

# COVID-19 (*Coronavirus*) OPERATING PROCEDURE MANUAL

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Revision: 2 (*February 2021*)

**ADVANCED METALCRAFT Ltd**

*Document No: COVID19-OPM-20*





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**COVID-19  
OPERATING PROCEDURE****SOCIAL DISTANCING & WORKING GROUPS**

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**Section 1 Scope**

The scope of this procedure is to outline how Advanced Metalcraft Ltd intends to maintain a 2-meter social distance, wherever possible.

This includes, arriving and departing from work, while in work, and when travelling between sites.

**Section 2 Considerations**

We must maintain social distancing in the workplace wherever possible,

Where social distancing guidelines cannot be followed in relation to an activity, the following mitigating actions should be considered and addressed in the safest possible way,

- Further increasing the frequency of hand washing and surface cleaning.
- Keeping the activity time as short as possible.
- Using screens and barriers to separate staff from one another.
- Using back-to-back or side-to-side working (opposed to face-to-face), whenever possible.
- Reducing the number of people each person has contact with, by using fixed working groups (keeping contact between people to a minimum).

**Section 3 Personal Protective Equipment (PPE)**

Staff are required to wear a face coverings or face shield around the offices and workshop facilities where social distancing is not possible (this is a precautionary measure),

Staff are asked to be respectful to others working in and around the premises, and wear face coverings/shields to make others feel more comfortable in our workplace.

RPE

- Face covering or face shield (to be used in situations where social distancing cannot be achieved as a precaution).

**Section 4 Risk Management**

Social distancing applies to all aspects of the business, not just in the areas we all work most frequently, social distancing applies to entrances and exits, break rooms, canteens, corridors, welfare facilities and any similar settings.

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**Section 5 Arriving & Departing from Work**

- Staff are asked where possible to use their own form of transport to come into and leave work, where possible. Public transport should not be used and sharing vehicles is prohibited.
- Staff are asked to ensure they maintain social distance when arriving and leaving the premises.
- Maximum room/area capacities are shown on signage around the building and located on the applicable floor plans.
- If areas around clock in machines are at full capacity, please wait outside or in an area you can maintain a 2-meter social distance.
- Staff are asked to use hand sanitiser dispenser on arrival and prior to leaving the premises, hand sanitising dispensers are located at each entry and exit point around the building.
- One-way systems are present around Unit 7, no one way system is in place at Unit 14-15

*(Please refer to COVID19-HB-20\_Handbook for further information).*

**Section 6 Moving Around the Premises**

- Staff are asked to be mindful of their activities onsite, favouring use of electronic devices, instead of direct contact with other staff members.
- Staff are asked to follow all signage around the premises, follow one-way systems where in place and maintain social distancing while moving around or between premises.
- Floor plans have been developed to indicate room/area capacity and where one-way systems have been put in place and where they have not.
- Staff are asked to ensure that only one person uses any flight of stairs at any one time.
- Staff are asked to be wary and mindful while walking through corridors or on walkways, ensuring they can always maintain a 2-meter social distance.
- Moving between premises, should only happen if completely necessary.
- Staff are reminded to limit contact with large numbers of staff, favouring reduced staff contact and maintaining social distancing where possible.
- If it is not possible to maintain social distancing, please ensure you wear your face covering/shield as a precaution.

*(Please refer to COVID19-HB-20\_Handbook and applicable floor plan for further information).*



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**Section 7 Workstations**

- Staff may only use their workstation and not share phones, computers, desks, stationary etc. (these should be cleaned after each use, with company supplied antibacterial wipes).
- Staff should limit the amount of unnecessary paperwork circulating around the premises. Does this document need to be printed, or can this document be emailed to the recipient?
- Print and server rooms, have been limited to one person, please maintain social distancing, and wait until the area is free before collecting your items.
- Shared printers should be wiped after each use, with company supplied antibacterial wipes.
- Workstations have been relocated to ensure staff are spaced 2 meters apart, favouring side by side or facing away from each other.
- Screens should only be used if it is not possible to move workstations, or they cannot maintain a 2-meter social distance (Screens are used in Unit 14 reception for this reason).
- Floor plans have been developed to indicate room/area capacity; this is to ensure we can always maintain 2-meter social distance.

**Section 8 Workshops**

- Staff are reminded to limit the amount of unnecessary contact between other staff, favouring contact with supervisors for queries.
- For fabrications that require two staff members, should be fabricated using working groups.
- In situations where social distancing cannot be achieved, face shields should be worn as a precautionary measure, ensuring the task at hand takes no more than 15 minutes.
- Staff should use laydown areas when collecting materials from other processes i.e. (1) fabrication/tack welding (2) laydown (3) welding. Materials should not be handed to one another; materials should only be collected by the staff member it is intended for.
- Tools should not be shared. If hand tools are shared, these must be cleaned prior to returning the item, and ensure you wash your hands with soap and water for 20 secs or use hand sanitiser after.
- Welding screens shall be placed around welding/fabrication bays, to aid social distancing.

*(Please refer to section 9 of this procedure for further information).*

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**Section 9 Work Groups**

Work groups will be used for known activities that require more than one staff member to be involved with, the below table outlines who and what activity,

Location	Name	Activity
Unit 7	Scott Rose	Fabrication / Balconies / Balustrades
Unit 7	Josh Sewell	Fabrication / Balconies / Balustrades
Unit 7	David Gallent	Fabrication / Balconies / Balustrades
Unit 7	Gary Culham	Fabrication / Balconies / Balustrades
Unit 14-15	Simon Hislop	Assembly / Finishing / Dispatch
Unit 14-15	Gintaras Sakins	Assembly / Finishing / Dispatch
Unit 14-15	Linton Garrad	Assembly / Finishing / Dispatch
Unit 14-15	Tod Steffan	Assembly / Finishing / Dispatch

- Work groups are asked to take reasonable precautions, ensuring when possible they work at a 2-meter social distance.
- Where this is not possible, face screens should be used as a precaution and limit the amount of time working within a 2-meter social distance,
- The maximum time spent carrying out tasks where you cannot maintain a 2-meter social distance should be no more than 15 minutes.
- Favoured working would be side by side or facing away from each other, when more than one staff member is required to work on a product i.e. aiding with tack welding or balcony assembly.

