



COVID-19 Safe Working Procedure

SMP-044

Location: Stillington

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page: 1

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 2 of 34

1. OBJECTIVE

This procedure is intended to provide guidance for Darchem Engineering relating to the current Coronavirus (COVID-19) pandemic.

2. SCOPE

This procedure will cover the activities for Darchem Engineering Stillington.

3. RESPONSIBILITIES

- 3.1. BU President has the ultimate responsibility on site to ensure resource is available and this procedure is adhered to.
- 3.2. BU Managers are responsible for communicating, enforcing and monitoring this procedure in their responsible areas and requesting deep cleans should they be required.
- 3.3. The Compliance Department is responsible for providing regular government and regulatory updates, providing cleaning items and arranging deep cleans.
- 3.4. Team Leaders are responsible for enforcing and monitoring this procedure in their responsible areas.
- 3.5. Employees are responsible for complying with this procedure and raising any concerns or improvements with their supervisors.

4. PROCEDURE

4.1. Introduction

The following procedure has been developed in-line with Government, Health & Safety Executive (HSE) and Public Health England (PHE) guidelines.

This aims to detail and support all employees in precautions and controls in the workplace, to mitigate the risks of COVID-19.

Darchem Engineering has adapted its working practices and introduced control measures that shall be applied to reduce the spread of the COVID-19; taking into account government guidance, daily update(s) and best practice.

Each Business Unit shall ensure this procedure is enforced and monitored.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 3 of 34

4.2. Employee Exposure

There are two main ways in which coronavirus can be spread:

1. From contaminated surfaces when an individual touches the surface with their hands and then touches their eyes, nose or mouth.
2. From contaminated respiratory droplets released by individuals who are currently infectious. This mainly happens when someone coughs, sneezes or blows their nose but can also occur during normal respiration. Respiratory droplets are not airborne for long and is the reason for the government's emphasis on social distancing involving people not coming within 2 metres of each other.

By protecting the potential routes of entry into the body with enhanced levels of personal protection, we can effectively minimise any potential for infection, even when working in close proximity to someone who may be infected.

These principles have been deployed across NHS front line workers, and are proven to be effective.

