

Hazard	Who might be harmed and how?	Key considerations / suggested work practices	In place ? Yes/No/NA	Additional comments Action taken
Understanding of Company COVID-19 control measures in place	Staff	Overview of all control measures implemented and expectations of compliance with control measures.	YES	<p>All return to work factory personnel attend a COVID-19 Toolbox talk which is presented in the open air in the yard area prior to employees being allowed into factory premises. Directors, Line Managers, HR Manager and a member of SHEQ team address the employees to welcome them back into the workplace and provide an overview of all Control Measures implemented and company's expectations with compliance thereof. Attendees of Toolbox talks are recorded and placed on file.</p> <p>Members of the installations site services teams received an additional toolbox talk highlighting COVID-19 site rules implemented by Technocover and Clients. This is presented by Site Services Lead and SHEQ team member. Toolbox talk attendees are recorded and placed on file.</p> <p>All staff are sent company communications to both work and private email addresses to advise on COVID-19 control measures in place and any updates implemented. These are issued by HR on behalf of the Managing Director.</p> <p>3-Weely COVID-19 Audits Walks are undertaken to document workings of control measures, any improvements required etc. These are logged on Southalls Safety Cloud.</p>
Cleaning/Hygiene	Staff and visitors <i>Transmission of the infection due to poor cleaning/hygiene arrangements</i>	Instigate a more thorough cleaning regime, especially for contact surfaces; door handles, WCs, restrooms, plant/equipment controls – anywhere/anything that workers might touch. Cleaning and disinfecting together should be sufficient.	YES YES	<p>Contract cleaners carried out a deep clean prior to factory return to work.</p> <p>Technocover and Contract cleaners on site daily to regularly clean/sanitise all key areas within the factory and office areas including, canteen and toilets.</p>

		<p>Ensure any disinfectant is an appropriate (alcohol level which is >60% or contains suitable agents that are equally effective in killing germs).</p> <p>Hand-sanitiser stations are to be freely available to all staff coming to site.</p> <p>Isolation or removal of electric hand dryers</p> <p>A clear message around the 2m social distancing guidance to be given. Current Government advice is minimum 1m, but 2m is recommended.</p> <p>Additional cleaning regimes would be advisable on all contact surfaces – providing disposable wipes (ideally, anti-bacterial wipes) may help so that at the shift start/end, operators who might be touching machine controls, panels, steering wheels and other handles etc... are able to wipe these down. This should only be necessary where other people might use the touch points. Disposal of cleaning wipes in a receptacle with a closed lid</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Additional sanitiser stations have been wall mounted at all key entrance/exit areas.</p> <p>All electric hand dryers have been isolated and taken out of use. Disposable paper hand towels to be used – additional bins located for disposal of used paper towels.</p> <p>Social distancing signage has been displayed around factory, canteen, toilets etc. Tape has been put down on factory floor area and in clocking in/out areas.</p> <p>Cleaners are on site daily. Anti-bacterial wipes have been issued to all factory workforce for cleaning down of tools, equipment and work station areas. Additional metal bins have been provided for disposal of used wipes. Anti-bacterial wipes issued to each person returning to work. Stores can issue replacement stock of wipes as required.</p>
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Welfare Facilities	Staff and visitors <i>Not being able to adhere to social distancing measures</i>	<p>A clear message around the 2m social distancing guidance to be given. As above</p> <p>Instigate a higher regime for cleaning of communal areas, especially any touch points.</p> <p>Maintain adequate hot and cold water and soap supplies to all washing stations. Consider providing additional hand moisturiser as workers hands will be drier due to increased hand washing.</p> <p>Consider staggered start/finish/break times to avoid congestion in WCs, canteen, entrances areas etc...</p> <p>Rearrange rest areas, chairs, tables etc.... to encourage workers to sit apart. Encourage workers to take breaks outside or in their cars.</p> <p>A clear message around the 2m social distancing guidance to be given.</p>	<p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p> <p>YES</p>	<p>Signage has been displayed on walls and on the floor areas in canteen and Gents Toilet areas. A one-way system has been applied to the walkway leading to and from Factory toilet area to prevent passing hazard.</p> <p>Cleaners are carrying out stringent cleaning regime including all touch points.</p> <p>Soap dispensers are being topped up regularly by Cleaning Staff.</p> <p>Staggered start times, break and lunch times, and finish times have been introduced.</p> <p>Chairs have been removed from both canteen areas to limit amount of people sitting at tables (maintaining the 2 metre distancing). Some staff use their cars to facilitate their breaks. Some staff are using the outside seating areas.</p> <p>With changing weather conditions and the onset of Winter, the Village Hall canteen facility is being withdrawn and the area closed down for winter. A new overflow rest area has been set up for use in the Portacabin. This facility is heated and been furnished with individual tables and chairs for use by factory and installation personnel. Anti-bacterial hand sanitisation stations have been positioned at both sides of the entrance/exit door.</p>

