enter the office,</p>	

## Canteens

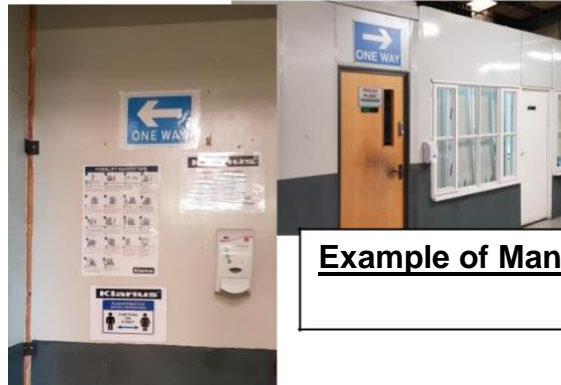
Areas are clearly marked to show the 2 metre spacing while at the seating area, and in the microwave preparation area.



Eating Area and Food Prep area has been laid out to comply with social distancing.



Only one person per table permitted any one time sitting 2 metres apart



### Example of Manufacturing One Way System

## Warehouse

All warehouse operatives are reminded that social distancing rules apply when arriving into the canteen, and getting changed ready for their shift to commence.



Rules for Use in the all Canteen and eating areas

Eating Area and food prep area has been laid out to comply with social distancing.

It is important that all tables used in the canteen are kept free from personal belongings,

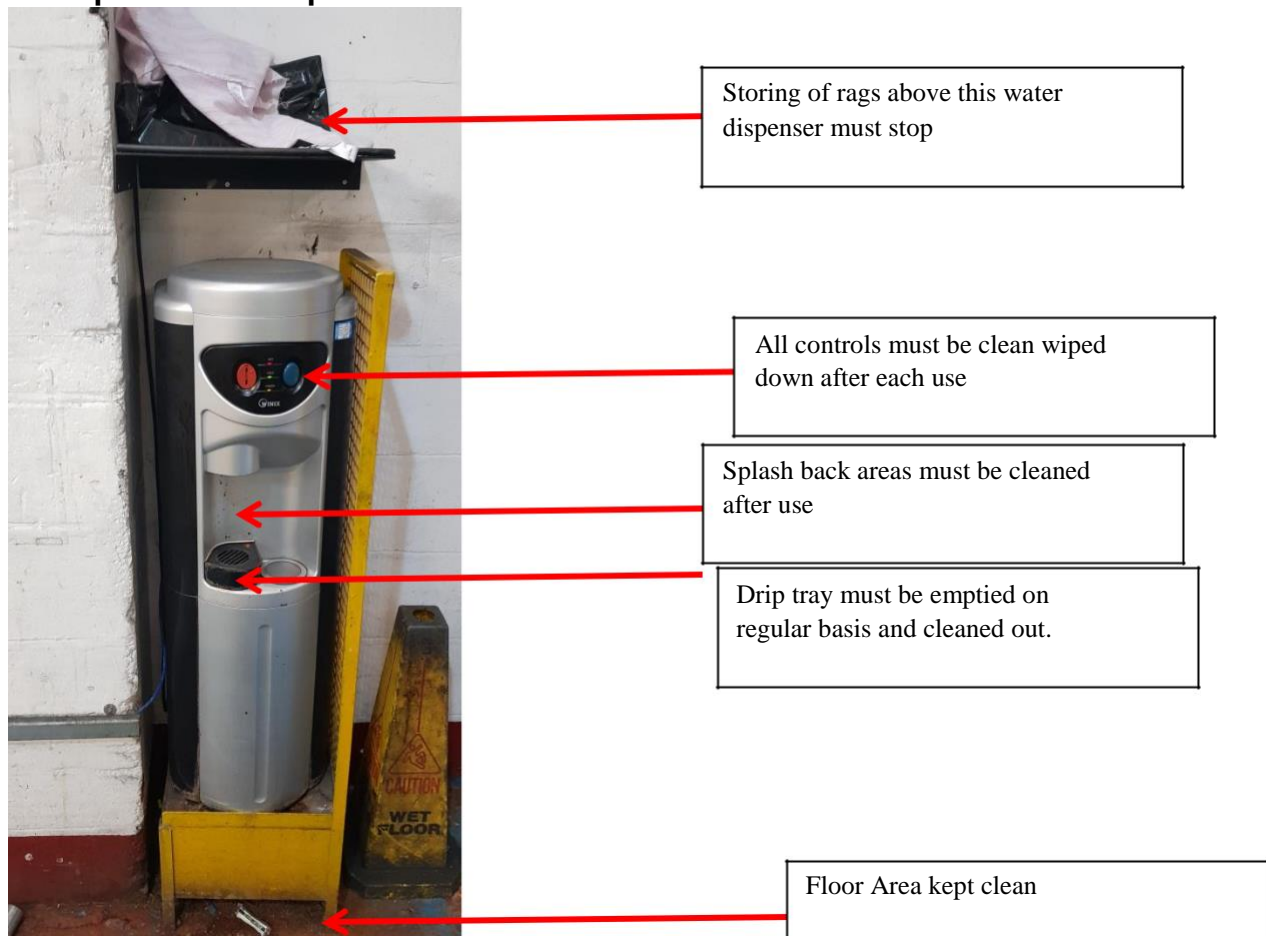
One way systems have been implemented in the canteen work area in Manufacturing and Warehouse, to minimise any congestion which may occur during access and egress to these areas.

