

Screen Solutions Ltd – Covid-19 Risk Assessment

On Tuesday 11th May UK Government issued Updated Guidance on working safely during Covid-19. We have considered the specific guidance regarding factories, plant, warehouses, offices and in construction.

The first priority within this guidance is that all companies are to do a Covid-19 risk assessment which must then be shared with the people who work in that company or on that site. They must demonstrate to all that they have put in place the necessary measures to be Covid-19 secure.

We have decided that the recommendations of our Covid-19 risk assessment must be implemented in full prior to operations resuming, so that we have real confidence, along with our Screen Solutions team, our suppliers, customers and visitors, that we are Covid-19 Secure.

We must all remember Covid-19 is a new illness to which there is currently no available vaccine or treatment and whilst, for some, symptoms can be mild or moderate, for others it can be severe or fatal.

This risk assessment has been informed by HM Government working safely during Covid-19 guidance, feedback staff gave in our recent return to work questionnaire and also in consultation with 9 staff members and contractors.

Based on this assessment we are going to adopt a phased return

- Phase 1: w/c 18th May – Skeleton staff to put in place new procedures and to organise the factory/offices ready for return.
- Phase 2: Tue 26th May: Skeleton crew to commence priority manufacture .
- Phase 3: w/c 1st June: Deliveries and Installations resume – priority based on site risk assessment and confirmation they are complying with HM Government guidance on managing the risk of Covid-19 and are therefore Covid-19 Secure.
- Phase 4: w/c 1st June onwards – Phased increase of staff based on demand.
- Phase 5: Full return – Only when restrictions are relaxed to allow more work without social distancing and also when demand allows.

Conducted on 13.5.20

Updated 22.5.20

By Dan Valovin (Managing Director) in consultation with Roger Matthews, Sally Marshall, Simon Woods, Rod Mackenzie, Julie Scrase, Jo Willett, Phil Saunders, Matt Dean and David Liddell.

Screen Solutions Ltd

Beaufort House, Greenwich Way, Peacehaven, East Sussex BN10 8HS

t +44 (0) 1273 589922 f +44 (0) 1273 589921 e sales@screensolutions.co.uk

www.screensolutions.co.uk



What are the hazards?	Who might be harmed	Controls Required	Comments	Action by who?	Action by when?	Done
Spread of Covid-19 Coronavirus	Staff	<u>Home working</u>	We will identify the staff where this is possible and liaise with them	DV/SW/DL/MD	22/5/20	v
	Visitors to your premises	Where possible, we will enable staff to work from home for as much time as possible to limit the numbers of people on site at any time.				
	Cleaners	We will monitor the well-being of people who are working from home and help them to stay connected to the rest of the workforce.		Line Managers	Ongoing	
	Contractors					
	Drivers	Where it is possible, we will provide equipment for people to work from home safely and effectively, for example, remote access to work systems.		DV/SW/DL/MD	22/5/20	v
	Vulnerable groups – elderly, pregnant workers, those with existing underlying health conditions	<u>Protecting people who are at higher risk</u> Until guidance changes no one who is on the clinically extremely vulnerable list will be allowed to return to work from Peacehaven as they are to continue to shield until advised otherwise. This also applies to any staff member who has a member of their household who is shielding. Where possible homeworking will be considered.		DV/SM	Ongoing	
Anyone else who physically comes in contact with us in relation to our business	During Phases 1-3 we will also not allow anyone who is a clinically vulnerable individual to work from Peacehaven or on site. Where possible homeworking will be considered. During Phases 1-3 we will also not allow anyone who relies on Public Transport to work from Peacehaven or on site. Where possible, homeworking will be considered.	DV/SM	Ongoing			