<p>Pedestrian movement in assembly areas</p>	<p>Assembly Workforce and additional transient personnel</p>	<p>Procedures to be implemented where 2 metre distancing is not permanently possible – during certain assembly procedures.</p> <p>Mandatory wearing of face masks/visor face shields for assembly workforce – effective 15/07/2020</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Office Canteen – 1st floor – chairs have been removed to limit amount of seating for personnel (maintaining 2 metre distance)</p> <p>Signage has been displayed on walls and floors in assembly areas. Stand-down talks have been given by Production Director to emphasise the need to maintain the 2 metre distancing where possible.</p> <p>Disposable face masks and visor face shields have been issued to all factory personnel. Face masks/visor shields are to be worn when the 2 metre distancing cannot be maintained. A buddying up scheme has been implemented within the assembly workforce so the same two persons provide assistance for each other when required for moving covers etc – this is to prevent unnecessary mixing of workforce.</p> <p>Multiple members of workforce are not following social distancing guidance and, as a result, we have implemented the mandatory wearing of face masks/visors at all times if other task specific PPE mask is not being worn. Fabrication/Primary/Welding sections are also being reviewed.</p>
<p>Pedestrian movement in Production and Ground Floor and First Floor Office Areas</p>	<p>Office personnel and additional transient personnel</p>	<p>Mandatory wearing of face masks/visors at all times effective from 14/12/2020</p>	<p>YES</p>	<p>Internal Communication release to all employees on 13/12/2020 informing that two positive cases of Coronavirus have been confirmed within Technocover. Appropriate staff member have been notified and some individuals will be self-isolating by home working leading up to Technocovers Christmas break date of 18/12/2020. An internal communication has been sent out informing office staff are to wear face mask/face shield at all times, including where a 2 metre distance is being observed.</p>

Fire – dealing with an emergency	Staff and visitors <i>Injuries from smoke inhalation/ burns.</i>	Normal fire precaution measures to be maintained – means for raising alarm, fire-fighting measures and evacuation procedures. On each shift, a minimum of at least one designated ‘fire marshal/controller’ is to be made responsible for ensuring everyone has either left the building or has been accounted for. Some slippage on third party maintenance visits for fire detection/fire-fighting equipment may be expected but all equipment must still be functioning and serviceable.	YES YES YES	Weekly fire alarm testing is being carried out. . 4 additional Fire Assembly Points have been created (A,B,C,D) to enable the 2 metre social distancing in the event of an evacuation. Evacuation test has been carried out to ensure all new routes and assembly points are known to all personnel. Weekly Fire alarm testing is carried out. 6 monthly Fire Alarm service/inspection carried out in June 2020 (Facilities Manager)
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Plant & Equipment Maintenance	Staff <i>Plant/equipment not be safe to operate.</i>	Statutory inspections/examinations undertaken by Zurich/others should continue where feasible – see also Contractors below. Advice from HSE is examiners are Key Workers and should continue to work. A short deferment of any planned visits should not lead to any major safety concerns, however all plant and equipment must still remain in a safe condition. Try to maintain minimum preventative maintenance regimes giving prioritisation to essential operational plant/equipment.	YES YES	Loler inspections carried out December 2020. Facilities Manager is keeping these up to date and booking in service inspections as required.