- Staggering meal break times to allow for controlled social distancing in the canteen area
- All persons using the canteen facility must remove any waste materials from the preparation area and from the table when finished preparing and when they have finished their meals
- All belongings must be removed from the seating when break time is over,
- All persons using the facility are responsible for cleaning the work surfaces and the table with the cleaning items provided
- All waste, cleaning paper etc. must be disposed into the bin, so that the area is clean for the next group who will be required to use the area. **DO NOT LEAVE FOR SOMEONE ELSE TO CLEAN UP AFTER YOU**
- Drinking water is provided via the water dispenser by the VPL area this machine must be cleaned after each use

All areas used for eating, must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices areas Kettles, refrigerators

Employees are Encourage to bring their own food. Pre-prepared and wrapped food only

#### Example Drinks Dispenser

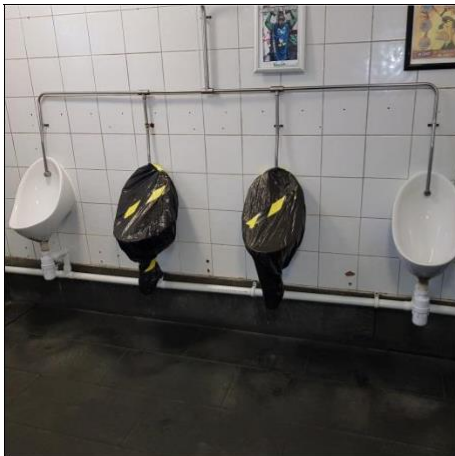


A regular cleaning regime will be followed to keep this machine clean by all who use the appliance.

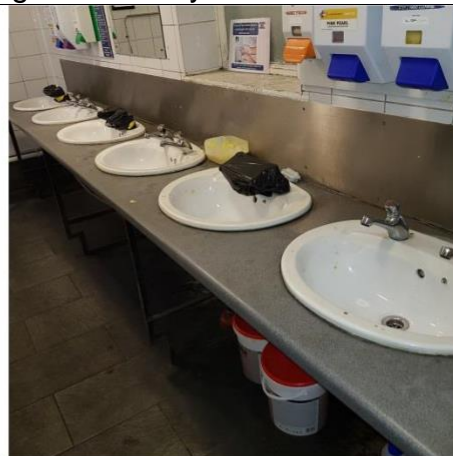
## Hygiene and Wash Rooms

To control the number of people using toilet facilities at any one time and to allow for social distancing to work correctly,

- I. **Main plant** have adopted a card system allowing up to 3 person to enter the wash room at any one time, the control system is to place a name card in rack positioned outside of the toilet area, this indicates how many person are in the facility at any given time, allowing the social distancing rule to be adopted within this area.
  - II. **Warehouse** is working to allowing 2 persons only in the washroom at any given time. Using the card warning system
  - III. Emissco gents Toilets will be operating with one person at a time can use the facility
  - IV. **KMT/ Tech Centre** will adopted the same card system as shown allowing 2 in the toilet area at one time.
- Wash hands before and after using the facilities
  - Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet
  - Hot Water, Soap, Hand Sanitiser and hand dryers provided in all wash rooms
  - Staggering start times to control the number of operatives in the changing area and staggering break times
  - All areas must be cleaned regularly throughout the day



Urinals have been decommissioned to allow for the 2 metre distance



Wash Basins have been closed off to allow for the 2 metre distance while washing hands



Log in board has been introduced to allow only 3 people max into the toilet area, which allows the 2 metre social distancing rule to be maintained.

### Locker Areas Main Plant

The company is advising that only 2 people at one time are in the changing/ locker area.

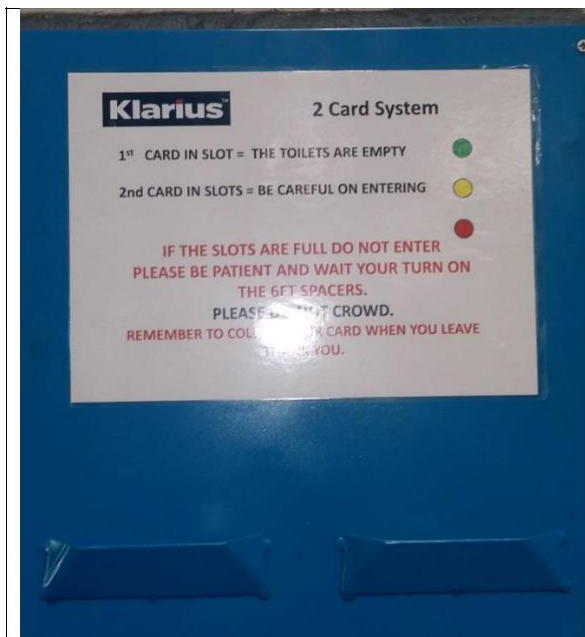
By following this rule, it will provide sufficient space to comply with social distancing rules

We ask operatives to be patient while waiting for your fellow work colleague's change and vacate the area,



Notices have been installed in the locker area of main plant to remind that only 2 persons are allowed in this area at any one time, and we appreciate your patience if you have to wait.