**Section 10 Meetings, Toolbox Talks & Audits**

Face to Face should only take place where absolutely necessary, please follow the following guidance when thinking of or planning your meetings,

- Meeting should be planned via remote working tools in the first instance i.e. Zoom or WebEx.
- Preferably face to face meetings should take place outside in one of our yards or workshops, ensuring a 2-meter social distance is maintained throughout.
- If a face to face meeting is needed, we first must ensure that this meeting can take place with adequate social distancing measures throughout the meeting.
- Only absolutely necessary participants should physically attend meetings.
- Meeting rooms maybe used, providing the maximum person limit for that room is not exceeded, please see your area floor plan or signage for more information on room capacities.
- Participants should be issued with their own stationary, pens, pads etc. and must not share items, including documents or other objects.
- Hand sanitiser will be provided within all meeting rooms (Ensuring a high level of hand hygiene throughout the meeting).
- It is preferred that face coverings / shields are worn during meetings as a precaution.
- Doors and windows should be opened during meetings to well ventilate the room, where possible.
- Meeting rooms should be locked, or signage placed on the door, to ensure no further participants or through traffic enters the room/area.
- Once meetings have concluded, the sanitising team will need to sanitise the meeting room before re-allocation *(Please refer to COVID19-OP-VM-20, COVID19-OP-C-20 & COVID19-HB-20)*

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**Section 11 Reception, Kitchen, Canteens & Toilets**

Reception (Unit 14-15)

- To ensure we can maintain a 2-meter social distance, a maximum room capacity limit has been set on all areas (*please refer to COVID19-HB-20 for further information*).
- Perspex screens have been placed around the reception desk.
- When clocking on and off your shift, please ensure room/area capacity is not breached.
- If someone is using the clocking machine, please wait for the area to be clear, waiting in an area where you can maintain a 2-meter social distance.
- Signage has been placed on the reception door, in relation to post or parcel delivery services.
- Signage regarding social distancing, room capacities are placed at the entrance or exits of every room or area, please ensure all signage is read and understood before proceeding to you desired destination.

Kitchen (Unit 14-15)

- To ensure we can maintain a 2-meter social distance, a maximum room capacity limit has been set on all areas (*please see Unit 14-15 floor plan, refer to COVID19-HB-20 for further information*).
- Staff are asked to bring in their own cutlery, crockery, and cups to reduce transmission when sharing items from the kitchen.
- Staff are asked to clean all used items from the kitchen and surfaces once finished, using soap and hot water.
- Staff are asked to sanitise hands before and after using the kitchen facilities.
- Staff are asked not to prepare food or drinks for any other staff member or person(s) visiting the premises.
- If the kitchen is occupied, please ensure you wait in an area where you can maintain a 2-meter social distance.

Canteen (Unit 7, 14-15)

- To ensure we can maintain a 2-meter social distance, a maximum room capacity limit has been set on all areas (*please see Unit 7, 14 & 15 floor plan, refer to COVID19-HB-20 for further information*).
- Break rota's can be used to help manage break times more effectively if social distancing becomes an issue with our current strategy, break rota's have been set for UNIT 14-15. (*Please see below table for further information*).

NAME	BREAK	LUNCH
Tony Baker	10.00 a.m.	13.30 p.m.
Tod Steffan	10.00 a.m.	13.30 p.m.
Rob Blythe	10.00 a.m.	13.30 p.m.
Simon Hislop	10.15 a.m.	13.00 p.m.
Linton Garrad	10.15 a.m.	13.00 p.m.
Gintaras Sakins	10.15 a.m.	13.00 p.m.

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**Section 11** Reception, Kitchen, Canteens & Toilets *(continued)*Canteen (Unit 7, 14-15)

- Where possible staff are asked to use their cars or welding bay to have their breaks if the canteen area is occupied by others.
- Seats have been measured and only those seats that allow social distancing shall be used. Seats that breach social distancing have been bound with hazard tape.
- Staff are asked to bring in their own cutlery, crockery, and cups to reduce transmission when sharing items from the canteen.
- Staff are asked to clean all used items from the canteen and surfaces once finished, using soap and hot water.
- Staff are asked to sanitise hands before and after using the canteen facilities.
- Staff are asked not to prepare food or drinks for any other staff member or person(s) visiting the premises.
- If the canteen is occupied, please ensure you wait in an area where you can maintain a 2-meter social distance.

Toilet (Unit 14-15 – Office & Workshop)

- To ensure we can maintain a 2-meter social distance, a maximum room capacity limit has been set on all areas *(please see Unit 14-15 floor plan, refer to COVID19-HB-20 for further information)*.
- Staff are asked to ensure they close the partition door when in use, to indicate that the toilet is not vacant.
- Signage is placed at entrances to toilet facilities, indicating what measures you should take.
- Staff are reminded that if the toilet is not vacant, they must wait in an area where they can maintain a 2-meter social distance.

Toilet (Unit 7 – Office & Workshop)

- To ensure we can maintain a 2-meter social distance, a maximum room capacity limit has been set on all areas *(please see Unit 7 floor plan, refer to COVID19-HB-20 for further information)*.
- Staff are asked to ensure they close the partition door when in use, to indicate that the toilet is not vacant.
- Signage is placed on at entrances to toilet facilities, indicating what measures you should take.
- Staff are reminded to maintain a 2-meter social distance while using the toilet facilities.
- Staff are reminded that if the toilet is not vacant, they must wait in an area where they can maintain a 2-meter social distance.

**Section 12** Accidents, Security & Other Incidents

In the event of an emergency i.e. accident, provision of first aid, fire or break in, staff do not need to maintain 2-meter social distance.

People who are involved with any emergency, should take further precautions, and pay attention to sanitising measures immediately after the emergency.

For further information surrounding first aid during COVID 19 *(please refer to COVID-OP-FA-20 for further information)*.

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**Section 13**

**Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020

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**HAND HYGIENE**

Document Number:

COVID19-OP-HH-20

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**Section 1**

**Scope**

The scope of this procedure, is to outline how Advanced Metalcraft Ltd intends to use increased hand hygiene to limit the risk of infection between its staff, customers, suppliers, and subcontractors on our premises.

**Section 2**

**Considerations**

When should we wash our hands?

- After using the toilet.
- Before and after preparing and consuming food or drinks.
- After blowing your nose, sneezing, or coughing.
- Before and after treating a cut or wound.
- After touching post, parcels, or boxes.
- Once you enter the premises or leave the premises.
- Once you return to your workstation.
- Whenever you see a wall mounted hand sanitising dispenser.
- When hands are visibly dirty.

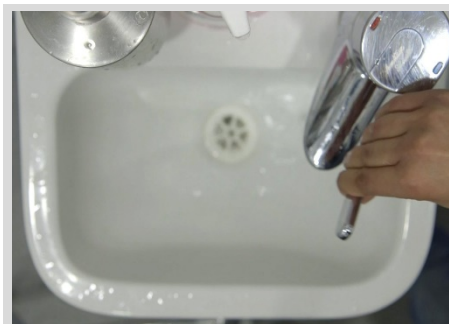
Washing your hands properly, removes dirt, viruses, and bacteria to stop them spreading to other people and objects.