	<p>During Phases 1-3 we will also not ask anyone who has a requirement to care for a dependant to return to work. This will be reviewed as and when schools and other childcare settings are allowed to re-open.</p> <p>Equality</p> <p>Through our return to work plans we will treat everyone equally and we will not discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability.</p> <p>Social Distancing</p> <p>Social Distancing is about reducing the number of persons in any work area to comply with the 2-metre (6.5 feet) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>In phases 1-3 we will only allow occasional distancing within 2m, for example during a 2-person lift</p> <p>We will phase the return of our operations to support 2m distancing until guidance allows for this to be relaxed.</p> <p>We will use floor tape to mark areas to help workers keep to a 2m distance</p> <p>We will review work schedules so we prioritise only the work required and that can be safely delivered/installed, thus reduce number of workers on site at any one time.</p>		DV/SM	Ongoing	
			DV/SM	Ongoing	
		Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.	Line Managers	Ongoing	
		Supervisors and Managers to do regular checks to ensure this is adhered to.			
		Posters, leaflets and other materials will be displayed to help raise awareness.	Line Managers	Ongoing	
			DV	Ongoing	
			Preparation Team	22/5/20	v
			DV/JS/RMa/MB	Ongoing	

	<p>Enable those that can work from home to do so thus reducing the number of workers on site at any one time.</p> <p>We will review layouts, office seating plans and processes to allow staff to work further apart from each other.</p> <p>We will encourage conference calls to be used instead of face to face meetings where possible.</p> <p>We will ensure sufficient rest breaks for staff.</p> <p>We will insist social distancing also to be adhered to in canteen area.</p> <p>We will use a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.</p> <p>From Phase 4 onwards, where we have more staff on site and if social distancing guidelines cannot be followed in full, we will first consider if that activity must continue. If it does, we will consider mitigating actions such as:</p> <ul style="list-style-type: none"> • Further increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). 		DV/SW/DL/MD	22/5/20	v
			Preparation Team	22/5/20	v
			All	Ongoing	
			Line Managers	Ongoing	
			All	Ongoing	
			Line Managers	Ongoing	
			Line Managers in consultation with DV	Phase 4	

	<p><u>Travel to and from Work</u></p> <p>During Phases 1-3 we will not allow anyone who relies on Public Transport to work from Peacehaven or on site. Where possible homeworking will be considered.</p> <p>From phase 4 we will consider actions such as</p> <p>Staggering arrival and departure times at work to reduce reliance on Public Transport during peak times.</p> <p>We could consider consistent pairing system for two people to travel to and from work in a car.</p> <p>We would advise all staff when filling up their car, van or truck to use plastic gloves as provided at the filling station</p> <p><u>Arrival and Departure from Work</u></p> <p>For the time being we will not use our hand scanners. We will instead use timesheets to monitor hours worked and attendance.</p> <p>We will provide hand sanitisers at entry and exit points.</p> <p>We will reduce congestion by having more entry points into the workplace</p> <p>We will use floor markings to assist with social distancing when entering and exiting the premises.</p>	<p>DV and SM to monitor and keep in contact with any staff on this list.</p>	<p>DV/SM</p>	<p>Ongoing</p>	
			<p>DV/SM</p>	<p>Phase 4</p>	
			<p>ALL</p>	<p>Ongoing</p>	
		<p>SM to liaise with Supervisors and Mangers to implement</p>	<p>SM/Line Managers</p>	<p>22/5/20</p>	<p>✓</p>
			<p>Preparation Team</p>	<p>22/5/20</p>	<p>✓</p>
			<p>Preparation Team</p>	<p>22/5/20</p>	<p>✓</p>
			<p>Preparation Team</p>	<p>22/5/20</p>	<p>✓</p>