### Warehouse



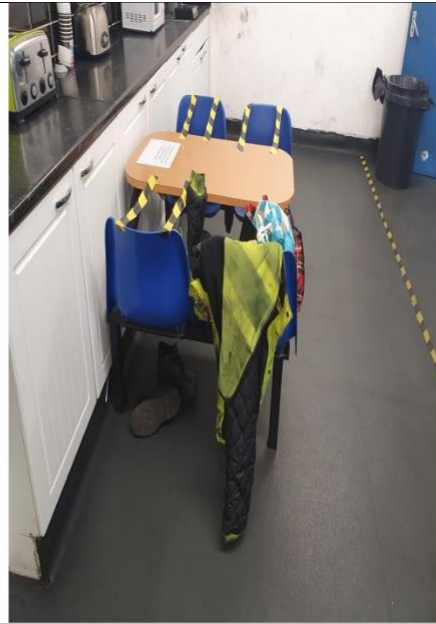
Log in Board has been introduced to allow only 2 people max in the gent's toilet area which allows the 2 metre social distancing rule to be maintained



A log in Board has also been introduced for Ladies toilet in the Warehouse, but to allow for safe distancing of 2 metres only **ONE person will be allowed to use the facility at any time**

All warehouse operatives are reminded that social distancing rules apply when arriving into the canteen, before start of shift, getting changed ready for their shift to commence, and at the end of the shift..

## **Lockers Warehouse**



All items of clothing & PPE need to go into your locker.  
Nothing is to be left on the tables, chairs or sides or work surfaces.  
If you require a locker then please ask.  
Each locker will be assigned to an individual & checked for damage  
If you forget your key then you will be required to retrieve your key from home.

## **ALL AREAS**

As stated variants of the above systems will be introduced throughout the Klarius site,

Remember to carry your Log Card with you at all times, in case you require to use the toilet area

**DON'T FORGET TO COLLECT THE CARD WHEN YOU LEAVE THE TOILET  
AFTER YOU HAVE WASHED YOUR HANDS AND SANITISED.**

## **Social Distancing in the Smoking Areas**

Many companies are removing the smoking areas, from the workplace, because they believe these areas cannot be controlled.

We have put in place social distancing systems for our team to follow, if they wish to have a smoke

In the following photos, we use a spot system to show safe social distancing in the smoking shelter.

Remember these are smoking area and not a place to eat your meals, due to the small numbers of people the area can accommodate we are asking you to have your smoke and leave the area, so that your fellow colleague can use the area.

### **Main Plant Designated Smoking Area**




In Shelter area we have arranged the Spots so it can comfortably sit 7 people,



Chairs have been placed on yellow dots to show the safe social distancing and instruction mounted not move the chairs from these specified locations (don't move the chairs from the dots)

## Warehouse Designated Smoking Area



The warehouse smoking area will only be allowed to accommodate 6 persons at any one time

	<p><b><u>Warehouse</u></b></p> <p>In Shelter area we have arranged the Spots so it can comfortably sit 6 people,  3 Sitting  3 Standing  These are the maximum  If a spot is not free, wait until one becomes available</p>

## **Eating Outside and Social Distancing**

The area adjacent to the Bike Shed/Main Plant Car Park which is used during the warm weather as Picnic type location, has been laid out under current UK Government guidance, so that you can eat outside, and comply with current social distancing rules

Spots have been implemented to show 2 metre distancing

	<p>Outside on the Picnic tables, you will see that 2 persons can safely sit at each table, do not move the tables. The bench seat will accommodate 1 person  If there are chairs located on the area a yellow dot marks the area where the seat is compliant.</p>
	<p>Signage has been introduced to remind why we are using this system.</p>

Please do not move the tables or chairs from any of the designated marked locations  
The above Rules and guidance apply to all departments and companies on site

## Klarius Drivers

### General

- Drivers should be allocated the same specific vehicle
- If not, the vehicles must be cleaned prior to use, and again when the driver returns the vehicle back to site.
- Staff will be provided with suitable Personal Protective Equipment (PPE) including gloves
- Face Masks and Visors will be made available to those who require them,
- Drivers are also reminded that they may be required to wear the Visor and or Face Mask if the customer has deemed this necessary PPE as part of their risk assessment documentation for Covid- 19
- Ensure while you are on the road you have access to welfare facilities. If you are refused, please inform you line manager.
- All vehicles will be provided with cleaning wipes and sanitisers where practical.
- The driver is responsible for cleaning out the cab of his vehicle when he/ she arrives back at site
- When cleaning out the cab area use the wipes to clean the steering wheel, vehicle controls, door handles, seat belt and any other areas of high contact.
- Remember to wear disposable gloves,
- Ensure all keys are cleaned or wiped before changing hands
- The individual PDAs issued to drivers must be cleaned regularly
- If drivers are required to use equipment such as pressure washers, fuel pumps, oil dispensers it is advisable to use disposable gloves available in these areas

### Vehicle and Vehicle Cleaning

Posters and instructions are displayed at site informing you of social distancing, and hygiene procedures

All communications/ Posters have been made available in this booklet.