**Section 3**

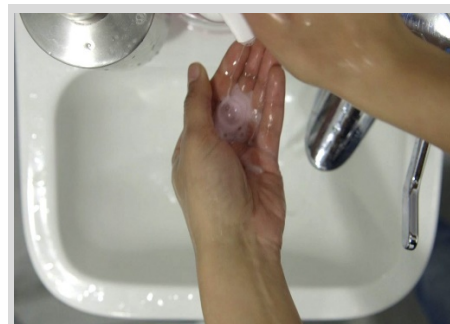
**Washing Hands**

The below set of pictures will show you a visual representation of how we all should be washing our hands during COVID-19, remembering to wash your hands with soap and water for 20 secs,

**Wet your hands with water**



**Apply enough soap to cover your hands**



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**Section 3**

**Washing Hands** *(continued)*

**Rub your hands together**



**Use 1 hand to rub the back of the other hand and clean between fingers**



**Rub your hands together and clean in between your fingers**



**Rub the back of your fingers against your palms**



**Rub your thumb using your other hand. Repeat**



**Rub the tips of your fingers on the palm of your other hand. Repeat**



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**Section 3**      **Washing Hands** *(continued)*

Rinse your hands with water



Dry your hands completely with a disposable towel



Rinse your hands with water



**Section 4**      **Increase Hand Hygiene**

Staff are asked to ensure that a high level of hand hygiene takes place during your working day, we have taken measures and made facilities available to everyone who works for or attends Advanced Metalcraft Ltd, please use these facilities as much as possible or as instructed to do so.

**Section 5**      **Applicable Resources**

- NHS resource



**COVID-19 OPERATING PROCEDURE**      **CLEANING**

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**Section 1**      **Scope**

The scope of this procedure is to outline how Advanced Metalcraft Ltd intends to use heightened cleaning measures to reduce the risk of infection.

**Section 2**      **Personal Protective Equipment (PPE)**

PPE (Non-confirmed case of COVID-19) \*

- Disposable gloves
- Face covering or face shield (to be used in situations where social distancing cannot be achieved as a precaution & around our sites).

PPE (Confirmed case of COVID-19) \*

- Disposable gloves
- Face covering and face shield
- Apron

(\* ) Hands should be washed with soap and water for 20 seconds after all PPE has been removed.

**Section 3**      **Cleaning Regime**

We are operating a periodic cleaning rota, equivalent to maintaining a periodic daily deep clean of the premises, with additional deep cleans carried out by external cleaners, during Tuesday and/or Wednesday – Friday and/or Saturday.

Cleaning rotas have been issued to all cleaning staff, listing all frequently touched surfaces of the business, cleaning rotas are recorded and signed off weekly (*see section 12 of this procedure for an example*).

Additional cleaning areas may be incorporated, dependant on additional mandatory guidelines or observations during weekly review meetings of our current strategy.

Unit 7, 14 & 15 (Day) Monday thru Friday

SANITISING ROTA		
Responsible Person(s):	Robert Blythe	
During:	Start	Finish
	7.00 a.m.	10.15 a.m.
	10.30 a.m.	13.30 a.m.
	14.00 p.m.	16.30 p.m.

Unit 7, 14 & 15 (Nights) Monday thru Friday

SANITISING ROTA		
Responsible Person(s):	Alan Royal	
During:	Start	Finish
	7.00 a.m.	20.30 a.m.
	10.30 a.m.	23.30 a.m.

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**Section 3**      **Cleaning Regime** *(continued)*

Unit 7, 14 & 15 – Tuesday and/or Wednesday – Friday and/or Saturday.

**SANITISING ROTA**

Responsible Person(s): External Cleaning Business

All office staff are asked to sanitise workstations and telephones at the end of each working shift, using company supplied anti-bacterial wipes.

Company vehicles shall be sanitised after each use *(Please see section 6 of this procedure for further details).*

**Section 4**      **Social Distancing & Hand Cleanliness**

Cleaners should maintain social distancing while cleaning and wash their hands with soap and water for 20 secs when they finish work.

Hand sanitisers are located around the building when washing facilities are not close by.

*(please see applicable floor plan for your area, refer to COVID19-HB-20 for further information).*

**Section 5**      **Cleaning Products**

Our usual cleaning products can be used, please check that products are suitable for the surface and environment, intended to be used on.

Clean cloths and other reusable cleaning products in soap and water after use.

Store cleaning products safely and always use them at the concentration as directed by the manufacturers recommendations.

**Section 6**      **Vehicles (Fleet, Forklifts & Side Loader)**

Company vehicles, shall be cleaned after each working shift/use or when necessary, ensuring all frequently touched surfaces are cleaned.

Cleaning rota forms have been issued to all drivers, these will be recorded and signed on a weekly basis

For more information on specific areas of focus, please see vehicles cleaning rota document.

Usual cleaning materials will be used unless there has been a confirmed case or COVID 19.

*(Please refer to section 7 of this procedure for further information).*

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**Section 7 Vehicles (Confirmed COVID-19)**

If one of our drivers has been confirmed to have been in contact with or has been infected by COVID-19, the following procedure must be followed,

- The vehicle must be put into quarantine for a period no less than 72 hours.
- Once this period has elapsed, a cleaning team using heightened COVID-19 PPE equipment (Gloves, apron, face coverings and shield) shall be used.
- To clean the ventilation system of the vehicle, please use a Triple QX Aircon Sanitiser (*always ensure manufacturers guidance is followed*).
- Once completed, continue to clean the vehicle using cleaning guidance shown within section 9 of this operating procedure.
- The vehicle may return to fleet once completed and the relevant vehicle cleaning rota form completed and signed as completed (*For cleaning rota information, please reference COVID19-HB-20*).

**Section 8 Waste Disposal (Confirmed COVID-19)**

Waste from possible cases and cleaning of areas where possible cases have been (including disposal of cloths and tissues):

1. Should be put in a plastic rubbish bag and tied when full.
2. The plastic bag should then be placed in a second bin bag and tied.
3. It should be put in a suitable and secure place and marked for storage, until the individual's test results are known.

Waste should be stored safely and kept away from children. You should not put your wastes in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.

- If the individual's tests are negative, this can be put in with your normal waste.
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste.

If storage for at least 72 hours is not possible or appropriate, arrange for a collection as Category B infectious waste, either by your local waste collection authority if they currently collect your waste or by specialist clinical waste contractors. They will supply us with orange clinical waste bags for the waste to be sent for appropriate treatment.

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**CLEANING**

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**Section 9 Cleaning (Confirmed COVID-19)**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids.
- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and stairwells.

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine.  
Or
- A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants  
Or
- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses.

Avoid creating splashes and spray when cleaning.

Any cloths and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed of.

**Section 10 Laundry**

Wash items in accordance with the manufacturer's instructions. Use the warmest water setting and dry items completely. Dirty laundry that has been in contact with an unwell person can be washed with other people's items.

Do not shake dirty laundry, this minimises the possibility of dispersing virus through the air.

Clean and disinfect anything used for transporting laundry with your usual products, in line with the cleaning guidance above.