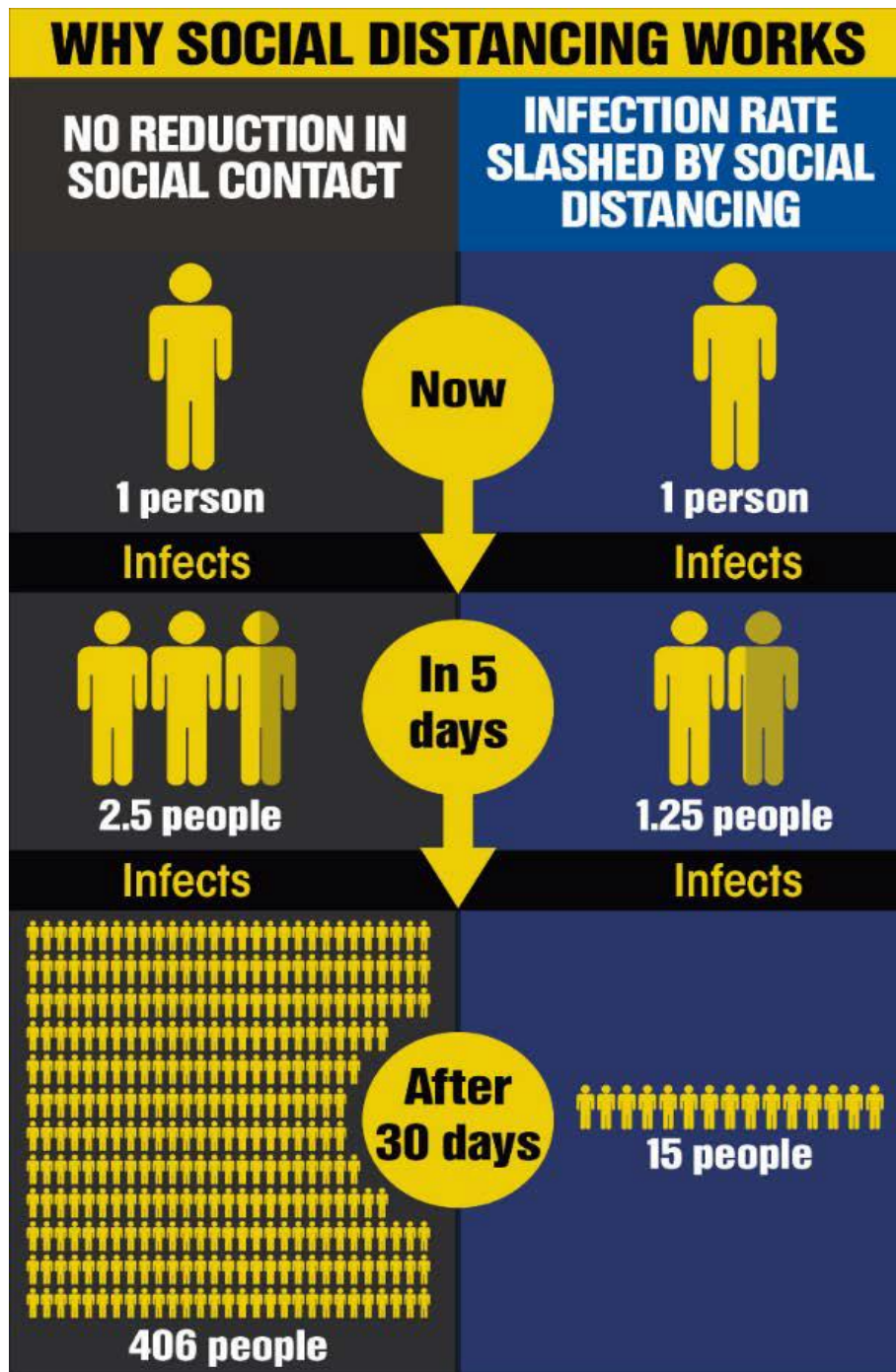
4.3. Social Distancing Arrangements

To help reduce the exposure of COVID-19, social distancing has been implemented to reduce the interaction between people.

These include:

- Avoid contact with someone who is showing symptoms of COVID-19. These symptoms include: High temperature, a new and continuous cough and/or a loss or change in sense of smell and taste.
- Avoid non-essential use of public transport, varying your travel times to avoid rush hour(s) when possible.
- If possible, work from home.
- Rearranging work areas and designated social distancing floor layouts.
- Arrange meetings by use of generic video conferencing.
- Avoid shaking hands, high-fives etc. – physical contact must be avoided.
- When queuing and moving around site, follow the 2 metre distance rule at all times.
- Assign and keep operators to shift teams (Cohort Working) to limit social interaction. Reduction in the number of people in the work area.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 4 of 34



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 5 of 34

4.4. Travelling and Transport

Social distancing measures also apply when travelling to and from work, as this has the potential to bring you in close contact with numerous people.

This also applies when in vehicles.

When traveling to and from site and using vehicles on site, the following must be applied:

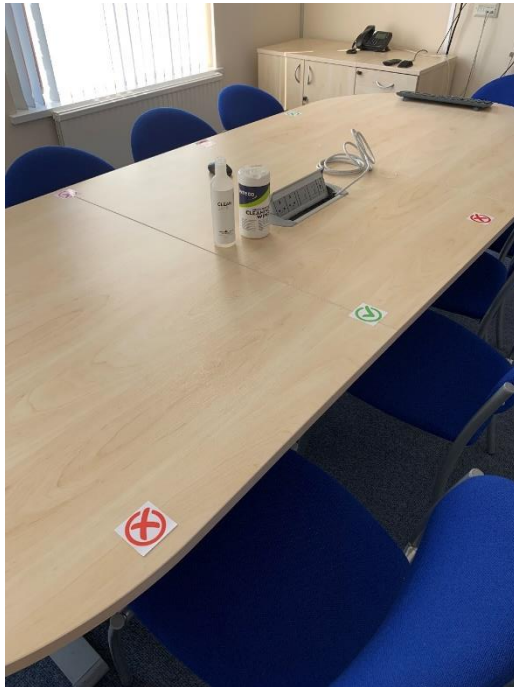
- The use of public transport should be avoided. If public transport has to be used, the 2 metre rule must be applied or use of face coverings.
- Employees who live a reasonable distance from work should consider walking or cycling to work. This will minimise your interaction with others during your commute whilst increase the positive benefits to your health.
- Company ban on international business travel and non-critical UK business travel.
- Company cars are limited to one person per vehicle, unless authorised by a Senior Manager. Company van(s) can have 2 people travelling but drivers must undergo temperature checks prior to travelling and wear face covering. Maintain maximum distance with passenger sat in window seat. Where possible open windows to increase ventilation.
- Where approval is given for two people to travel in a car, they must sit side by side wear face covering provided by company.
- All company vehicle users must follow hygiene requirements for company pool vehicle use, undergo non-contact temperature monitoring check and complete checklist prior to use and vehicle keys being issued.
- All touch point surfaces to be cleaned following vehicle use and all vehicle users to wash hands thoroughly before and after journey following 20 second rule via government guidelines. – Cleaning items provided in each company car.
- All company travel must be approved by the Darchem President.
- Company Vehicle Risk Assessment to be reviewed prior to use.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 6 of 34

4.5. Meetings

- Face to face meetings to be kept to absolute minimum, any which go ahead must observe 2m social distancing requirements.
- All meeting rooms (including personal offices with meeting tables) should display on Door maximum number of occupants in room at any one time which must not be exceeded.
- Wherever possible, alternative methods of communication should be used e.g. video or telephone conferencing.
- Seating arrangements to be positively identified as to which seats and table location can be used, use of suitable Perspex screens can be utilised if 2m distancing cannot be achieved; however the room should be well ventilated at all times.
- For General Hygiene in meeting rooms hand sanitiser and wipes to be provided.
- Re arrange office workstations to ensure 2m distancing, where this is not possible use screens to separate people or arrange layout so people work side by side or face away from each other.
- If you cannot avoid 2 way traffic in a walkway then wherever possible, a passing place should be identified and zoned off to enable safe passing. Alternatively both parties should turn their head to the side to avoid being face to face when passing.
- Avoid sharing of pens, keyboards etc. where possible, where this is not practical e.g. printers, photocopies they should be cleaned with a disinfectant wipe between each use.
- Additional measures for Offices and Meeting Rooms Risk Assessment available.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 7 of 34



Meeting room displaying the following:

- Hygiene/ cleaning items
- Authorised seating arrangements
- Maximum occupancy signage



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 8 of 34

4.6. Reception Areas, Arriving and Leaving Site (including Contractors & Visitors)

4.6.1 Reception:

- Maintain a distance of 2 metres at all times. Do not congregate around the reception desk.
- Follow instruction displayed regarding liaising with receptionist.
- Hand sanitiser is provided.
- Exit the building with Darchem representative or security guard, ensuring 2m distancing is maintained.
- Safety information and instruction posters displayed and should be observed.
- A Perspex screen provided to separate contact between receptionist and visitors.
- Security requirements remain the same.



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 9 of 34

4.6.2 Arriving to site

Upon arrival to site, employees shall observe the COVID Visitors Information Board and be temperature checked by the person requesting the visit.

NHS guidelines state that temperatures at 38°C or more is classed as a Fever.

<https://www.nhs.uk/common-health-questions/accidents-first-aid-and-treatments/how-do-i-take-someones-temperature/>

Employees shall be sent home if temperatures reach or exceed the NHS guidelines.

All results will be kept in the strictest confidentiality.
See Written Safety Instruction for further details.

HR to be informed of any concerns.

