

## Review of workplace risks in relation to Covid 19 – updated 016/06/ 2020

Area of Concern / Risk	Notes	Further Comments
Government Guidance	<p>Typhoon is not currently on the government list of required business closures.</p> <p>Suitable and necessary adjustments to working practices will be made to ensure the business can remain operational</p> <p>Government guidance given to supervisors to pass on to employees, all staff advised to consult Gov.uk for further updates.</p> <p>Employees notified of further government guidance regarding Coronavirus Testing eligibility if showing symptoms or in self isolation.</p> <p>Employees briefed on self-isolation rules / requirements</p> <p>Employees advised to take personal responsibility and not attend work if showing symptoms or a member of their immediate household is showing symptoms</p> <p>Employees advised to look out for each other and escalate to supervisor / manager if they have concern for a colleague who may be showing symptoms</p> <p>Test and Trace Government Guidance relayed to staff/employees and displayed on notice board</p>	<p>Constantly reviewed by senior management</p> <p>To be reviewed weekly by management walkaround – JH / JM</p>



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Hygiene	<p>All employees reminded of the need for good hand hygiene.</p> <p>Further Hand Sanitiser will be provided when available. New delivery sanitiser received and distributed.</p> <p>Additional cleaning time allocated each morning and afternoon.</p> <p>Door handles / worksurfaces to receive additional focus from cleaner</p> <p>Cleaning cover will always be maintained even during holiday / absence.</p>	
Social Distancing	<p>All workers who can work from home are now working from home</p> <p>Workstations reviewed to provide recommended safe working distances, wherever Possible.</p> <p>Restricted access in Production stores, advised all staff not to use as thoroughfare to other sections.</p> <p>Most work stations positioned so that staff work facing away from each other or side by side wherever possible</p> <p>Canteen capacity reduced to a maximum of 14 individuals.</p>	LW / OR from 24/3





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	<p>Breaktimes already staggered.</p> <p>Lunch breaks are staggered.</p> <p>Employees leaving at the end of the working day also staggered to maintain social distancing.</p> <p>Meetings observe social distancing guidance and Video Calling is widely utilised. Hand sanitiser provided.</p>	
General	<p>Employees have been advised to raise any further concerns / issues to supervisor / managers</p> <p>Additional arrangements in place for stores/Warehouse due to frequent driver contact. Physical contact ceased.</p> <p>Staff have been instructed to not physically sign for any deliveries.</p> <p>Additional hand sanitiser provided for stores/warehouse.</p> <p>Anti-bacterial wipes issued to warehouse to regularly wipe down equipment, F.L.T., Pallet trucks etc</p> <p>Employees advised of "Bike to Work" scheme in operation.</p> <p>Review use of floor tape to mark out 2 metre distancing in walkways.</p>	





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	<p>Regular clean down of shared tools/equipment within workplace.</p> <p>Introduced controlled attendance register for office/management staff who cannot work from home and need to attend work periodically(to monitor and minimise attendance). Those staff who do attend are advised of social distancing guidelines and to limit contact with factory floor staff wherever possible.</p> <p>Advised all staff of availability of protective face masks should they wish to wear one at work.Issued WHO instructional guidance of how to use.</p> <p>Introduced/installed Hand Sanitiser units/stands throughout premises.</p>	
Next Review	Next Review 23/06	JH / JM



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