**Section 11 Applicable Resources**

- HSE – Cleaning your workplace to reduce risk from coronavirus (COVID-19)
- PHE – COVID-19: cleaning in non-healthcare settings (15.05.2020)

**COVID-19 OPERATING PROCEDURE**      **CLEANING**

Document Number:  
Revision Number:

COVID19-OP-C-20  
2

**Section 12**      **Cleaning Rota (Example)**



<b>Name:</b> Robert Blythe <b>Week Ending:</b> 21.06.2020		<b>Cleaning Area:</b> Unit 14 - 15 <b>Location:</b> Office Building(s)		<b>Sign Completed:</b> <b>Print:</b>	
<b>RECEPTION</b> Ground Floor      Unit 14 M T W T F S S ● Doors & Handles ● Door Glass ● Letter Box ● Desk Screen ● Desk & Furniture ● Telephone & Computer ● Floors ● Empty & Wipe Bins ● Clean Sanitiser Dispenser ● Re-Fill Sanitiser Dispenser		<b>DESIGN OFFICE</b> Ground Floor      Unit 14 M T W T F S S ● Doors & Handles ● Desk & Furniture ● Telephone & Computer ● Floors ● Empty & Wipe Bins		<b>TOILET</b> Ground Floor      Unit 15 M T W T F S S ● Doors & Handles ● Toilet & Flush & Sink ● Replenish Handtowels ● Replenish Hand Soap ● Floors ● Empty & Wipe Bins	
<b>QA OFFICE</b> Ground Floor      Unit 14 M T W T F S S ● Doors & Handles ● Desk & Furniture ● Telephone & Computer ● Floor ● Empty & Wipe Bins		<b>DESIGN OFFICE</b> First Floor      Unit 14 M T W T F S S ● Doors & Handles ● Desk & Furniture ● Telephone & Computer ● Floors ● Empty & Wipe Bins		<b>STAIRS &amp; CORRIDOR</b> Ground / First Floor      Unit 15 M T W T F S S ● Banisters ● Floors ● Clean Sanitiser Dispenser ● Re-Fill Sanitiser Dispenser	
<b>SERVER ROOM</b> First Floor      Unit 14 M T W T F S S ● Doors & Handles ● Floors ● Empty & Wipe Bins		<b>2xSTAIRS/CORRIDOR</b> Ground / First Floor      Unit 14 M T W T F S S ● Banisters ● Floors ● Clean Sanitiser Dispenser ● Re-Fill Sanitiser Dispenser		<b>ACCOUNTS OFFICE</b> First Floor      Unit 15 M T W T F S S ● Doors & Handles ● Desk & Furniture ● Telephone & Computer ● Floors ● Empty & Wipe Bins	
		<b>KITCHEN</b> Ground Floor      Unit 15 M T W T F S S ● Doors & Handles ● Cupboards & Surfaces ● Appliances ● Floors ● Empty & Wipe Bins		<b>MD OFFICE</b> First Floor      Unit 15 M T W T F S S ● Doors & Handles ● Desk & Furniture ● Telephone & Computer ● Floors ● Empty & Wipe Bins	

**COVID-19  
OPERATING PROCEDURE****PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Document Number: COVID19-OP-PPE-20  
Revision Number: 0

**Section 1 Scope**

The scope of this procedure is to outline how additional PPE (RPE) is to be used during COVID-19.

**Section 2 Considerations**

1. Where PPE is already being used to protect against non-COVID-19 risks, you should continue to do so.
2. RPE (Face Coverings) should not be used to manage the risk of COVID-19 as they provide extremely limited additional protection from COVID-19.
3. RPE (Face Coverings) may protect others if you are infected but have not developed symptoms.
4. RPE (Face Coverings) may be worn in enclosed spaces where social distancing is not possible.

**Section 3 Personal Protective Equipment (PPE)**RPE

- Face covering or face shield (to be used in situations where social distancing cannot be achieved as a precaution & around our sites).

PPE (when dealing with a suspected case of COVID 19)

- Face covering
- Safety Glasses or Face Shield.
- Gloves
- Apron

**Section 4 Risk Management**

COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

**COVID-19  
OPERATING PROCEDURE****PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Document Number: COVID19-OP-PPE-20  
Revision Number: 0

**Section 5 Face Coverings**

Advanced Metalcraft Ltd requires all staff, visitors and suppliers that enter our premises to wear a face covering or shield as a precautionary measure.

It is important to use face coverings properly and wash your hands before putting them on and before and after taking them off.

Face coverings can be very simple and do not need to be of a surgical kind, but they must cover your mouth and nose.

If you choose to wear a face covering, please follow the below safety advice,

- Wash your hands thoroughly with soap and water for 20 secs or use hand sanitiser before putting a face covering on, and before and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions; if it is not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

**Section 6 Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020

**COVID-19  
OPERATING PROCEDURE**
**INBOUND & OUTBOUND GOODS**

Document Number: COVID19-OP-IOG-20  
Revision Number: 0

**Section 1 Scope**

The scope of this procedure is to outline how Advanced Metalcraft Ltd intends to reduce the risk of infection while managing inbound & outbound goods.

Our objective is to maintain social-distancing and avoid surface transmission when goods enter and leave site.

**Section 2 Considerations**

1. Is it possible to order larger quantities of goods to reduce the required delivery frequency?
2. Can this delivery or collection be unloaded/loaded by a single worker, or will this delivery or collection require more than one person to unload/load?
3. Does the supplier need further guidance for delivering goods to one of our sites?
4. Have suppliers been instructed of our goods inwards, outwards COVID 19 preventative measures?

**Section 3 Personal Protective Equipment (PPE)**
PPE

- Face covering or face shield (as a precaution & around our sites)
- High visibility vest.
- Gloves (if necessary).

Drivers that require the use of our welfare facilities shall be given a face covering or shield to enter the premises.

**Section 4 Social Distancing**

- All suppliers should maintain a two-meter social distance from other staff onsite.
- If possible, encourage drivers to stay in their vehicles, where this does not compromise their safety and existing safe working practice.
- If the load requires more than one staff member to load or off load, the load should be managed by one of our work groups (*please refer to COVID19-OP-SDWG-20 for further information*).

**Section 5 Hand Hygiene**

- Suppliers will be reminded that they must ensure a high level of hand hygiene while on site.
- If a supplier / driver requires to use our welfare facilities, ensure they are aware of the nearest hand sanitising dispenser.
- Staff that handle goods, must wash their hands with soap and water for 20 secs or use hand sanitiser if they have handled its packaging.



