

Macalloy COVID19 RISK ASSESSMENT ACTIONS

Compiled by: Martin Jepson (Factory Manager), Richard Whitehead (Factory Manager), Karen Yates (Administration & Development Manager)

Deliveries

Doors in working areas to be kept shut with signs to advise which phone numbers to ring to arrange off-loading.

All employees to maintain 1+ metre distance from drivers.

Drivers requested to prepare load for removal, then stay in wagon whilst being unloaded.

Member unloading has option to wear visor and/or face mask.

Only consignment stockist i.e. Cromwell's allowed on site and instructed to comply with company procedures.

Separate bathroom facilities are available for visiting drivers use only.

As we are now entering a time of colder temperatures all shutter doors are to remain closed

Visitors

Only visitors which are deemed crucial to the business and meeting the HSE requirements will be allowed on site and only by appointment.

Visitors shall be checked for high temperature by a designated person before being allowed on the premises.

Visitors showing any signs of COVID19 shall not be allowed on the premises.

Visitors will be advised and asked to comply with company procedures.

Sub-contractors

Only sub-contractors which are deemed crucial to the business and meeting the HSE requirements will be allowed on site and only by appointment.

Sub-contractors shall be checked for high temperature by a designated person before being allowed on the premises.

Sub-contractors showing any signs of COVID19 shall not be allowed on the premises.

Sub-contractors will be advised and asked to comply with company procedures.

Collections

All doors to be kept shut with signs to advise which phone numbers to ring to arrange loading.

All employees to maintain 1+ metre distance from drivers.

Drivers will be requested to prepare wagon for loading, then stay in wagon whilst being loaded.

Member unloading has option to wear visor and/or face mask.

Drivers will be discouraged from, but allowed, to use company facilities allocated to drivers only.

Transport paperwork to be left on wagon or in box by loading bay door.

As we are now entering a time of colder temperatures all shutter doors are to remain closed

Office workers

All office staff will be kept apprised of company guidelines and changes to working procedures by way of regular briefings.

Non-essential staff may be furloughed dependent on the business needs.

Desks shall be arranged to ensure staff can keep a minimum of 1+ metres apart.

Meetings shall be kept to a minimum, with minimum number of attendees and keeping 2 metres apart. Conference room 1 will be designated for larger meetings. Where the number of people exceed the 2 metre distancing limit face coverings must be worn by all unless exempt.

COVID19 awareness signage will be placed at intervals around the office area.

Internal doors, wherever possible shall be kept open.

Hot desks shall be kept to a minimum, anti-bacterial wipes will be available for cleaning down the desk before each use.

Anti-bacterial wipes, gel, handwash and nitrile gloves will be made available throughout the office area.

Staff will be encouraged where practical to keep communication to phone or email.

Staff will be encouraged to wear face coverings whilst moving round the office or when talking to other employees in close proximity.

Stairways at either end of the office have a one way system.

Any member of staff showing signs of COVID19 shall be instructed to self-isolate in line with government guidelines.

If a member of staff finds themselves in a position which makes it difficult for them to carry out their duties in the office they may be offered the opportunity to work from home but each case would be considered independently

If you decide to travel overseas, this will be at your own risk. If on return you have to self-isolate due to new restrictions being put in place during your holiday, then this will be unpaid

Shop floor workers

All Shop floor workers will be kept apprised of company guidelines and changes to working procedures by way of regular briefings.

Non-essential Shop floor workers may be furloughed dependent on the business needs.

COVID19 awareness signage will be placed at intervals around the shop floor area.

Internal doors, wherever possible shall be kept open.

External doors shall be kept closed to prevent unauthorised access. Roller doors may be kept open 60cm to aid ventilation.

Anti-bacterial wipes, gel, hand wash and nitrile gloves will be made available throughout the shop floor area.

Shifts and breaks shall be split and off-set by 15 minutes to enable distancing in the locker room and at the clocking station.

Face covering (Visor or face masks) must be worn whilst moving around the factory or when talking to others in close proximity. These are in addition to mandatory safety glasses. Snoods are not permitted as these are deemed as potentially being able to be caught in machinery.

When finishing shift shop floor workers shall be permitted to queue on the marked walkway on the factory floor at 2 metre intervals to enable distancing at the clocking station.

Any shop floor member showing signs of COVID19 shall be instructed to self-isolate in line with government guidelines

If you decide to travel overseas, this will be at your own risk. If on return you have to self-isolate due to new restrictions being put in place during your holiday, then this will be unpaid

Communal areas

A second refreshments area set up in the office eating area. Both kitchen and office eating area areas to be one person at once.

1st floor gents has signage showing required distancing.

A second refreshments area set up in the canteen. Both refreshment areas to be one person at once.

2 metre floor-spacing shall be installed in the canteen to aid distancing.

Recreational activities in the canteen shall be suspended.

Showers shall be limited to 1 person each side.

Locker room toilets is signed with required distancing..

Locker room sink is signed with required distancing

Smoking shelter shall be limited to 1 person inside. The area outside may be used whilst keeping 2 metre distance.

1st Aiders

1st Aiders shall be advised to wear supplied nitrile gloves, face visor and surgical masks when dealing with any injuries.

Reviewed 3 March 2021