



Rayne Precision Engineering LTD

Covid-19 Risk Assessment

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Version 3

Version Number	Summary of Changes	Issue Date
1	New Document	18/05/2020
2	Updated due to changing staffing levels	17/08/2020
3	Updated due to changing staffing levels and production requirements	03/09/2020
4	Updated due to positive case confirmed	18/12/2020

This document requires the following approvals:

Approvals

Name	Title
Andrew Simmill	Owner and Managing Director

Signed: _____

Distribution Uncontrolled copies issued to:

Name	Communicated
Management Team	Email and Sage Portal
All staff	Via Sage portal and Website

A PDF copy is also available to download on the company website.

Introduction

Rayne Precision Engineering is a subcontract precision engineering business providing services to mainly agricultural and earth moving industries.

The business decided to close and furlough all staff on 23rd March 2020.

This was to protect jobs and the business during these uncertain and unprecedented times.

Following close discussions with customers and suppliers, the business decided to start a phased return and reopening commencing 6th May 2020 however with very limited staff. Only staff levels and departments that were absolute necessary to the reopening have been invited back. The rest remain on furlough in some way.

This risk assessment was initially carried out before the reopening of the business and will continue to be a working document whilst we move through the reopening phases. If any tasks change or any issues arise, we will look to review this risk assessment and change our processes accordingly.

Who may be harmed:

- Staff through all departments
- Visitors to our premises (Strictly limited to only essential visitors during this period)
- Contractors (Strictly limited to only essential contractors during this period)
- Drivers – Our own and also external delivery drivers/couriers
- Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions

Staffing levels

Current staffing levels as from December 2020 are as follows:

- Weld – 34 employees in total. All of department is back in full time across two shift patterns. (9 on nights and rest days)
- Inspection – 2 employee's. All of department is back in full time.
- Machine –10 employees. All of department is back in full time.
- Laser and press – 10 employees.
- Tank –9 employees. All of department is back in full time across two shift patterns. (2 on nights and 7 days)
- Paint – 7 employees. All of department is back in full time.
- Stores – 8 employees.
- FLT – 2 employees
- Office – 10 employees. All of department is back in full time with a mix of office working and working from home where possible.

These figures are approximate and subject to change.

Department tasks and risks

This will be assessed on the ability to social distance through the working day. Any tasks identified as a potential barrier to social distancing will be reviewed to see if they are critical to the workplace or if there is a way to avoid or reduce the risk. The company uses a standard 5x5 matrix in assessing risk as shown below.

Impact 	catastrophic	Low Med	Medium	Med High	High	High
	critical	Low	Low Med	Medium	Med High	High
	moderate	Low	Low Med	Medium	Med High	Med High
	minor	Low	Low Med	Low Med	Medium	Med High
	neglectable	Low	Low	Low Med	Medium	Medium
		rare	unlikely	possible	likely	certain
		Likelihood				

Powder paint:

7 staff members work in a team to complete loading and unloading tasks as required. Two employees will load on the track, one will be in the middle inserting bungs into the parts and then two employees are then unloading at the other end. A further two employees are then in the paint booth spraying.

At this current set up, social distancing cannot be applied to every part of the day; however it will apply for the majority of time and tasks. Employees must work closely together to do team lifts and labour intensive tasks so it has been decided that paint plant will be classed as a fixed team.

If there is any need to carry out a task where social distancing is not possible, staff have been informed that employees must wear face coverings for the duration of the task and that they must reduce the time spent in close proximity to as low as reasonably practicable (under 1 minute if 1 meter apart and under 15 minutes if at 2 meters).

Paint plant uses the reception entrance and their own clocking machine within their department so they do not need to walk through other departments in order to start or end their shift. Employees stay as a fixed team for the duration of their shift.

Maintenance activities must be carried out using disposable use PPE or PPE that is allocated to that particular employee – there must be no sharing under any circumstances. Additional PPE has been purchased to ensure this is possible.

Employees using the FLT must sanitise the truck in between users using disinfectant sprays and tissue provided.

Risk Factor in Powder Paint: Severity = 5 x Likelihood = 3 = **RISK Factor of 15**

CNC Machine:

Social distancing is able to be applied throughout the working day as work areas are spread out and employees work on set machines. Employees are responsible for ensuring their own work areas are clean and tidy. They have been provided with sanitising cleaning products and tissue to help keep control panels, machine doors and work areas clean.