**COVID-19 OPERATING PROCEDURE**      **INBOUND & OUTBOUND GOODS**

Document Number: COVID19-OP-IOG-20  
 Revision Number: 0

**Section 6 Good Receiving Staff**

Good receiving / loading staff will be in teams, with specific areas of focus as follows,

Location	Name	Area	Additions
Unit 7	Chris Hemmant	Consumables	Loads that require 2 staff members
Unit 7	Tierney Rudledge	Steel Stock / Raw Material	Loads that require 2 staff members
Unit 14-15	Simon Hislop	Product Dispatch / Material	Loads that require 2 staff members
Unit 14-15	Gintaras Sakins	Product Dispatch / Material	Loads that require 2 staff members
Unit 14-15	Jo Williamson	Post	-

**Section 7 Purchase Orders & Supplier Notifications**

All purchase orders raised, that require goods to be delivered or collected, shall have a line(s) added to include our COVID 19 statement(s), inclusive of any additional information relevant to their duties,

1. If possible, drivers are encouraged to stay in their vehicles, where this does not compromise their safety and existing safe working practice.
2. Welfare facilities will be made available to drivers; however, they must ensure they always follow our COVID-19 preventative measures onsite & wear a face covering or face screen.

**Section 8 Post**

Post that enters the premises, will be treated in the following manner,

- Gloves can be used while handling post.
- Post handler must ensure they wash their hands with soap and water for 20 secs or use hand sanitiser once they have finished opening and organising the post for distribution.
- Where possible, post shall be stored for a period of 24/48 hours and then distributed.
- Staff that require their post distributed on the day of receipt, will be asked to wash their hands with soap and water for 20 secs or hand sanitiser after use.

**Section 9 Welfare Facilities**

If a driver requires the use of welfare facilities onsite, they should be supplied with either a face covering or face shield, shown where the nearest hand sanitising dispenser is located and shown to our welfare facilities.

Drivers are requested to maintain 2 meters social distancing where possible within our premises.

**Section 10 Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020

**COVID-19  
OPERATING PROCEDURE****VISITORS & MEETINGS**

Document Number: COVID19-OP-VM-20  
Revision Number: 0

**Section 1 Scope**

The scope of this procedure is to outline how Advanced Metalcraft Ltd intends to reduce the risk of infection when we receive visitors or hold meetings on site.

**Section 2 Considerations**

5. Is this visit necessary?
6. Can this visit be dealt with via remote connection, by telephone or email?
7. Have entry and exit routes been reviewed to minimise contact with other people?
8. Do you have a suitable meeting area, or would the visit require a room be allocated for this visit?
9. Have you spoken to your visitor and informed them about our COVID-19 preventative measures?
10. Do you require any further PPE for the visitor, or do they have their own?
11. Have you asked whether the visitor has been in contact with COVID-19 or has been shielding?
12. Maximum 1 visitor per host.

**Section 3 Hosts**

- Each visitor must be met and accompanied onsite by a host, please ask visitors to call once they arrive onsite to be greeted.
- It is important to limit the amount of contact between individuals outside of our organisation and staff.
- On arrival and departure, please ask your visitor to sign the visitors' book, visitors' books are located within, Unit 7 (works managers office) and Unit 14 & 15 (Reception).

**Section 4 Personal Protective Equipment (PPE)**PPE (Office)

- Face covering or face shield (as a precaution on our site)
- High visibility vest.

PPE (Workshop / Yard)

- Face covering or face shield (as a precaution on our site)
- High visibility vest.
- Safety spectacles.
- Ear plugs.
- Steel toe capped boots or shoes.
- Coveralls if working on or operating plant.

**Section 5 Social Distancing**

- All visitors should always maintain 2 meters apart from other staff onsite.
- All visitors shall be notified prior to their visit of the importance of social distancing and given clear guidance of how to socially distance onsite, highlighting that we have signage around the premises, outlining how this can be achieved.
  1. If a one-way system is present or not.
  2. Maximum person(s) per room/area around the building.
- Please issue all visitors with a site map of the building they will be visiting or working within.  
*(please refer to COVID19-HB-20 for further information).*

**COVID-19  
OPERATING PROCEDURE****VISITORS & MEETINGS**

Document Number: COVID19-OP-VM-20  
Revision Number: 0

**Section 6 Hand Hygiene**

- All visitors must maintain a high level of hand hygiene onsite.
- All visitors shall be notified prior to their visit of the importance of hand hygiene and given clear verbal guidance of how this can be achieved on site.
- Visitors shall be shown on arrival, their nearest hand sanitising dispenser and hand washing facilities.
- Visitors shall be asked that whenever they see a fixed hand sanitising dispenser, these should be used.
- If visitors require to be onsite for an extended period, they should be supplied with their own bottle of hand sanitiser and asked to use hand sanitiser with an increased frequency.
- Please issue all visitors with a site map of the building they will be visiting or working within.

*(please refer to COVID19-HB-20\_Handbook for further information)*

**Section 7 Room(s)**

If a room is required for a visit i.e. Auditors, Clients etc. the following additional guidance should be followed,

- Ensure that the room is booked out in advance, ensuring all who work within the vicinity are aware of the planned visit.
- Remind other staff of the planned visit at least one day prior.
- Once the room has been vacated, please instruct one of the cleaning team 'Robert Blythe' that the allocated meeting room will require to be cleaned.

**Section 8 Cleaning**

Visitors should be instructed that we have a cleaning rota in place with three cleaning schedules and that the cleaning staff will need access to the area to perform their duties.

**Section 9 Food & Drink**

- Visitor should be asked to bring with them a re-usable cup/mug/flask (suitable for hot/cold drinks), along with any cutlery they may need.
- Visitors should be asked where possible to bring with them, their own lunch and not visit local stores (where possible).
- Tea and Coffee making facilities are provided.
- Dish washing facilities are provided.

**Section 10 Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020

**COVID-19 OPERATING PROCEDURE**      **TRANSPORT**

Document Number: COVID19-OP-T-20  
 Revision Number: 0

**Section 1**      **Scope**

The scope of this procedure is to outline what measures Advanced Metalcraft Ltd will be taking to manage the risk of infection, while using company fleet vehicles.

This procedure covers vehicles used for deliveries, collection and traveling to and from a place of work i.e. site working.

**Section 2**      **Fleet Vehicles**

Table detailing vehicles covered by this procedure, where they are located and who has been issued responsibility of each vehicle,

Vehicle	Reg / Model No.	Assigned To	Location
Peugeot Expert	NU68 OGP	Cary Clayton	Site / Field Based
Peugeot Expert	NU68 OFB	Gary Lincoln	Site / Field Based
Peugeot Expert	NU68 GVE	Mark Woodhouse	Site / Field Based
Renault Flatbed	AU15 BWL	Tierney Rudledge	Unit 7
Iveco Eurocargo	BF20 AMX	Dave Coe	Unit 7
Forklift / Linde	H50 LE4027610	Simon Hislop	Unit 14-15
Forklift	AU16 EPY	Daniel Brown	Unit 7
Forklift	AP61 LWU	Barry Quinlan	Unit 7
Side Loader	DQn50	Chris Hemmant	Unit 7

**Section 3**      **Sharing Vehicles & Reallocation**

Sharing vehicles is prohibited, unless absolutely necessary i.e. in the case of an emergency.