- If using PDAs, take the customer's name and type it into the PDA this is to prevent the need for customers to have to touch or sign on them.
- If need be photographs can be taken
- Always maintain 2 metre distances from other people and customers when carrying out your delivery
- Do not shake hands, fist bump, elbow bump or stand/sit close to each other people when issuing personal greetings.
- If delivering to dead- drop and you need to open the padlock and cage, always clean before touching and following the closing process.
- Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. This is in accordance with government guidance (Catch it Kill it Bin It)
- Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.

### Social Distancing

The vans in use will normally only carry one person so that social distancing can be observed.

If you are requested to work with a colleague ensure the vehicle is well ventilated and travel with the windows open,

Clean the cab thoroughly after use, ensuring all high contact/touch areas are cleaned for the next shift to use.

### **External Drivers and Couriers**

There should not be any reason for any individual to breach the 2 metre rule while loading or unloading vehicles. The SOP we currently have in place, is even more important so ensure the driver you are dealing with is aware of the site rules.

The points below are to provide a little more guidance under the Covid-19 Safe Working Guidance and comply with the Company Covid Risk Assessment

#### **Please Explain the Current Site Rules To All Visiting Drivers**

- Klarius staff should not have any physical contact with external delivery drivers, Always maintain a distance of at least 2 metres from the drivers

#### **Unloading on the Load Areas**

- If a vehicle is to be unloaded via Fork Lift truck the driver of the delivery vehicle, must follow the site rules for unloading, as a forklift driver you have been instructed and have a duty to yourself and others on the safe operating procedures which the company has put in place, i.e.
- I. Driver to wait in designated area; the driver is not required to wait in the canteen.
- II. Only one vehicle on the loading bay to be loaded or unloaded.
- III. Any additional vehicles must be told to wait in a holding area and the driver to wait in the cab until called.
- III. **If a driver does not want to stand on the driver zone**
  - There is no health and safety reasons, why a driver cannot remove keys from engine, sit in the passenger seat, chock the front wheels,
  - This can help contain the spread of the virus, encouraging drivers to stay in their vehicles when it's safe and doesn't stand in the way of existing safe working practices

#### **Using the Toilet.**

- Toilets to be made available when required to any transport driver, who requires to use the facility
- Card system in place to control the number of people in the toilet must be used by drivers, who may need to use the facility.
- This card can be obtained from the picking office and returned after use.
- In the Case of other delivery areas a card will be made available at those delivery points.

#### **Delivery Drivers**

- Drivers delivering any product to site must follow the social distancing rules and site rules while being unloaded
- Contact between external drivers and employees will be minimised as much as possible when loading/unloading.
- All delivery drivers and Klarius operatives are to use hand sanitiser before handling paperwork
- A Clipboard will be provided for any paperwork, where it needs to be signed / or handed over, this will act as transfer zone so that the social distancing rule can be observed.
- Social distancing must be observed while paper work is signed, if paperwork is to be handed back to the driver,
- Avoid all handshakes or physical contact (hugs) with, delivery drivers or contractors coming on site.

#### **Picking Office Collections and Deliveries**

- Red Button to be used if no team leader or manager is in the Picking Office
- When the button is depressed the sounder is activated this will alert a member of the team to come back to the picking office and to deal with the driver.
- A Safe Area for the collection driver will be allocated and signage implemented to show the driver where to stand while waiting for parts
- As more guidance is presented it may be necessary to request delivery drivers wear a mask and face shield, to help protect our workforce.