If there is any need to carry out a task where social distancing is not possible, staff have been informed that employees must wear face coverings for the duration of the task and that they must reduce the time spent in close proximity to as low as reasonably practicable (under 1 minute if 1 meter apart and under 15 minutes if at 2 meters). However this is thought to be very unlikely due to the nature of work.

Employees using the FLT must sanitise the truck in between users using disinfectant sprays and tissue.

Risk Factor in CNC Machine: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Welding:

Approximately 30 weld bays available within department between all welders, however a shift pattern is in place to cover days and nights to ensure social distancing and production levels are adequate. Weld are fully able to social distance as each bay is segregated and has its own equipment and tooling within and it is strictly one welder per bay at all times. Each bay is designed to for the particular job or part that the welder does in that bay and employees stick to their particular bay as they are fixed to making certain parts. Very little movement between employees and bays occurs. Bays are also equipped with lifting equipment so there is no foreseeable need for team lifting or processes where social distancing cannot be obtained.

If a welder was required to move bays, a clean down of the bay and its equipment should take place before any work is carried out.

If there is any need to carry out a task where social distancing is not possible, staff have been informed that employees must wear face coverings for the duration of the task and that they must reduce the time spent in close proximity to as low as reasonably practicable (under 1 minute if 1 meter apart and under 15 minutes if at 2 meters) However this is thought to be very unlikely due to the nature of work.

Risk Factor in Welding: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Inspection:

There are two employees working in the inspection bay within the weld department full time. This department is classed as a fixed team.

The role of inspection is mainly done individually so there is no foreseeable barrier to social distancing; however there is the need for the inspector's to handle parts that have been produced / handled by other employees as part of their necessary job role. There is no practical way to avoid this as it forms part of a necessary task for the business, however adequate precautions have been put in place such as additional cleaning, reminders for frequent hand washing, anti-bacterial and disinfecting cleaning products and also hand sanitising gel readily available.

Risk Factor in Inspection: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Tanks:

Employees are working on separate rigs and over two separate shift patterns to allow for good social distancing and production. Each rig has its own set of tools to avoid the need for sharing and any potential cross contamination. Additional batteries and chargers have been purchased to ensure this is feasible.

Rigs give a 2 meter distance between employees whilst they are working so are still able to social distance throughout the working day.

Break times have been split into bubbles for each rig to ensure if there was a confirmed case, the business would still be operational and it would limit the spread of coronavirus between employees.

If there is any need to carry out a task where social distancing is not possible, staff have been informed that employees must wear face coverings for the duration of the task and that they must reduce the time spent in close proximity to as low as reasonably practicable (under 1 minute if 1 meter apart and under 15 minutes if at 2 meters) However this is thought to be very unlikely due to the nature of work.

Employees wear disposable nitrile gloves as part of their everyday work activities.

Risk Factor in Tanks: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Laser:

Distancing between employees is between 4 to 20 meters approximately so there is no foreseeable barrier for social distancing or risk of infection spread. This department has a number of authorised FLT operator so almost all tasks can be completed without the need for additional employees from other departments being present.

Laser and Press must have separate breaks from each other due to the size of the canteen and to prevent multiple departments being affected if there was a potential outbreak.

Risk Factor in Laser and Press: Severity = 5 x Likelihood = 1 = **RISK Factor of 5**

Press:

Distances between the press breaks is 2 meters from the centre of the press break to the next machine over. Social distancing can still apply for the working day. This department has a number of authorised FLT operator so almost all tasks can be completed without the need for additional employees from other departments being present.

Laser and Press must have separate breaks from each other due to the size of the canteen and to prevent multiple departments being affected if there was a potential outbreak.

Risk Factor in Laser and Press: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Stores:

3 employees are packing parts ready to ship each day. They have their own workstations that are over 2 meters apart so social distancing is not expected to be a barrier whilst picking/packing.

The stores department has its own office space that has 2 employees working in it. This is currently only being occupied by one staff member as the other has remained on furlough. If the business needs to return this employee, extra precautionary measures will be needed such as additional Perspex screens between the desks. The production office has two staff working in it, again Perspex screens have been erected to separate the area shared by the two staff.

On an extremely infrequent occasion, it may be required for employees to carry out a team lift within the stores area. Employees have been reminded not to overfill bins or storage items with parts so that they require more than a one person lift anyway as part of their internal manual handling. However if the requirement for a team lift cannot be avoided, then face masks must be worn to avoid infection spread.