If a decision is made for a vehicle to be shared, the following additional measures shall be taken,

- Wear a face covering, mask or face shield (ensuring both their mouth and nose are covered).
- Increase hand hygiene i.e. use hand sanitiser more frequently.
- Occupants should sit side by side and not face to face.
- Increase the vehicles ventilation i.e. open windows to allow air to circulate through the vehicle.
- On completion of your journey the vehicle will need to be cleaned.

If a decision is made to reallocate a vehicle to another staff member, the vehicle shall be cleaned before it is reallocated.

*(please refer to COVID19-OP-C-20 for further information).*

**COVID-19  
OPERATING PROCEDURE****TRANSPORT**

Document Number: COVID19-OP-T-20  
Revision Number: 0

**Section 4 Personal Protective Equipment (PPE)**

When returning to head office, staff shall wear a face coverings or face shield around the offices and workshop facilities (this is a precautionary measure),

Staff are asked to be respectful to others working in and around the premises, and wear face coverings/shields to make others feel more comfortable in our workplace.

PPE

- Face coverings should be used if a decision has been made to allow a vehicle to be shared, in the case or an emergency.

*(please refer to section 3 of this procedure and COVID19-OP-PPE-20 for further information).*

**Section 5 Social Distancing**

Vehicles shall only be occupied by one person, no additional social distancing measures will be necessary within company fleet vehicles, unless in the event of an emergency a vehicle will be shared *(please see section 3 of this procedure, for further details).*

- Staff are asked to follow all signage around client, supplier premises/sites, follow one-way systems where in place and maintain social distancing while moving around or between their premises/sites.
- Staff are asked to be wary and mindful while walking on/through corridors, walkways, platforms, and stairs, ensuring they can always maintain a 2-meter social distance.
- If it is not possible to maintain social distancing, please wear your face covering/shield as a precaution.

**Section 6 Hand Hygiene**

Staff are to ensure that a high level of hand hygiene during your working day.

While making deliveries, collections or travelling to or from a place of work, please ensure you follow measures in place on customer or suppliers' sites.

Additional measures,

- Always follow our customer or suppliers COVID-19 preventative measures.
- Wash your hand with soap and water for 20 secs or use hand sanitiser, before you enter your destination and when you return to your vehicle.
- Wash your hands with soap and water for 20 secs or use hand sanitiser, after handing paperwork, packaging etc.

*(please refer to COVID19-OP-HH-20 for further information).*

**COVID-19  
OPERATING PROCEDURE****TRANSPORT**

Document Number: COVID19-OP-T-20  
Revision Number: 0

**Section 7 Loading, Unloading, Deliveries & Collections**

When loading or unloading items/goods from your vehicle, the following additional precautionary measures shall be taken where possible,

- Preferably only one person should load or unload your vehicle.
- If a load requires a two-person lift, first ask if a mechanical means of loading or unloading can be used? i.e. forklift truck.
- If it is not possible to load or unload, and maintain a 2 meter social distance, a face covering should be worn as a precaution and wash your hands for 20 secs with soap and water or use hand sanitiser once you have completed loading or unloading.
- Minimise any unnecessary contact with others, on customer or supplier site.
- Send electronic delivery notes where possible.
- Where possible try and deliver or collect goods without leaving your vehicle, if it is our client or suppliers' policy for drivers to remain in their vehicles during deliveries or collections, please follow these measures.

**Section 8 Refuelling**

When refuelling your vehicle, the following additional precautionary measures shall be taken where possible,

- Always keep a 2-meter social distance when refuelling, where this is not possible a face covering should be worn as a precaution and wash your hands with soap and water for 20 secs or use hand sanitiser.
- Wear gloves when refuelling (these should be supplied at refuelling stations, however keeping some in your vehicle is recommended).
- Use contactless means of payment.
- Wash your hands with hand sanitiser when you return to your vehicle.

**Section 9 Welfare Facilities**

When using welfare facilities on the road, at our customer or suppliers' site, the following additional precautionary measures shall be taken where possible,

- Always keep a 2-meter social distance, where this is not possible a face covering should be worn as a precaution and wash your hands with soap and water for 20 secs or use hand sanitiser.
- Please follow the sites COVID-19 preventative measures when using their facilities.

Note: It is against the law to prevent access to welfare facilities to drivers.

*For further information please see guidance issued from the HSE, please follow the below link,*

<https://www.hse.gov.uk/coronavirus/drivers-transport-delivery.htm>

**COVID-19 OPERATING PROCEDURE**      **TRANSPORT**

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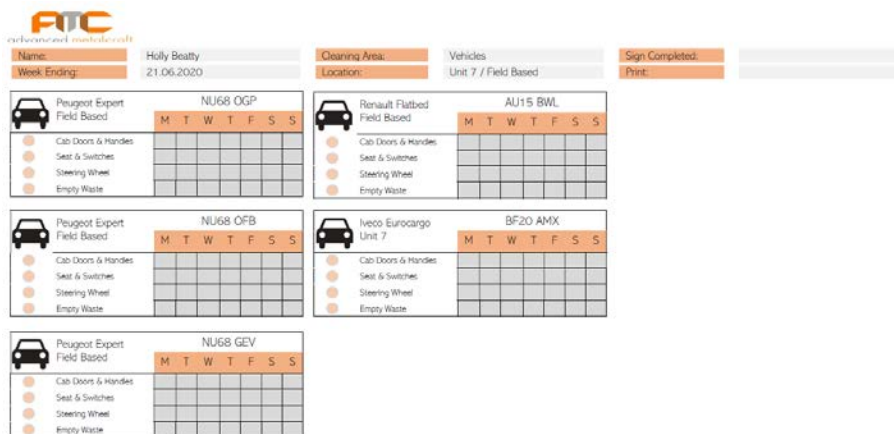
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**Section 10**      **Cleaning**

Vehicles shall be cleaned after each working day to ensure the risk of infection is reduced, vehicle cleaning rotas have been issued to your transportation champion (Holly Beatty), these are to be filled in daily and signed off each week as complete.

For further information surrounding cleaning of your vehicles and information on how to clean your vehicle after suspected COVID-19 transmission (*please refer to COVID19-OP-C-20 for further information*).

Example cleaning rota



The form includes the ATC logo and fields for Name (Holly Beatty), Week Ending (21.06.2020), Cleaning Area (Vehicles), Location (Unit 7 / Field Based), and Sign Completed/Print. It features five vehicle cleaning rotas, each with a grid for days of the week (M, T, W, T, F, S, S) and checkboxes for cleaning tasks: Cab Doors & Handles, Seat & Switches, Steering Wheel, and Empty Waste.