# **Risk Assessment and Risk Rating Matrix**

## MANAGEMENT OF HEALTH &amp; SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT

Location/Department/Project Ref: All Areas of the Klarius Site and Business

Activity/Task/Area Assessed: COVID-19 Coronavirus

Assessor: Jim Johnson Darrell Stubbs

Date: May 2020

Review Date: October 2020

HAZARDS	THOSE AFFECTED	Pre Risk Rating			CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood	Risk Rating
		S	L	RR					
Catching / Spreading	All Site Operatives, Staff, Visitors and Contractors	4	5	20	<ul style="list-style-type: none"> <li>Welfare facilities will contain suitable and sufficient levels of soap and antibacterial gel / Hand Sanitiser.</li> <li>Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>A full cleaning schedule will be implemented throughout the site, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> <li>Employees should use tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. This is in accordance with government guidance (Catch it Kill it Bin It)</li> <li>We possible employers will work is dedicated teams, and stay in those teams for as long as required</li> <li>Operatives holding conversations must do so following the 2 metre social distancing rule,</li> <li>Machine Breakdowns, operatives will be asked to leave the area, while the repair is carried out by maintenance and the operative will only return when the repair is complete</li> <li>All machines must be cleaned down at the end of each shift, using the cleaning materials provided, to assist in controlling any risk from the coronavirus outbreak.</li> </ul>	Identify areas where people directly4 pass things to each other, for example office supplies, find ways to remove direct contact, such as using drop-off points or transfer zones. Do the machines get cleaned when maintenance have finished the repair? Monitor and Review		1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT									
Location/Department/Project Ref: All Areas of the Klarius Site and Business									
Activity/Task/Area Assessed: COVID-19 Coronavirus									
Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating SLRR		Pre Risk Rating		Pre Risk Rating	Severity	Likelihood	Risk Rating
Lack of awareness	All Site Operatives, Staff, Visitors and Contractors	4	3	12	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around site. Along with in house instructions on social distancing and hygiene</li> <li>Toolbox talks will be carried out for all personnel on site, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>	Monitor and Review	4	1	4
Employee travel plans As and when Foreign travel is permitted	All Site Operatives, Staff,	5	4	20	<ul style="list-style-type: none"> <li>Managers will ask employees to inform them if any individuals plan to leave the country for Holidays or Visits to other Countries.</li> <li>We will provide relevant government guidance in line with the area / country that they are visiting.</li> <li>Self-isolation will be enforced in line with the area / country guidance.</li> </ul>	Monitor and Review	5	2	10
Hygiene	All Site Operatives, Staff, Visitors and Contractors	4	5	20	<ul style="list-style-type: none"> <li>Control the number of people using toilet facilities at any one time to allow for social distancing to work correctly</li> <li>Wash hands before and after using the facilities</li> <li>Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet</li> <li>After a known or suspected case of COVID-19 the government's <b>specific guidance</b> will be followed.</li> <li>Hot Water, Soap, Hand Sanitiser and hand dryers provided in all wash rooms</li> <li>Staggering start times to control the number of operatives in the changing area and staggering break times</li> <li>All areas cleaned regularly throughout the day</li> </ul>	Monitor and Review	4	1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT									
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Activity/Task/Area Assessed: COVID-19 Coronavirus									
Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating			CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood	Risk Rating
		S	L	RR					
Catching / Spreading	Vulnerable	5	5	25	<ul style="list-style-type: none"><li>Contact with personnel suspected of having caught COVID-19 will be avoided.</li><li>Company to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs;</li><li>People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD;</li><li>People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell);</li><li>People on immunosuppression therapies sufficient to significantly increase risk of infection;</li><li>Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice issued to them no later than 29/3/2020</li></ul>	Monitor and Review	4	1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT									
Location/Department/Project Ref: All Areas of the Klarius Site and Business									
Activity/Task/Area Assessed: COVID-19 Coronavirus									
Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating			CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood	Risk Rating
		S	L	RR					
Access / egress to site	All Site Operatives, Staff,	5	4	25	<p>Where possible, We have considered and implement the following practices:</p> <ul style="list-style-type: none"><li>• Stop all non-essential visitors</li><li>• Introduce staggered start and finish times to reduce congestion and contact at all times</li><li>• Monitor site Access and Egress points to enable social distancing –</li><li>• Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li><li>• Reduce the number of people attending team briefings consider holding them outdoors wherever possible (weather permitting)</li><li>• Drivers delivering Products to site must follow the social distancing rules and site rules while being unloaded,</li><li>• The workforce should also be required to stay on site once they have entered it and not use local shops.</li><li>• All entering and leave the site must wash hands and use sanitiser</li><li>• Travel between departments and buildings must be kept to a minimum. Only authorised persons are allowed to move between departments</li></ul>	Monitor and Review Establish viability of hand wash stations outside.	4	1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT									
Location/Department/Project Ref: All Areas of the Klarius Site and Business									
Activity/Task/Area Assessed: COVID-19 Coronavirus									
Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating			CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood Rating	Risk level
		S	L	RR					
Canteen / Mess Room hygiene	All Site Operatives, Staff,	5	4	20	<ul style="list-style-type: none"><li>Consider Staggering meal break times to allow for controlled social distancing in the canteen area</li><li>Only one person per table permitted any one time sitting 2 metres apart.</li><li>All persons using the canteen facility must remove any waste materials from the preparation area and from the table when finished preparing and when they have finished their meals</li><li>All belongings must be removed from the seating when break time is over,</li><li>All persons using the facility are responsible for cleaning the work surfaces and the table with the cleaning items provided</li><li>All waste, cleaning paper etc. must be disposed into the bin, so that the area is clean for the next group who will be required to use the area.<b>DO NOT LEAVE FOR SOMEONE ELSE TO CLEAN UP AFTER YOU</b></li><li>Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li><li>All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices areas.</li><li>One way systems have been implemented in the canteen work area, to minimise any congestion which may occur during access and egress to these areas.</li><li>Areas are clearly marked to show the 2 metre spacing while at the seating area, and in the microwave preparation area.</li></ul>	Monitor and Review	4	1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK ASSESSMENT									
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Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating		CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood Rating	Risk Level	
		SLRR							
Offices	All Site Operatives, Staff	5	4	20	<ul style="list-style-type: none"><li>Shift Managers offices has be organised so that 4 people can sit within the area of the office and comply with social distancing rules (see Diagram in Safe working Practise Document) This instruction must be followed, and maintained</li><li>Components work area office has moved the computer to be easily accessible from the shop floor, and so enabling the office to be social distancing compliant allowing the team leader to work in the office, without the requirement of other people entering the office and breaching the 2 meter social distancing rule.</li><li>Frequent cleaning of work areas and equipment must be carried out at the end of each shift</li><li>Where multiple person are using keyboards, Mouse Monitor, these must be cleaned in between users</li><li>A clean desk policy must be adopted, at the end of each shift, to allow for the desk and computer equipment to be cleaned ready for the start of the next shift.</li><li>Cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, will be cleaned on a regular basis, along with ensuring there are adequate disposal arrangements.</li></ul>	Limit or restrict the use of high-touch items and equipment, for example, printers or whiteboards Monitor and Review	4	1	4

MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999 –RISK									
ASSESSMENT Location/Department/Project Ref: All Areas of the Klarius Site And Business									
Activity/Task/Area Assessed: COVID-19 Coronavirus									
Assessor: Jim Johnson Darrell Stubbs					Date: May 2020		Review Date: October 2020		
HAZARDS	THOSE AFFECTED	Pre Risk Rating		SLRR	CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood	Risk Rating
Visitors	Visitors	5	4	20	<ul style="list-style-type: none"><li>Defer visitors from visiting site at this current time, unless it is absolutely essential for the visit to commence</li><li>The Number of persons who can visit the site at any given time is one</li><li>Limiting visitor times to a specific time window and restricting access to required visitors only.</li><li>Visitors must either use their own pen to fill in the visitor book, or the member of the team they are meeting must sign the visitor in to and out of site using the visitor book</li><li>Record of all visitors will be kept</li><li>Encourage any visitor to use remote connection /working example, Microsoft Teams, Zoom, Skype Telephone etc..</li><li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors before arrival and again while on site.</li></ul>	Monitor and Review	4	1	4
Storing of Charity Bags on Site	All Site Operatives, Staff,	5	5	25	During the current outbreak of the coronavirus Covid 19 pandemic, the storing of other peoples unwanted goods must be stopped, to enable the Company to fulfil the government’s requirement to provide a Covid-19 secure workplace.	Monitor and Review	4	1	4

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HAZARDS	THOSE AFFECTED	Pre Risk Rating			CONTROL MEASURES IN PLACE	ACTION TO FOLLOW	Severity	Likelihood	Risk Rating
		S	L	RR					
Exposure from others due to:	Living with someone with a confirmed case of COVID-19. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19. Being advised by a Doctor Nurse or Government that contact with a diagnosed case has occurred.	5	5	25	<ul style="list-style-type: none"><li>• Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.</li><li>• Employees must disclose to line management that personnel living with them are self-isolating; they should be encouraged to do the same for 14 days as per Government guidance.</li><li>• Maintain contact with line management and to follow company policy / guidance.</li><li>• Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</li></ul>	Monitor and Review	4	1	4
Suspected case whilst working on site	All Site Operatives, Staff, Visitors and Contractors	5	4	20	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"><li>• Return home immediately</li><li>• Avoid touching anything</li><li>• Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li><li>• They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li></ul>	Monitor and Review	4		4

## Guidance Notes and Risk Matrix

This page explains how the risk rating is worked out.

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

LIKELIHOOD	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

SEVERITY	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–5 LOW	6–10 MEDIUM	12–15 HIGH	16–25 VERY HIGH
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

### Additional comments:

1. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
2. The risk assessment is to be reviewed on an 6 monthly basis, or sooner if changes made to the Corona Virus Covid-19 advice
3. This risk assessment must be approved by Health and Safety before being issued as a live document
4. This risk assessment is totally dependent on everyone following the good practise and advice provided by the company

## **Appendices**

The following section contains  
Posters  
Information and care points

# CATCH IT

Germs spread easily. Always carry tissues and use them to catch your cough or sneeze.



# BIN IT

Germs can live for several hours on tissues. Dispose of your tissue as soon as possible.



# KILL IT

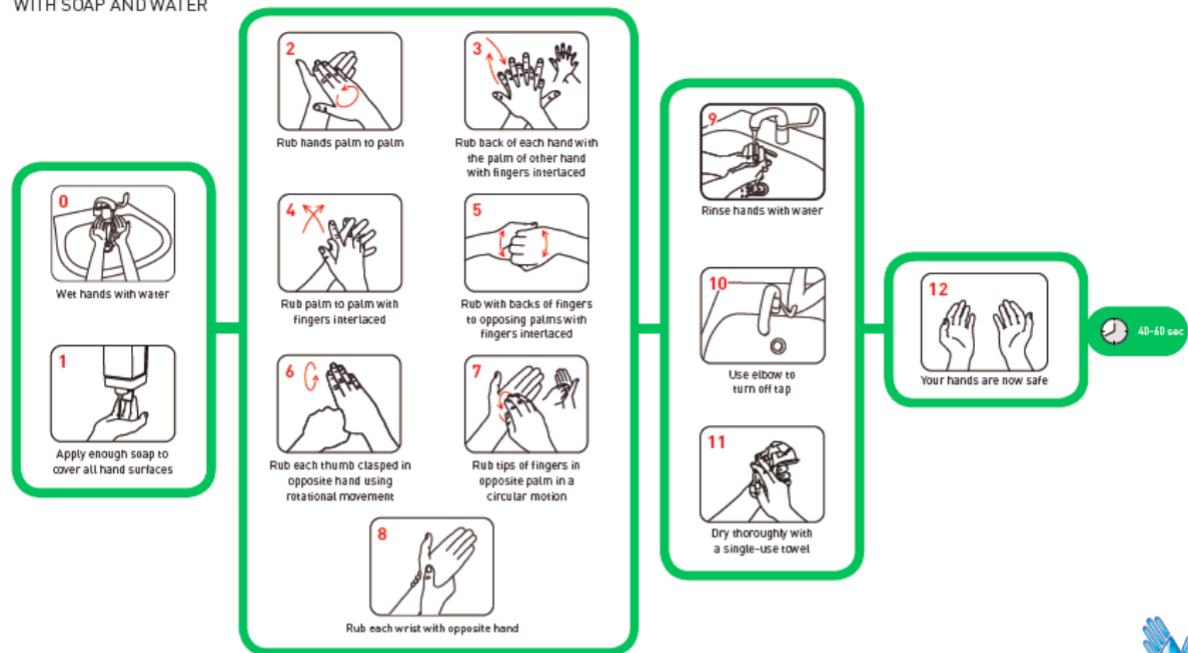
Hands can transfer germs to every surface you touch. Clean your hands as soon as you can.