		<p>If plant/equipment is being taken out of use, consider isolating or lock out tag on controls.</p> <p>Consider emergency breakdown jobs and how social distancing can be best adopted</p>	YES	Facilities Manager has incorporated social distancing into his contactor induction and areas are cordoned off appropriately during any repair works being carried out.
Operation of fork-lift trucks, cranes and other lifting equipment	<p>Staff and visitors</p> <p><i>People being put at risk by untrained/unfamiliar operators</i></p>	<p>Only trained and authorised operators are to be allowed to operate FLT/cherry picker/scissors lift/cranes etc..</p> <p>Refresher training that was due after 23/03/20 will be being deferred until further notice – this will not prevent the operators from using the equipment as they have been until now. It is still important to ensure all operators are competent.</p> <p>Refresher training is to be scheduled as soon as it can be.</p>	<p>YES</p> <p>YES</p> <p>ONGOING</p>	<p>This is Technocover Limited company policy.</p> <p>This is being monitored and training requirements are recorded on the IMS Tree and also on Southalls Safety Cloud.</p> <p>This will be booked in as soon as possible to carry this out safely</p>

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Occupational Health Checks	Staff <i>Health surveillance/ medical check periods being exceeded.</i>	HSE have given OH providers very clear guidance that face-to-face consultations can be deferred for up to 3 months. OH providers can still carry out remote surveillance through the use of health questionnaires and potential video calls. New starters should still be given health questionnaires before they start and these should be reviewed in the usual way, with OH advice as required.	Yes	Occupational health consultations will take place as normal with the appropriate PPE.
Two Person Tasks/Operations	Staff <i>People being put at risk by working closely together</i>	Consider how best the 2m rule can be applied. <ul style="list-style-type: none"> • Can items be lifted by cranes/FLT rather than a team lift? • Can jig stands, machine tables, work benches be used to hold items avoiding two workers being close together. • Whilst respiratory protection could be an option, it is better to enforce a good level of personal hand hygiene, limiting hand-face contact and following advice over sneezing/coughs etc.. • Limit 2 persons tasks to 15 mins max and encourage side by side working rather than face to face. 	YES	Welding/Fabrication areas are already segregated into bays and social distancing can be achieved. Assembly workers are using overhead cranes to assist with manoeuvring/lifting operations. All assembly operatives issued with visor face shield, mask and anti-bacterial wipes. Masks/visors are to be worn where the 2 metre social distancing cannot be maintained. Press operators – due to 2 metre social distancing not being achievable and close proximity required for longer than 15 minute periods, it will be COMPULSORY for 2 no. Press Operators to wear FFP3 masks at all times whilst working. Toolbox Talk provided to Press Operators detailing this.

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Incoming materials/ outgoing materials	Staff and customers <i>People being put at risk by coming into contact with materials that might have the virus on them.</i>	It is still unclear to what degree the virus can stay viable on any surfaces. It should not be necessary to disinfect incoming materials - that is also unlikely to be effective on all materials. It should not be necessary to disinfect outgoing materials. Many materials being dispatched will go on road journeys, may be left undisturbed or may not be handled by people directly, so disinfection is unlikely to be an effective control measure. Consider whether outer packaging incoming can be removed and safely disposed of before it comes inside the factory/stores. What is better for both of these is good levels of hand hygiene by staff and avoiding hand-face contact.		A new drop off shelter has been erected to store goods inwards whilst being processed and booked into Stores. A hand sanitising station has been located at Goods Inward door and also at Stores entrance doorway to enable Store Personnel to sanitise hands after handling goods.
Face fit testing for respiratory protection wearers	Staff <i>Face fit testing going beyond the annual period.</i>	Where carried out in-house, these can still go ahead, observing social distancing and hand hygiene measures. For third parties who would normally visit site to undertake the face fit testing, these can be deferred for 3 months, as long as there is no immediate concerns over the RPE user. A 'clean shave' policy is still required to ensure a good tight seal can be achieved whenever close/tight fitting RPE is required.	YES	Face fit testing was carried out in February 2020 for installation team. Any personnel requiring to wear a mask as an additional PPE control measure for COVID-19 provided with a training video and leaflet instruction on how to wear and clean the mask. A reminder is included via Toolbox Talk.