		<p><u>Moving around site</u></p> <p>Across our site we will use floor markings to assist with social distancing.</p> <p>We will limit the numbers in any department to enable social distancing to be maintained.</p> <p>We will limit all stairways to having only 1 person on the stairs at any point.</p> <p><u>Meetings</u></p> <p>We will use remote working tools to avoid in-person meetings.</p> <p>Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</p> <p>We will avoid transmission during meetings, for example, by not sharing pens and other objects.</p> <p>We will provide hand sanitiser in meeting rooms.</p> <p>We will hold meetings outdoors or in well-ventilated rooms whenever possible.</p> <p>For areas where regular stood up meetings take place, we will use floor signage to help people maintain social distancing.</p> <p>In seated offices we will remove seats not used and also where they prevent 2m separation in meeting rooms.</p>		<p>Preparation Team</p> <p>DV/Line Managers</p> <p>ALL</p> <p>ALL</p> <p>ALL</p> <p>Preparation Team</p> <p>ALL</p> <p>Preparation Team</p> <p>Preparation Team</p>	<p>22/5/20</p> <p>22/5/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>22/5/20</p> <p>22/5/20</p>	<p>✓</p> <p>✓</p> <p></p> <p></p> <p></p> <p>✓</p> <p></p> <p>✓</p> <p>✓</p>
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		<p><u>Common Areas</u></p> <p>We will stagger breaks to reduce pressure on kitchens/toilets.</p> <p>We will ask all staff to bring in cold packed lunches and to not use the microwaves or ovens.</p> <p>We will reconfigure seating/benching to support 2m separation.</p> <p>Where staff are based full time at Peacehaven we will encourage staff to stay on site during working hours.</p> <p>We will use floor markings to support 2m separation for any common areas where queues typically form.</p> <p>We will ensure additional cleaning materials such as anti-viral sprays and wipes are placed in all toilets and kitchen Areas</p> <p>The person who empties our dishwasher/s will do so using disposable gloves which will be thrown away after the Dishwasher has been emptied.</p>		Line Managers	Ongoing	
				ALL	Ongoing	
				Preparation Team	22/5/20	v
				ALL	Ongoing	
				Preparation Team	22/5/20	v
				Preparation Team	22/5/20	v
				All	Ongoing	

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Beaufort House, Greenwich Way, Peacehaven, East Sussex BN10 8HS

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		<p>Hand Washing</p> <p>Hand washing facilities with soap and water are in place.</p> <p>We will insist on stringent hand washing taking place.</p> <p>See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>We will also provide paper towels so drying of hands can be done with disposable paper towels.</p> <p>https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/</p> <p>We will issue every member of staff a personal gel sanitiser and also place volume sanitisers in all departments and in all common areas to provide an additional level of protection.</p> <p>We will display signage across the business to build awareness on good handwashing technique the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>We will provide regular reminders and signage to maintain hygiene standards.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.</p>	<p>Preparation Team</p> <p>ALL</p> <p>Preparation Team</p> <p>Preparation Team</p> <p>Preparation Team and Line Managers</p>	<p>22/5/20</p> <p>Ongoing</p> <p>22/5/20</p> <p>Upon return</p> <p>22/5/20</p> <p>Ongoing</p>	<p>v</p> <p></p> <p>v</p> <p></p> <p>v</p> <p></p>
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		<p><u>Cleaning</u></p> <p>We will insist on frequent cleaning and disinfecting of objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area.</p> <p>We will provide appropriate cleaning products such as anti-viral sprays and wipes and blue towels.</p> <p>We will ask that each department is responsible for the cleanliness of its areas which will be overseen by line managers.</p> <p>We will provide appropriate cleaning products such as anti-viral sprays and wipes and blue towels so that toilets, kitchens, shared equipment (forklifts, pallet trucks etc) can be cleaned after each use. This will be the responsibility of each individual using these facilities.</p> <p>We will provide our drivers and installation teams with appropriate cleaning products such as anti-viral sprays and wipes and blue towels so that vehicles and shared equipment can be cleaned after each use.</p> <p><u>Visitors</u></p> <p>We will encourage visits via remote connection.</p> <p>We will limit the number of visitors at any one time.</p> <p>We will review and determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p>		<p>ALL</p> <p>Preparation Team</p> <p>Line Managers</p> <p>Preparation Team</p> <p>Preparation Team</p> <p>ALL</p> <p>ALL</p> <p>Purchasing</p>	<p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>22/5/20</p> <p>Upon Return</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p></p> <p>v</p> <p></p> <p>v</p> <p></p> <p></p> <p></p> <p></p>
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		<p>We will ask all visitors to sign our visitor book, using their own pen so we have a record of all visitors.</p> <p>The visitors host will explain to the visitor our rules on social distancing, and on hygiene.</p> <p>We will display signage to support our rules.</p> <p>PPE</p> <p>Guidance is that PPE required before Covid-19 should continue to be used.</p> <p>However, PPE should only be used where absolutely necessary with regards Covid-19. The priority is to observe social distancing measures and practice good hand hygiene behaviours.</p> <p>We have determined that in Phases 1 -4 there are no roles that will require regular and sustained close contact with a colleague. Therefore, we do not recommend, and so will not be providing to the general workforce, tight-fitting respirators (such as disposable FFP3 masks and reusable half masks).</p> <p>However, we appreciate there is concern so we will stock and issue MaiMed – FM Comfort Medical face masks or similar as typically used by Dentists or in similar settings. These can be worn through the day if that is a staff members preference. It might also be sensible for example to wear a face cover if you do need to come closer than 2m with a colleague. Say for example on a 2 person lift.</p>	As Now	<p>ALL</p> <p>ALL</p> <p>Preparation Team</p> <p>In place</p> <p>Preparation Team</p>	<p>Ongoing</p> <p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>22/5/20</p>	<p>v</p> <p>v</p>
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	<p>Where RPE is a requirement for risks associated with the work undertaken for example on the Paint Line or in our Welding stations then this is to be used as prior to Covid-19.</p> <p><u>Wearing of Gloves</u></p> <p>Where staff feel more comfortable wearing gloves an adequate supply of these will be provided.</p> <p><u>Workforce Management</u></p> <p>As far as possible, where people are split into teams or shift groups, we will aim to fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.</p> <p>We will identify areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and look to find ways to remove direct contact, such as through the use of drop-off points or transfer zones. Where this is not possible, we will provide gloves to reduce the risks of this activity.</p> <p><u>Goods inward and outwards</u></p> <p>All goods-in will be non-contact where either the driver unloads into our bay, then we take over, or we unload and distribute with the driver staying more than 2m away.</p> <p>We will consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</p> <p>Where possible and safe, we will have single workers load or unload vehicles.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>In place</p> <p>Preparation Team</p> <p>Line Managers</p> <p>Preparation Team</p> <p>Loading Bay Staff</p> <p>Purchasing</p> <p>Loading Bay Staff</p>	<p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p></p> <p>√</p> <p></p> <p>√</p> <p></p> <p></p> <p></p>
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Beaufort House, Greenwich Way, Peacehaven, East Sussex BN10 8HS