The main risk in this department is handling objects or touching surfaces that other, potentially infected people may have had contact with. There is no practical way to avoid this as it forms part of a necessary task for the business, however adequate precautions have been put in place such as additional cleaning, reminders for frequent hand washing, anti-bacterial and disinfecting cleaning products, Protective gloves and also hand sanitising gel readily available. All of these precautions for this department and all others should help to ensure the risk levels remain very low for the stores team.

Risk Factor in Stores: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

FLT:

The FLT operators work independently so there is no foreseeable barrier for social distancing or risk of infection spread. Where wherever safe to do so, FLT operations will be done by a single operator and all delivery drivers and couriers have been informed that they must stay inside the cab whilst loading/unloading operations are taking place (see logistics below).

Cleaning and disinfecting products have been made available and it has been communicated to all staff of the importance of cleaning vehicles/equipment in between users.

Risk Factor for FLT Operations: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Logistics:

Additional measures have been implemented to ensure the minimal contact with all delivery drivers and couriers who may visit site as part of the essential running of the business. A letter has been issued to all suppliers and courier companies based on the following procedure:

1. *When arriving at site, use the telecom to open the traffic barrier as normal.*
2. *Park up in the normal designated loading and unloading area. If these are already in use, then they are to wait in the second yard until asked to move around by one of our employees.*
3. *Sound vehicle horn once for attention (if required) from the designated loading and unloading area.*
4. *Remain in the vehicle until our FLT operator approaches, keeping a minimum distance of 2 meters apart. Drivers must not leave the vehicle and roam around the site.*
5. *Step out of the vehicle and open the curtains or access points as applicable for the loading and unloading.*
6. *Step back to allow our FLT operator to leave documentation for your driver to sign. The documents will be put inside a clip board and rested on the vehicle.*
7. *Please take the documents and return to the cab whilst our employees load/unload the vehicle.*
8. *Once complete, our employee will move away to a minimum distance of 2 meters for your driver to inspect the load and check that they are happy to proceed.*
9. *The driver is then able to close the vehicle up safely and do their necessary checks.*
10. *At this point, the consignment note is to be completed and additional info of the drivers name and vehicle registration must now be included.*
11. *Documents are to be returned in the same way, from a safe distance and inside the clip board. The clip board can be left on the vehicle for collection by our employees.*
12. *Driver is then able to leave site safely with all relevant paperwork.*

With these measures in place, we aim to reduce the need for person-to-person Contact during all deliveries.

All drivers are able to use the toilet and washing facilities on site as to comply with the Workplace (Health, Safety and Welfare) Regulations 1992. Drivers must use the entrance to the toilets through the production office corridor and not go into the stores department or any other part of the factory. Sanitising Hand gel is available for drivers to use on that entrance/exit point to aid preventing the spread of coronavirus.

Between the hours of 06.00 and 20.00, the traffic barrier into the main yard and parking area will be left open to reduce the cross contamination of surfaces.

Risk Factor for Logistical Operations: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Office:

The employees from the office are returning to full time working as of 7th September.

Perspex screens have been erected between all desks to help protect employees that sit face-to-face across the desks. Additionally, some employees have moved desks so greater social distancing can be obtained and no employees have to sit directly behind each other or face to face without a protective screen in place. There is a minimum of 1 screen between all staff desks now.

Some staff have moved into smaller offices to allow for full social distancing to be obtainable. H&S, HR and Production Manager have all relocated to individual office space. This allows greater space between desks and for others in the main office to relocate to desks further away from others.

In addition, a Perspex waiting area has been built in the main office for visitors to wait in until the person they wish to speak to in the office is available. A similar design has also been replicated in the training room to shield anyone whilst they give or receive any internal training, a 1-2-1 meeting or an induction.

Additional printers have been purchased to limit the amount of surfaces being touched by multiple people (paperwork and control panels). Desks now have individual desktop printers for individual use.

Windows are left open to help generate a natural fresh air flow around the office.

All breaks (morning and Lunch) will be staggered so there is no overcrowding the canteen. Cleaning and disinfecting sprays have been left in the canteen for employees to clean down surfaces or control panels after use, ready for the next employee to use on their break.

All desks have disinfectant sprays and cleaning wipes on them to ensure staff can clean their own desks and equipment daily, however work areas are fixed so employees will only be able to work and take breaks at their own desk and not change desks (no hot-desking).

Staff who are able to work from home are able to do so and work flexible hours in the office or at home.

