

B&P Fabrications Ltd.

Working safely during COVID-19

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Introduction

B&P Fabrications recognise its responsibility to protect employees and others from risk to their health and safety.

We will do everything reasonably practical to reduce the risk of COVID-19 by identifying sensible measures to control the risks in our workplace and by communicating clearly and frequently with our employees.

1. Risk Assessment

- 1.1 We have conducted a risk assessment and put in place preventative measures to reduce workplace risks in order of priority, including:
 - Encourage increased frequency of handwashing
 - Increase frequency of surface cleaning (cleaners)
 - Enabling working from home where practical
 - Observing social-distancing and keeping employees 2m apart
 - Taking all mitigating actions to reduce transmission risks if social distancing cannot be followed in full
 - Identifying any employees especially vulnerable to COVID-19
- 1.2 We have shared the results of our risk assessment with all employees and published the results on our website (TBC)

2. Who should go to work...?

Where possible office staff will work from home for part of the week and have been provided with equipment to do so (laptops etc.)

The factory workload is assessed weekly and the minimum number of people needed to operate safely and effectively are onsite. Other employees are therefore furloughed.

Furloughed employees receive regular updates on the business situation by post, e-mail and/or telephone.

- 2.1 We have identified clinically vulnerable employees who cannot work from home and in all cases placed those employees on furlough. We will check on the wellbeing of those employees on a regular basis
- 2.2 Employees in self-isolation who can work from home have the equipment to do so (should they be well enough). Employees self-isolating that cannot work from home will receive SSP
- 2.3 The business will not discriminate in any way against an employee based on – age, sex, ethnicity or disability.

3. Social distancing at work

We will maintain 2m social distancing where-ever possible

- 3.1 Arriving at and leaving work
 - We have staggered arrival and departure times
 - Parking and cycling storage facilities are adequate
 - There are already multiple entry points to the buildings
 - We have introduced one-way systems to allow employees to clock in safely
 - Hand sanitisers have been installed at all clocking points/ SFDC machines
- 3.2 Moving around the factory
 - We have discouraged non-essential movement around the factory
 - We have reduced job rotation
- 3.3 Workplaces and workstations
 - Most workstations already provide adequate social distancing for example: welding booths, individual machine operation etc.
 - We have marked out areas of the floor where employees might otherwise operate within the 2m social distancing guidelines, to provide a visual barrier (i.e.: the paint track)
 - Employees will remain working in teams, or pairs if they currently do so

3.4 Meetings will in general be held with key staff only and generally in an open environment, not an enclosed office

3.5 Common areas

- Break times have been adjusted/staggered to minimise the number of employees in the canteen at any one time
- The seating and tables in the larger canteen have been reconfigured to reduce interaction
- Small canteens regarded as unsafe have been closed
- To compensate we have installed additional outdoor seating for breaks
- A visual queuing system has been installed by all clocking/SFDC points indicating 2m safe spacing

4. Managing customers, visitors and contractors

4.1 Managing contacts

- Visits and communication with customers and suppliers will be via remote connections, telephone or “Teams” where possible
- Visitors will be discouraged (unless essential) and then in reduced numbers
- Service visits for machine maintenance are already limited due to in-house capability

4.2 Providing guidance

- Clear visual signage has been deployed to guide inbound delivery drivers, service engineers etc.

5. Cleaning the workplace

5.2 Keeping the workplace clean

- We have recruited a second cleaner and hence doubled the hours spent cleaning to cover additional areas and increase frequency
- In addition to normal cleaning, we will clean surfaces and objects regularly touched including SFDC points. We have wedged open all doors, where safe to do so, to reduce use of handles.
- Operators will clean their own work area each shift including the wiping of touch screens. Each area will have hand sanitiser available.

5.3 Hygiene

- Posters have been deployed to remind employees of the need to wash hands more thoroughly and more frequently, also good practice with ref. to sneezing, coughing and touching the face.
- Hand sanitizer is available by all SFDC points
- Toilets will be cleaned more regularly
- Paper towels are provided as an alternative to hand driers

- 5.5 Handling of onsite vehicles and shared equipment
- New instructions for use of pallet trucks and forklift trucks have been issued regarding wearing of gloves, more frequent hand washing and or use of hand sanitiser.
 - All pump trucks have been labelled and designated as “owned” by teams

6. PPE

- Use of face coverings is already apparent in certain roles due to existing H&S guidelines, for example: operators wear gloves when handling sheet steel, welding, fettling and powder coating teams all wear masks as a mandatory element of PPE.
- If employees wish to use face coverings, for example a surgical mask – then the company will provide one and the guidance for safe use
- The advice to wash hands frequently and thoroughly will be maintained

7. Workforce management

7.1 Shift patterns and working groups

- Operators are already working in small teams and /or shift groups
- Interaction between groups will be limited and hand-over of documentation will use “drop off trays”

7.2 Work related travel will not occur until it is considered safe

- Delivery drivers will be instructed to avoid person to person contact at customer sites

7.3 Communication and training

- Training materials have been developed to explain changes in H&S practices due to COVID-19 for employees returning from furlough
- Ongoing we will update employees on any changes to H&S procedures/advice and the general business outlook

8. Inbound and outbound goods

- Deliveries of goods and interaction with delivery drivers will be minimised by bulk ordering where possible and encouraging drivers to stay in their cabs where feasible
- Unloading of vehicles is currently a single operator job

9. Additional measures

- The company will use infrared thermometers for measurement of employee temperature on arrival at work. We will use this to screen any employee with a fever and then advise on self-isolation.