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		<p>Where possible, we will use the same pairs of people for loads where more than one is needed.</p> <p>We will ensure delivery drivers have access to welfare facilities when required.</p> <p>We will encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.</p> <p><u>Our Drivers</u></p> <p>Not allow persons to share deliver vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>We will provide our drivers with appropriate cleaning products such as anti-viral sprays and wipes and blue towels so that vehicles and shared equipment can be cleaned after each use.</p> <p>We will check with our customers that procedures are in place at the destination for drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p> <p>We would advise driver when filling up their van or truck to use plastic gloves as provided at the filling station</p>		<p>Loading Bay Staff</p> <p>ALL</p> <p>Loading Bay Staff</p> <p>RMa</p> <p>Preparation Team</p> <p>RM/Sales Support</p> <p>Drivers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p> <p>Ongoing</p>	<p>v</p>
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		<p><u>Installations/Our Installers</u></p> <p>We will only consider installations on sites where site can demonstrate, through their Covid-19 risk assessment and their practice, that they are abiding by HM Government's guidance on working safely during Covid-19 as issued on 11th May 2020.</p> <p>Where possible, installers will travel in separate vans however where this is not practicable then there must be a maximum of two in a van and it must always be the same two.</p> <p>We will provide our installation teams with appropriate cleaning products such as anti-viral sprays and wipes and blue towels so that vehicles and shared equipment can be cleaned after each use.</p> <p>We would advise installers when filling up their vans to use plastic gloves as provided at the filling station</p>		<p>DV/MD/DL/ Sales Support/ Installers</p> <p>Installation Team</p> <p>Preparation Team</p> <p>Installers</p>	<p>Ongoing</p> <p>Ongoing</p> <p>22/5/20</p> <p>Ongoing</p>	<p></p> <p></p> <p>v</p> <p></p>
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		<p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/</p> <p><u>Mental Health</u></p> <p>We are committed to promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support we can to help</p>	<p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Regular communication of mental health information and a virtual open-door policy for those who need additional support. We are here for all, of course observing social distancing.</p>	<p>DV/SM/ Line Managers</p> <p>Line Managers</p> <p>DV/SM</p> <p>DV/SM</p>	<p>Line</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
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