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Legionella Checks	Staff <i>Legionella build up in dormant/less frequently used systems</i>	<p>Maintain the legionella monitoring regime, as best you can.</p> <p>If any part of the system is not being used as frequently as it might have been (eg WCs to office areas), the weekly flushing regime should still be carried out.</p> <p>If any part of the system is being shut down or isolated, a flushing regime will need to be carried before that part of the system is brought back online.</p> <p>Ensure the flushing regime is being recorded in the site logbook.</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Facilities Manager reviewing as part of maintenance schedule.</p> <p>Facilities Manager carried out flushing regime on toilets and hot and cold water systems during period when Factory and Offices were temporarily closed.</p> <p>Flushing regime is in place and being documented.</p> <p>Facilities Manager is logging this on Southalls Safety Cloud.</p>
Contractors	Staff/contractors <i>People being put at risk by being close to each other</i>	<p>Review who needs to attend site – try to limit visits to only contractors undertaking vital operational/maintenance/repair work. Adhere to strict controls over social distancing and advise contractors of your additional site guidelines and hygiene arrangements.</p> <p>Request details on what their controls are to be, before they are asked to attend site. Larger companies will have their own rules/ guidance which they should be able to provide you.</p> <p>Can the work areas be cleared of personnel while the work is conducted ? And after completion, clean down touch points with sanitiser wipes, etc.</p>	<p>YES</p> <p>YES</p> <p>YES</p>	<p>Facilities Manager is controlling this.</p> <p>FM requesting contractor’s RAMS to include COVID-19 control measures in place.</p> <p>Areas can be cordoned off to protect contractor/Technocover employees etc. Out of hours contractual works to be implemented where possible.</p>

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Travel to sites using vehicles provided by the company – more than solo travel.	Staff <i>People being put at risk by being close to each other in vehicles/crew vans/buses</i>	Where possible additional vehicles should be provided to allow for individuals to travel by themselves.	YES	Surveyors – use company vehicle but are lone working.
		Consider arrangements for individuals to meet closer to the work site rather than all travelling together. Where this is not feasible, occupancy levels will need to be reduced in crew buses to ensure 2m social distancing can be achieved.		Installation Teams – Fitters vans will be limited to 2 no. team members maximum per vehicle. However, where possible, vehicles will be used with solo occupancy.
		Where this is not feasible consider keeping pairs of workers together on the same shift throughout the working week, rather than swapping teams around.		Fixed teams will be implemented (no swapping and changing of team members) to reduce cross-contamination, depending on team skill sets and project requirements. -
		Providing hand sanitisers and antibacterial wipes in vehicles may also be useful. Wearing of gloves and a suitable face mask may provide reassurance but what is more effective is good hand hygiene.	YES	Fitters vans issued with hand sanitising units mounted on boarding in rear of vehicle for easy access. Hi-ab lorries issued with pump action anti-bacterial gel.
		Consider additional cleaning regime for vehicles where they might be shared with another driver.		All vehicles equipped with anti-bacterial wipes to enable regular cleaning down of contact points, levers and switches etc. Weekly cleaning regime to be implemented
		On site, social distancing measures should be followed in addition to any extra site precautions that have been set up.	YES	Toolbox Talks have been issued

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First aid/emergency response for injuries at work	Staff and visitors <i>Being unable to adequately deal with any serious injuries.</i>	Normal cover for first aider provisions might not be feasible. Where at all possible on each shift at least one first aider should be available. Where this is not feasible then the site/shift manager should be fully aware of how best to summon emergency assistance without any undue delay.	YES	First Aid cover is available on each work pattern.
		Access to first aid supplies should be available at all times. Consider providing personal first aid kits for First Aiders to reduce touching of other general kits.	YES	No changes – the original set up with first aid facilities is adequately controlled.
		Advice for first aiders has been given by St John's which may reassure your first aid staff. www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/	YES	First Aid Room allows for 2 metre social distancing.
		Consider whether first aiders can offer advice on basic first aid incidents from a safe distance (at least 2m). Where this is not practical, then consider providing disposable gloves, masks (any disposable FFP1/2/3 type is sufficient) or visors and dispose of them or thoroughly clean visor with sanitiser wipes) once treatment has completed and equipment has been returned. Advise that hands are then to be washed with soap and hot water or sanitizer. Refresher training for first aiders will be deferred until further notice – a 3 month deferral has been agreed by HSE for any refresher courses.	YES	First aider to wear disposable gloves and disposable mask whilst attending to injured party – these will be located in the First Aid Cabinet in the First Aid Room. Additional First Aid Responder sealed bags with face masks, disposable gloves and bandages have been located in strategic positions around factory for use by First Aid personnel. 3 no. First Aid Responders have agreed to maintain First Aid cover during COVID-19 conditions. Mouth to mouth resuscitation will be administered where required or chest compressions undertaken.