Vehicle Model	M	T	W	T	F	S	S
Peugeot Expert Field Based (NU68 OGP)							
Renault Flatbed Field Based (AU15 BML)							
Peugeot Expert Field Based (NU68 OFB)							
Iveco Eurocargo Unit 7 (BF20 AMX)							
Peugeot Expert Field Based (NU68 GEV)							

**Section 11**      **AdBlue**

Drivers that require Adblue for their vehicles, will need to refill their vehicles at Unit 14-15 and contact either their transport champion (Holly Beatty) or responsible person (Dave Coe / Simon Hislop) to dispense from an IBC located within the workshop.

When dispensing AdBlue to one of our drivers, the following additional precautionary measures shall be taken, where possible.

- The dispenser should ask the driver to place the container to be filled on the floor near the IBC and ask the driver to maintain a 2-meter social distance.
- The dispenser should wipe the filled container clean before they leave it on the floor for the driver to collect and refill their vehicle.
- The dispenser should then wash their hands with soap and water for 20 secs or with hand sanitiser.

**COVID-19****OPERATING PROCEDURE****TRANSPORT**

Document Number:

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**Section 12****Accidents, Security & Other Incidents**

In the event of an emergency i.e. accident, provision of first aid, fire or road accident, drivers do not need to maintain 2-meter social distance.

People who are involved with any emergency, should take further precautions, and pay attention to sanitising measures immediately after the emergency.

For further information surrounding first aid during COVID-19.

*(please refer to COVID19-OP-FA-20 for further information).*

**Section 13****Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020
- HSE Guidance



**COVID-19  
OPERATING PROCEDURE****FIRST AID**

Document Number:

COVID19-OP-FA-20

Revision Number:

0

**Section 1 Scope**

The scope of this procedure is to give specific advice to first aiders, or individuals that provide immediate assistance, requiring close contact until further medical assistance arrives.

**Section 2 COVID-19**

A coronavirus is a type of virus. As a group, coronaviruses are common across the world. The most important symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough, a high temperature, or a loss of, or change in, normal sense of taste or smell (anosmia). In some people, the illness may progress to Severe pneumonia causing shortness of breath and breathing difficulties.

Generally, coronavirus can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.

**Section 3 How COVID-19 is Spread**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (within 2 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Respiratory secretions (droplets) containing the virus are likely to be the most important means of transmission; these are produced when an infected person coughs or sneezes.

There are 2 common routes people could become infected:

1. Secretions can be directly transferred into the mouths or noses of people who are nearby (within 2 metres) or possibly could be inhaled into the lungs.
2. It is possible that someone may become infected by touching a person, a surface or object that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as shaking hands or touching door knobs then touching own face).

**Section 4 Social Distancing**

In the event of an emergency i.e. accident, provision of first aid, fire or break in, staff do not need to maintain 2-meter social distance.

People who are involved with any emergency, should take further precautions, and pay attention to sanitising measures immediately after the emergency.

**Section 5 Hygiene Measures**

After contact with any member of the public, clean your hands thoroughly with soap and water or alcohol hand sanitiser at the earliest opportunity. This advice is applicable to all situations, regardless of whether there was close contact, or the minimum 2 metre social distancing was maintained.

Avoid touching your mouth, eyes, and nose.

There are no additional precautions to be taken in relation to cleaning your clothing or uniform other than what is usual practice.

**COVID-19****OPERATING PROCEDURE****FIRST AID**

Document Number:

COVID19-OP-FA-20

Revision Number:

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**Section 6****Personal Protective Equipment (PPE)**PPE

- Disposable Gloves
- Disposable Apron
- Fluid Repellent Surgical Mask (Preferred)
- Disposable Eye Protection (Face Screen/Visor or Goggles)

Where it is not possible to maintain a 2 metre or more distance away from an individual, disposable gloves and a disposable plastic apron are recommended. Disposable gloves should be worn if physical contact is likely to be made with potentially contaminated areas or items

The use of a fluid repellent surgical face mask is recommended and additional use of disposable eye protection (such as face visor or goggles) should be risk assessed when there is an anticipated risk of contamination with splashes, droplets of blood or body fluids.

When using a fluid repellent surgical face mask, you should mould the metal strap of the mask over the bridge of the nose and make sure the mask fits snugly under the chin, around or across any facial hair if present.

Clean your hands thoroughly with soap and water or alcohol sanitiser before putting on and after taking off PPE. In all circumstances where some form of PPE is used, the safe removal of the PPE is a critical consideration to avoid self-contamination.

COVID-19  
OPERATING PROCEDURE

FIRST AID

Document Number:

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Section 7

Personal Protective Equipment (PPE) Guidance

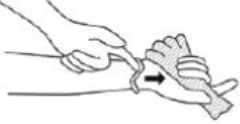





### Donning or putting on PPE

Before putting on the PPE, perform hand hygiene. Use alcohol handrub or gel or soap and water. Make sure you are hydrated and are not wearing any jewellery, bracelets, watches or stoned rings.

<p><b>1</b> Put on your plastic apron, making sure it is tied securely at the back.</p> 	<p><b>2</b> Put on your surgical face mask, if tied, make sure it is securely tied at crown and nape of neck. Once it covers the nose, make sure it is extended to cover your mouth and chin.</p> 	<p><b>3</b> Put on your eye protection if there is a risk of splashing.</p> 	<p><b>4</b> Put on non-sterile nitrile gloves.</p> 	<p><b>5</b> You are now ready to enter the patient area.</p> 
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### Doffing or taking off PPE

Surgical masks are single session use, gloves and apron should be changed between patients.

<p><b>1</b> Remove gloves, grasp the outside of the cuff of the glove and peel off, holding the glove in the gloved hand, insert the finger underneath and peel off second glove.</p> 	<p><b>2</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>3</b> Snap or unfasten apron ties the neck and allow to fall forward.</p> 	
<p>Snap waste ties and fold apron in on itself, not handling the outside as it is contaminated, and put into clinical waste.</p>			
<p><b>4</b> Once outside the patient room. Remove eye protection.</p> 	<p><b>5</b> Perform hand hygiene using alcohol hand gel or rub, or soap and water.</p> 	<p><b>6</b> Remove surgical mask.</p> 	<p><b>7</b> Now wash your hands with soap and water.</p> 

**COVID-19  
OPERATING PROCEDURE****FIRST AID**

Document Number: COVID19-OP-FA-20  
Revision Number: 0

**Section 8 Cardiopulmonary Resuscitation (CPR)**

In adults, it is recommended that you do not perform rescue breaths or mouth-to-mouth ventilation; perform chest compressions only. Compression-only CPR may be as effective as combined ventilation and compression in the first few minutes after non-asphyxial arrest (cardiac arrest not due to lack of oxygen).

If a decision is made to perform mouth-to-mouth ventilation in asphyxial arrest, use a resuscitation face shield where available.