HAND CLEANING **TECHNIQUES****How to handwash?**

WITH SOAP AND WATER

**NHS**  
National Patient  
Safety Agency



[www.npsa.nhs.uk/cleanyourhands](http://www.npsa.nhs.uk/cleanyourhands)

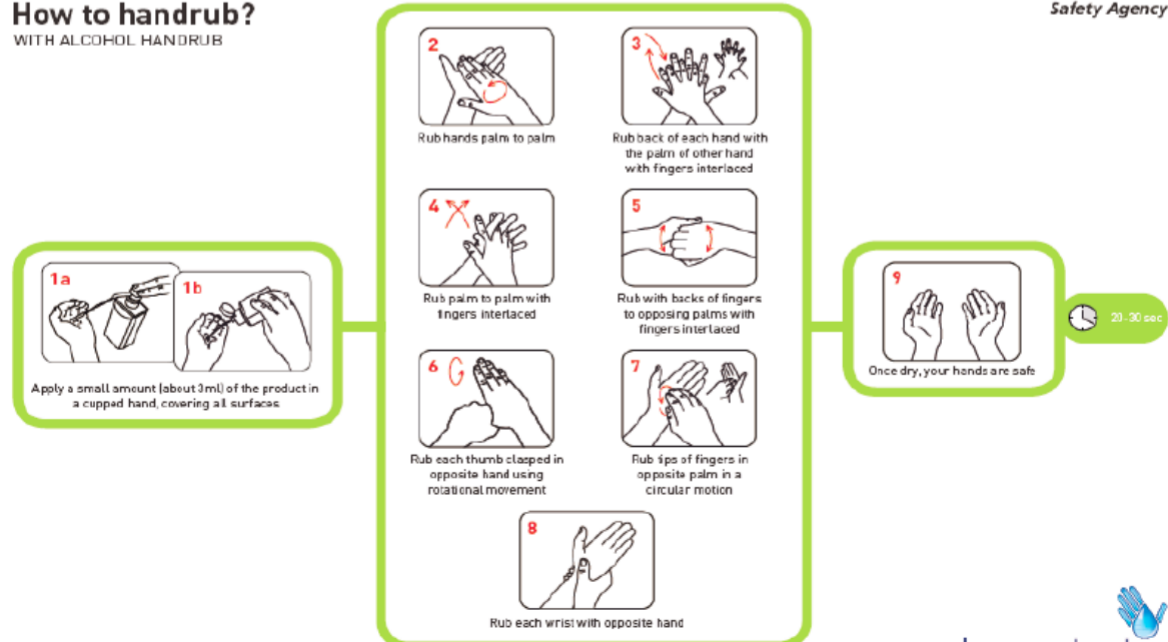
Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

**cleanyourhands®**  
campaign

HAND CLEANING **TECHNIQUES****How to handrub?**

WITH ALCOHOL HANDRUB

**NHS**  
National Patient  
Safety Agency



[www.npsa.nhs.uk/cleanyourhands](http://www.npsa.nhs.uk/cleanyourhands)

Adapted from World Health Organization Guidelines on Hand Hygiene in Health Care

**cleanyourhands®**  
campaign

**Klarius™****KMT™****Emissco™**

# Help Stop the Spread of Coronavirus

The safety of our colleagues continues to be our number one priority, so please follow the precautionary measures below to protect yourself and your teams:



Wash your hands with soap and water often, for at least 30 seconds.



Use the hand sanitiser available.



Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.



Put used tissues in the bin straight away.



Avoid close contact with people who are unwell.



Don't shake hands with people you come into contact with.



Do not touch your eyes, nose or mouth if your hands are not clean.



If you think you have symptoms, alert your line manager straight away and leave the building.