Visitors:

All visitors are kept to a minimum at present and for the foreseeable future. Only essential visitors and contractors are permitted into the building and numbers of external visitors are kept to 6 or below each day. All visitors are asked to complete a declaration before visiting site to confirm they are symptom free and have not been to any of the destinations on the restricted lists where isolation is required upon entry to the UK within the last 2 weeks.

Temperatures of visitors are recorded when they enter the building and masks are provided upon entry that must be worn at all times during their visit. Visitors are also asked to wash their hands on arrival and use alcohol based sanitiser upon entry in the reception area. Records of all visitors are kept in the visitor's book (minimum of 21 days for records to be kept for track-and-trace; however records are kept longer for our purposes anyway). This will procedure be reviewed in due course if the risk of infection changes.

Risk Factor for Office: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Communal areas and passageways:

All communal areas will still allow for social distancing providing all employees abide by the rules. Walkways and corridors around the shop floor have been marked with 2 meter spaced lines in yellow paint.

Walkways have fluctuating traffic levels, however social distancing is still able to be achieved. Break times have been staggered within each department to enable social distancing in canteens, corridors, toilets and smoking areas.

Hand sanitiser gel is available in all communal areas and in the main corridors of the building for use by anyone passing. This is in addition to existing hand washing facilities throughout the site.

The electric goods and passenger lift within the building has had its maximum occupancy reduced to 2 for the foreseeable future. This is due to the limited ventilation while the lift is in use and the fact that social distancing may be compromised if any more than 2 employees are using it.

Additional cleaning of communal areas has been introduced, with particular focus on door handles, banisters and light switches for example. This is carried out on a regular basis between all departments and all departments must allocate staff and time for this process. Antibacterial and disinfectant products are used to aid this process.

Due to the nature of the communal areas, it is necessary to raise the likelihood of infection to a slightly higher probability as it is not possible to stop employees from different departments or teams from coming into contact with each other or touching every multi-user surface (door handles ect).

Risk Factor for Communal areas and passageways: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Meetings and Training:

All internal meetings or training are to be kept to a minimum. Only essential face-to-face meetings as part of the running of the business or for the interests of H&S are to continue. First choice is for meetings/training to take place through computer software rather than face-to-face wherever possible.

Production meeting:

This will be limited to a maximum of 6 employees (if absolutely critical – less is preferred). If there are no arrears in your department, then you do not need to attend.

You will be notified each day if you need to attend and we will keep a note of all who attend each day.

If input is required for more than 6 employees, the meeting will be split in to two sessions.

Meetings to be kept as short as possible – under 15 minutes.

All other meetings:

Microsoft Teams meetings preferred. Please ensure you download the Microsoft teams software (FOC) to you work computer and/or laptop as applicable.

Maximum of 6 staff if no possibility of computer based meeting (if absolutely critical – less is preferred) including the person presenting. Must be 2 meters or more away from each other and everyone must wear a face mask at all times.

'Return to work' meetings are to be done on a 1-2-1 basis between employee and their line manager. These are to be done in the training room where there is a protective screen that puts a physical barrier between the employee and the manager. These are to be as short as possible and social distancing must still be followed.

Meetings to be kept as short as possible – under 15 minutes.

Risk Factor for Communal areas and passageways: Severity = 5 x Likelihood = 2 = **RISK Factor of 10**

Overall risk at phase 5 the business remains as **low/Medium**

Existing control measures in place:

- PPE - Face masks have been procured for the use of all staff. Able to be replaced as required. Disposable gloves are also available to all; however returning staff have been informed that additional PPE beyond what they usually use for other hazards is not beneficial and the additional PPE must not pose further risks such as entanglement. PPE is to be used as required if social distancing is not able to be abided to or if there is a risk of cross contamination on workspaces, parts and equipment.
- Social distancing markers have been painted onto all walkways to ensure the 2 meter rule is followed at all times. We have chosen to remain at the 2 meter rule and not drop to 1 meter with precautions in place. We have adequate space to still meet the 2 meter social distancing demand.
- Hand sanitiser gel has been purchased and put into dispensers in all departments and in communal areas such as outside toilets and in canteens. Signage is next to the dispensers to inform employees of its location and as a reminder for use.
- Sanitising wipes are readily available for cleaning workstations, certain work equipment and surfaces
- We have ensured that our supplier for sanitising gel has stocks readily available.
- Antibacterial hand soap is available in all hand washing facilities and toilets