Should you have given mouth-to-mouth ventilation there are no additional actions to be taken other than to monitor yourself for symptoms of possible COVID-19 over the following 14 days. Should you develop such symptoms you should leave site or not come to work and call NHS 111.

**Section 9 Assistance for COVID-19 Symptomatic Individuals**

If you need to provide assistance to an individual who is symptomatic and may have COVID-19, wherever possible, place the person in a place away from others i.e. first aid room, if possible.

If you cannot get the individual to the first aid room safely, ask others who are not involved in providing assistance to stay at least 2 metres away from the individual.

If barriers or welding/flash screens are available, these may be used.

**Section 10 Cleaning an Assistance Area**

Cleaning will depend on where assistance was provided.

Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids can be cleaned in the usual way.

However, all surfaces that a symptomatic individual has come into contact with must be cleaned and disinfected.

*(please see COVID-19 cleaning procedure for further information)*

**Section 11 Cleaning Blood or Body-Fluid**

Keep people away from the area. Use a spill-kit if available, using the PPE in the kit or PPE provided by your employer/organisation and following the instructions provided with the spill-kit. If no spill-kit is available, place paper towels/roll onto the spill, and seek further advice from emergency services when they arrive.

**Section 12 COVID-19 Symptomatic Contact Measures**

Advise anyone who had close contact with the individual that if they go on to develop symptoms of COVID-19 (a new continuous cough, fever or a loss of, or change in, normal sense of taste or smell), they should leave site or not come to work and call NHS 111.

**Section 13 Applicable Resources**

- PHE (COVID-19) guidance for first responders (18.05.2020)
- Health & Safety at Work (Act. 1974)

**COVID-19 OPERATING PROCEDURE**      **SITE WORKERS**

Document Number: COVID19-OP-SW-20  
 Revision Number: 0

**Section 1**      **Scope**

The scope of this procedure, is to outline how Advanced Metalcraft Ltd will manage the risk of infection, while working on customers sites.

**Section 2**      **Personal Protective Equipment (PPE)**

Site workers are to ensure that all personal protective equipment (PPE) requirements on our customers sites are followed.

Whilst away from site, returning to head office or when using company vehicles, site workers are to ensure that our COVID-19 preventative measures are always followed, where possible to do so.

*(Please refer to operating procedure(s) COVID19-OP-SD-20, COVID19-OP-PPE-20, COVID19-OP-T-20 for further information)*

**Section 3**      **Social Distancing & Hand Hygiene**

Site workers are to ensure that hand hygiene measures on our customers sites are followed.

Whilst away from site, returning to head office or when using company vehicles, site workers are to ensure that our COVID-19 preventative measures are always followed, where possible to do so.

*(Please refer to operating procedure(s) COVID19-OP-SD-20, COVID19-OP-HH-20, COVID19-OP-T-20 for further information)*

**Section 4**      **Cleaning**

No additional cleaning measures will be required on our customers having their own dedicated cleaning teams in operation, however, please be mindful of all cleaning operations and ensure all guidance is followed.

Whilst away from site, returning to head office or when using company vehicles, site workers are to ensure that our COVID-19 preventative measures are always followed, where possible to do so.

*(Please refer to operating procedure(s) COVID19-OP-C-20, COVID19-OP-HH-20, COVID19-OP-T-20 for further information)*

**Section 5**      **Site Risk Assessment & Method Statements (RAMS)**

Where you have been issued RAMS for your specific work environment, please ensure these are always followed while working on customers sites.

Please be mindful of other areas you may be required to work outside of you working environment and follow all measures that are in place.

**Section 6**      **Inbound & Outbound Goods**

Please always follow site governing inbound & outbound goods procedures.

*(Please refer to operating procedure(s) COVID19-IOG-C-20, COVID19-OP-HH-20 for further information)*

**COVID-19 OPERATING PROCEDURE**      **SITE WORKERS**

Document Number: COVID19-OP-SW-20  
 Revision Number: 1

**Section 7**      **Traveling To & From Site**

- Site workers are asked to ensure they use their own vehicle or supplied company vehicle to travel to or leave site, public transport should not be used where possible.
- If public transport is used, please ensure you always wear a face covering.
- Site workers are to ensure they maintain social distancing while signing in and out of customers sites, you should always follow our customers measures.
- Site workers are asked to use hand sanitiser or wash you hands with soap and water for 20 secs, when you arrive and leave site. Always follow our customers COVID-19 preventative measures.

*(Please refer to operating procedure(s) COVID19-T-C-20, COVID19-OP-HH-20 for further information)*

**Section 8**      **Hotels**

The company will only book hotels, that have adequate COVID-19 preventative measures in place, to prevent the risk of infection of our staff.

Site workers are asked to be mindful that due to availability of some hotels and locations, your preferred hotels may not be available.

If you have any concerns about the hotel and their COVID-19, preventative measures in place, please contact one of our COVID-19 response team members.

**Section 9**      **COVID-19 Response Team**

Table detailing members of our COVID-19 response team, roles, name and area of responsibility,

Role	Name	Area of Responsibility
<b>Division Leads</b>	Simon Watts	Unit 7 (office & workshop)
	QA Manager	Unit 14 & 15 (office & workshop)
	Mike Moody	Site workers
<b>Response Team</b>	Chris Hemmant	Unit 7 / Vehicles (workshop)
	Holly Beatty	Transport / Vehicles (drivers)
	Mark Steward	Unit 14 & 15 (design department)
	Simon Hislop	Unit 14 & 15 (workshop)

**COVID-19  
OPERATING PROCEDURE****SITE WORKERS**

Document Number:

COVID19-OP-SW-20

Revision Number:

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**Section 10 Accidents, Security & Other Incidents**

In the event of an emergency i.e. accident, provision of first aid, fire or break in, staff do not need to maintain 2-meter social distance.

People who are involved with any emergency, should take further precautions, and pay attention to sanitising measures immediately after the emergency.

For further information surrounding first aid during COVID-19.

\*Site workers to fill in the daily register to confirm they are well and not been in contact with anyone who has COVID 19 and have not developed any symptoms associated with COVID 19.

*(please refer to COVID19-OP-FA-20 for further information).*

**Section 12 Toolbox Talks**

Site workers are to ensure they complete all relevant additional training, when required by our customers.

This may be face fit training (fitting of FFP3 face masks) and/or social distance/hand hygiene awareness for example.

Please talk to one of our COVID-19 response team members for additional toolbox talks, when you arrive back to head office.

If you are working on our site, you must follow our COVID-19 preventative measures, these talks will help you understand what is required for us to maintain safe and secure.

You will be asked to confirm that you have completed these talks and understand what is required of you in full when attending our site.

Please contact, QA Manager (Quality Assurance Manager) to notify us when you will be returning and what activities you intend to carry out whilst on site.

**Section 13 Applicable Resources**

- Department for Business, Energy & Industrial Strategy - Working safely during coronavirus (COVID-19) 15.05.2020