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Delivery Drivers visiting site	Third party drivers / staff <i>People being put at risk by being close to each other.</i>	Social distancing measures to be observed. Try to limit how much direct contact staff have with third party drivers. Normal site rules for drivers (eg safe area to observe lorry loading etc..) to be followed. Avoid the need to sign paperwork where possible and provide sanitiser dispensers where they may need access i.e. goods in, etc. Site facilities still to be made available to third party drivers but try to limit this to use of WCs only if required.	YES YES YES	Hand sanitising station located in goods inward signing in hut for use by delivery drivers. Hand sanitising station also located by Goods Inwards door. Stores person to escort delivery driver to toilet facilities as required.

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MISC – pest/ rodent activity	Staff <i>Additional pest activity inside due to work areas being quieter</i>	Maintain cleaning regimes and ensure refuse/ food waste does not accumulate.	YES	Cleaners have instruction to empty fridges on Fridays as part of cleaning regime. Refuse bin collection has been reinstated and regular collections will be carried out.
Return to work for Office Staff	Staff	Set up of Office Areas Wearing of face masks/visor face shields	YES	In preparation for phased return to work of office staff, the First Floor main office area (Sales/Contracts/Installations) has been reconfigured and desks have been set out in two rows with 2 metre spacing. All personnel will be facing in one direction. A one way circuit has been created, keeping all staff moving in anti-clockwise direction upon entry in open office space. Face coverings are to be worn by all staff when leaving their own immediate work area. Signage has been displayed for one way system and face covering usage. Following internal communication on 23/09/2020, some office staff have been returned to home working. Following internal communication on 19/10/2020, Wales will start a 2 week lock down period with all personnel who can work from home returning to home working. Technocover have advised that production staff and H&S staff can continue to work from the Welshpool office with other office personnel returning to home working until 09 November 2020, whereby the situation will be re-evaluated.

Social Distancing within Factory Floor environment and Office corridors, canteen and stairways	Staff and visitors	Staff members to wear a face mask or face visor shield when leaving immediate workspace.	YES	Internal communication (10 Sept 2020) sent out to all employees advising that with the imminent increase in employee numbers within the building, with immediate effect it will be mandatory to wear a face visor or mask when leaving employee's immediate workspace and in all common areas. Once at destination, as long as social distancing can be maintained, face covering can be removed temporarily.
Pedestrian movement in Production and Ground Floor and First Floor Office Areas	Office personnel and additional transient personnel	Mandatory wearing of face masks/visors at all times effective from 14/12/2020	YES	Internal Communication release to all employees on 13/12/2020 informing that two positive cases of Coronavirus have been confirmed within Technocover. Appropriate staff members have been notified and some individuals will be self-isolating by home working leading up to Technocovers Christmas break date of 18/12/2020. An internal communication has been sent out informing office staff are to wear face mask/face shield at all times, including where a 2 metre distance is being observed.
COVID-19 New Variants – identified as being more contagious	Staff and visitors	The existing COVID-19 control measures have been reviewed and monitored to ensure facilitation of secure workplace.	YES	Some signage has been refreshed and an assessment carried out of transient personnel using Production area.

NOTES:

21/09/2020 – HSE Inspector attending site on an impromptu visit to check Technocover Limited's COVID-19 Control Measures. A tour of the factory and yard area was carried out with Business Improvement Engineer, Health & Safety Lead and SHEQ Coordinator in attendance. HSE Inspector was satisfied that control measures were more than adequate and that we had created a safe and controlled environment.