- Stringent hand washing taking place in all areas and departments. Signage is displayed at all hand washing points to reinforce.
- Signs reminding everyone about the importance of hand washing are displayed through the factory and in all toilet areas.
- Signs reminding everyone about social distancing rules have been displayed in all areas
- Cleaning products, wipes and disinfectant are readily available in all areas and workstations.
- Cleaning rotas have been introduced for all canteens and toilets. This ensures that as a minimum, surfaces are being cleaned every hour with sanitising and disinfecting cleaning products in the toilets and in between all breaks for canteens. Team Leaders are responsible for the allocation of cleaning time and personal in their own departments.
- We are also frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Team Leaders are responsible for the allocation of cleaning time and personal in their own departments. As a minimum, frequently touched surfaces should be wiped down twice a day, and one of these should be at the beginning or the end of the working day (with the exception of toilets and canteens as these have separate, more frequent cleaning due to the cleaning rotas).
- Recorded temperature checks at the start of shift for all staff entering the building. This is done in each department to prevent the spread of the virus and movement of staff between departments wherever possible. Records are kept within departments.
- Where possible and safe, single workers will load or unload vehicles
- Limiting all visitors to those that are safety critical or essential for the business. All non-essential visitors or contractors will not be permitted to site for the foreseeable future.
- Any visitors that are deemed essential or safety critical must provide a Covid-19 Declaration before they arrive to site. This will be sent to them by their site contact and records will be kept with the H&S Manager.
- Temperature checks for all visitors permitted to site. This is recorded and details kept on file with the H&S Manager.
- Paint plant employees remain in their teams or pairs wherever possible, we have limited the need for the employees to move between departments.
- Maximum occupancy signs have been displayed on all toilets to ensure social distancing can be achieved in each area.
- Limit goods and passenger lift maximum occupancy to 2 people maximum at a time to ensure social distancing can be achieved. Signs are displayed on lift access doors.
- Sanitiser dispenser has been left in goods/passenger lift

- New rules for logistics and delivery drivers have been introduced as outlined above.
- Posters, signs and live notice boards are all housing info from the World Health Organisation, Government Website and NHS England. This also includes what to do if you have any symptoms of the virus and self-isolating guidance.
- Letting staff who can work from home do so, however this is under constant review to go alongside the furlough scheme.
- Any vital meetings will take place through computer software rather than face-to-face wherever possible.
- If face-to-face meetings are critical, then they must be done in a way that adheres to social distancing and be under 15 minutes long in duration.
- Any 1-2-1 meeting or interviews are carried out in the training room behind a purpose build Perspex screen to provide a solid barrier between staff.
- Laundry service is to continue for all overalls. All laundry items are washed in accordance with the manufacturer's instructions. There is no additional washing requirement above what would normally be carried out.
- Office staff have been spaced out into individual offices where ever possible and space better utilised to allow for social distancing.
- Additional printers have been purchased for use by employees in separate offices. This will reduce the amount of people needing to use the communal printer in the main office.
- Office staff in the main office has been moved around to ensure social distancing is apparent throughout the working day. No hot-desking permitted.
- Perspex screens have been built and positioned in between desks to add an extra barrier between staff members and help prevent the spread of infection should a case be identified.
- Split breaks and bubbling departments. Teams in larger departments have been split into bubbles so that they have different starting times, breaks and shift end times to others in their department. This is to allow for social distancing at clocking points, around the temperate checking area and also in canteens and rest areas. Managers where tasked to split their teams down so if one bubble was affected by an outbreak, production could still go ahead. It also helps reduce the number of people affected should an outbreak occur. These bubbles are documented so that if needed, it is possible to trace who each bubble has had contact with.
- An additional 5 minutes has been added onto the end of all break times (in between bubbles) to enable staff to clean down and disinfect the areas they have been using such as tables, chairs and microwave handles ect.
- Prohibiting time spent on breaks between staff in different departments. It was apparent that staff from different departments where having breaks together. This was prevented by introducing the bubble system and communicated to all staff.