Further advice is available from the World Health Organization (WHO):  
[www.who.int/health-topics/coronavirus](http://www.who.int/health-topics/coronavirus) or [www.gov.uk](http://www.gov.uk)

# Klarius™

## **New canteen rules**

- 1. Please be patient while waiting for any equipment**
- 2. One per table**
- 3. Do not leave anything on the table when you are finished**
- 4. Please wipe table before you leave**
- 5. Please practice social distancing**

# Klarius™





**Social Distancing**

**Please  
Do not move the  
chairs  
only sit on where  
there is a yellow  
spacer mark**

## Care Point Sheet

Theme: **Social distancing at work** No. **2001A**

Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐



### Explanation

1. Please be patient while waiting to clock on/off keeping the recommended safe distance of 6ft apart.
  2. Canteen, One person per table.
  3. Do not leave anything on the table when you are finished.
  4. Please wipe table before you leave with the products provided.
  5. Please practice social distancing where possible when using microwave/toasters.
  6. Respect your fellow workers
- Thank you

Print		Suggested By:	W JOHNSON
Shift Manager	Chris Wooliscroft Sean Woodward	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	L. BILLINGTON
Signature		Date:	

## Care Point Sheet

Theme: **Fork Lift Truck Cleaning Station** No. **2001C**

Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐



### Explanation


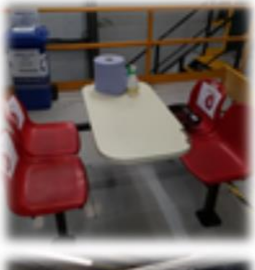


1. FLT wipe down station is located opposite the canteen as you walk down the yellow steps onto the shop floor.
  2. Please ensure your truck is wiped down at the end of every shift.
  3. Please let us know when the wipes or spray have ran out.
  4. Please practice social distancing where possible when wiping trucks down at the end of your shift.
  6. Respect your fellow workers
- Thank you

Print		Suggested By:	W JOHNSON
Shift Manager	Chris Wooliscroft Sean Woodward	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	L. BILLINGTON
Signature		Date:	

# Care Point Sheet

 Theme: **Social distancing at work** No. **2001**

 Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐



		<p align="center"><b>Explanation</b></p> <ol style="list-style-type: none"> <li>1. Please be patient while waiting to clock on/off keeping the recommended safe distance of 6ft apart.</li> <li>2. Canteen, One person per table.</li> <li>3. Do not leave anything on the table when you are finished.</li> <li>4. Please wipe table before you leave with the products provided.</li> <li>5. Please practice social distancing where possible when using microwave/toasters.</li> <li>6. Respect your fellow workers</li> </ol> <p align="center">Thank you</p>
		

Print		Suggested By:	W JOHNSON
Shift Manager	N HEATON & P MORRIS	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	W JOHNSON
Signature		Date:	

# Care Point Sheet

 Theme: **Lockers** No. **2001B**

 Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐

		<p align="center"><b>Explanation</b></p> <ol style="list-style-type: none"> <li>1. All items of clothing &amp; PPE need to go into your locker. Nothing is to be left on the tables, chairs or sides.</li> <li>2. If you require a locker then please ask. Each locker will be assigned to an individual &amp; checked for damage</li> <li>3. If you forget your key then you will be required to retrieve your key from home.</li> </ol> <p align="center">Thank you</p>

Print		Suggested By:	W JOHNSON
Shift Manager	Chris Woollscroft Sean Woodward	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	L. BILLINGTON
Signature		Date:	

# Care Point Sheet

Theme: **Toilet card system Warehouse** No. **2001D**

Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐



## Explanation

1. You will be assigned a card ablt like your clock card.
2. There is a blue panel outside the toilets. The one outside is for the Gents & the ladies panel is on there door.
3. Place your card in the slot. If full do not enter.
4. Remember to collect your card when you leave.
6. Respect your fellow worlars  
Thank you

Print		Suggested By:	W JOHNSON
Shift Manager	Chris Wooliscroft Sean Woodward	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	L BILLINGTON
Signature		Date:	

# Care Point Sheet

Theme: **Smoking Area Warehouse** No. **2001E**

Category: Basic Knowledge ☒ Kaisen Case ☐ Trouble Case ☐



## Explanation

1. Six yellow dots have been located in the smoking area.
2. Only six people are allowed in the smoking area at anyone time.
3. Three dots located on the bench & three located on the concrete.
4. Respect your fellow worlars  
Thank you

Print		Suggested By:	W JOHNSON
Shift Manager	Chris Wooliscroft Sean Woodward	Compiled By:	D STUBBS
Team Leader	ALL	Approved By :	L BILLINGTON
Signature		Date:	

# NOTICE

**Please use the hand  
sanitiser**

**When entering and  
leaving this Factory  
Thank you.**



# NOTICE

**Please use the hand  
sanitiser**

**When entering and  
leaving this Warehouse  
Thank you.**



CUSTOMER SERVICE ADVICE NOTICE

# NOTICE

- When entering this office please stand in the taped off square and wait for assistance.
- Do not try to use the photo copier
  - Ask then wait for assistance.
- **SOCIAL DISTANCING MEASURES IN PLACE**
  - **PLEASE BE PATIENT.**
  - **Thank you!**

**Klarius™****KMT™****Emissco™**

**YES – This does mean YOU!**

**We all please need to do a much better job of keeping the 2M Social Distance between us at work to prevent COVID-19.**

**Especially on the shop-floor and warehouse. Red Card those getting too close!**

**None of us want to catch COVID-19, bring it on-site or take it home to our families.**

**Remember Health & Safety ETHOS: Target Zero – “We all go home safe.” 😊**