- Clocking stations – each department has its own clocking station to ensure staff are able to keep to their departments as much as possible. Staff are aware that they must only use the clocking in station within their own department.
- Toilets – Departments have been split into what toilets and rest areas they are able to use. This will aid the prevention of any potential spread of the virus between departments should an outbreak be identified.
- Memos, reminders and sage notifications – staff have been kept up-to-date constantly throughout the process of implementing these new procedures by way of issuing memos, updates and directing staff to our website to download the latest covid-19 risk assessment. These have been given in multiple languages and formats to ensure all staff are aware of the changes.
- Car sharing – staff have been asked not to car share where at all possible due to the close proximity of passengers while driving and the length of time they could be in close contact. We understand this is not always possible.
- Implemented a document for team managers and supervisors to check that this risk assessment and any further procedures regarding covid-19 are adhered to in their teams. (Please see QF143). This form must be completed daily and handed back to the H&S Manager at the end of each week for inspection.
- A rule has been introduced to stop all weld employees queuing up at the start of their shift for their consumables in the weld department. Employees must now obtain consumables throughout the day as required or on the previous day ready for the next morning. This is to the unnecessary gathering of people at one time/point.

Further controls needed, Responsibilities and timescales:

Action	By Who	Deadline	Complete
Remove tables and chairs that will be closer than 2 meters apart in all canteens	Team Leaders	19/05/20	✓
Notice and signage for hauliers and drivers – must remain in cab at all times	Management Team	22/05/2020	✓
Plan in place to stagger breaks and start times as more staff return	Team Leaders to manage	Ongoing	✓
Contractors and visitors to be kept to minimum	Management Team	Ongoing	✓
Cleaning Rota - Frequent cleaning of objects and surfaces	All – Team leaders to allocate time and labour each day	Ongoing	✓

Ensure ability to not have to share tools, pallet trucks ect wherever possible, especially through departments	Team leaders	Ongoing	✓
Additional sanitiser in corridors	Management Team	28/05/20	✓
Purchase dispensers for sanitiser in corridors.	Management Team	18/05/20	✓
Drop off points for parts in each area to be marked out on the floor	Team leaders	04/01/21	Ongoing due to new projects acquired – sizes need to change
Implement an audit procedure to ensure all staff are adhering to social distancing rules and that all procedures are still being followed. Audit to be carried out by department managers	H&S Manager	21/12/20	✓
Complete and up-to-date car sharing list across all departments	H&S Manager	23/12/20	

Consultation and Communication with employees:

This document was drafted to all employees and team leaders that have already returned on 18/05/2020 as its first draft.

During employee communications, it has been reiterated that the latest version of the companies risk assessment for Covid-19 is available for them to download and read through, particularly those communications being sent for employees to return to work from furlough.

This document and its latest revisions are published on our website. All staff are directed to download a copy from the website via the sage portal communications when it is up-issued.

All employees have been kept up to date with memos and notices detailing procedural changes for covid-19. These have been provided in multiple languages to ensure all employees are aware of the changes.

What procedure will happen if a case is confirmed within the company:

If in the event that a confirmed case of Covid-19 arises within the business, the following steps will be taken:

1. Inform all employees who have had contact with the person who has tested positive and advise them to self-isolate and get tested at their nearest testing facility within the first 1-5 days of showing any symptoms (if applicable).
2. Follow the NHS current guidance of: *If you think you've been in contact with someone who has coronavirus, but you do not have symptoms and have not been told to self-isolate, continue to follow social distancing advice.* (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/>)
3. A thorough deep clean and disinfecting fogging of the building will take place via a specialist cleaning company, in particular the department the infected person worked in. (First 4 Cleaning Services Ltd on 07503079350).
4. Our own employees will also be utilised to help clean all public areas where a symptomatic person has passed through and spent minimal time but which are **not** visibly contaminated with body fluids, such as corridors. These areas will be cleaned and disinfected thoroughly as normal. We will use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings. Anyone cleaning after a confirmed case MUST wear a disposable apron, disposable gloves, a pair of safety goggles and disposable mask. This is to help ensure there is no cross contamination or infection following cleaning.
5. Laundry items from the person infected will be washed in accordance with the manufacturer's instructions by a specialist cleaning company following the current government guidelines of: *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. To minimise the possibility of dispersing virus through the air, do not shake dirty laundry prior to washing.* (<https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>). The laundry storage containers must also be disinfected.
6. Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):
 - i. Should be put in a plastic rubbish bag and tied when full
 - ii. The plastic bag should then be placed in a second bin bag and tied
 - iii. This should be put in a suitable and secure place and marked for storage until the individual's test results are known
 - iv. This waste should be stored safely and kept away from children. It should not be placed in communal waste areas until negative test results are known, or the waste has been stored for at least 72 hours.
7. Staff will be briefed on the procedures in place and work should be able to continue within 48 hours as normal.