4.6.3 Contractors & Visitors

- Contractors and visitors shall be kept to an absolute minimum and must be arranged for critical business needs only.
- Senior Management approval is required for all site visits
- COVID-19 questionnaire must be completed prior to a site visit.
- Temperature checks for all contractors and visitors carried out by the person organising the visit.
- Security requirements remain the same.

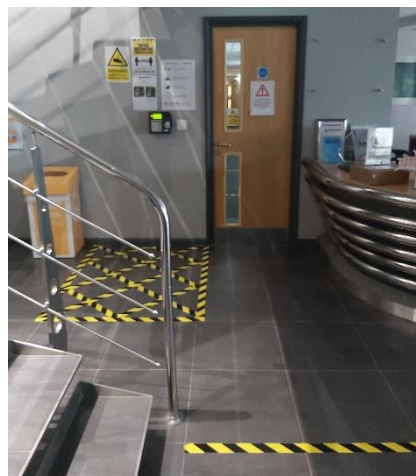
Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 10 of 34

4.6.4 Clock In/ Out Stations:

All clock in/ out stations have instruction poster displayed informing employees use fob not fingers for pressing selected button(s). A Stylus is also made available on request which is given to individual employees preventing the use of further touch-points.



Clock in/ out stations have 2m social distancing restrictions and employees shall not congregate around these areas. Regular cleaning is carried out by cleaning staff/ contractors. Washing of hands is also advised before and after using high-touch point surfaces.



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 11 of 34

4.7. Workplace Controls

Visual safety information and instruction posters/ signage are displayed in key areas throughout site and must be observed.

Employees must keep to designated walkways at all times when transiting around site and comply with the 2 metre distancing rule.

The following identified areas and their controls:

4.7.1 Welfare and Changing Rooms

- Toilets and changing rooms are to be identified with signage, identifying maximum number of occupants allowed at any one time and what is in use. Where possible, visual systems to be used to identify occupancy without having to enter to check first.
Signage to also include health posters highlighting the awareness of good handwashing technique and personal hygiene to minimise potential of spreading COVID-19.
- Floors to be marked to ensure 2M distancing, washing basins and urinals to be positively identified as to whether in use or not to ensure social distancing, where 2m cannot be observed, the use of screening should be installed.
- Break times are staggered to minimise the number of people using the facilities at any one time. Where practical, hands free door openers to be fitted to minimise need to touch handles.
- Increased cleaning of facilities to ensure regular touch points are cleaned more frequently, cleaning schedule to be displayed and waste bins to be emptied as part of schedule.
- Hygiene stations provided throughout facility.
- One way systems implemented where practical.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 12 of 34



Welfare facility sinks and urinals blocked off to maintain social distancing



Hands-free door openers to be installed where practical



Changing Room floor layout

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 13 of 34

4.8 Canteen Areas

- Darchem Canteen offers a take-away service only with a one-way system implemented and 2m chevrons in place when ordering and paying for food.
- Doors are left open to reduce the number of touch points.
- All canteens to be identified with signage identifying maximum number of occupants allowed at any one time, where possible visual systems to be used to identify occupancy without having to enter to check first.
- Where practical floors to be marked to ensure 2M distancing, tables to be positively identified as to whether in use or not to ensure social distancing, where 2m cannot be observed, install screening between people sat at tables and face-to-face communications.
- Stagger break times to minimise number using facilities at any one time, encourage where practical employees to eat in their vehicle or in a safe place outside of building whilst maintaining social distance requirements.
- Personal possessions and food should be removed from the canteen and placed in personal locker after use.
- Hygiene stations to be provided in canteen areas with hand wipes and hand sanitiser gel. People are encouraged to wash hands before and after using the facility, safety information and instruction displayed.

The following principles apply to external, local food retailers:

- It is advised that employees do not leave site to go to local food establishments.
 - To support local food retailers, telephone orders for deliveries is encouraged.
 - 2m social distancing at all times.
- Welfare, Changing Room and Canteen Facility Risk Assessment available.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 14 of 34



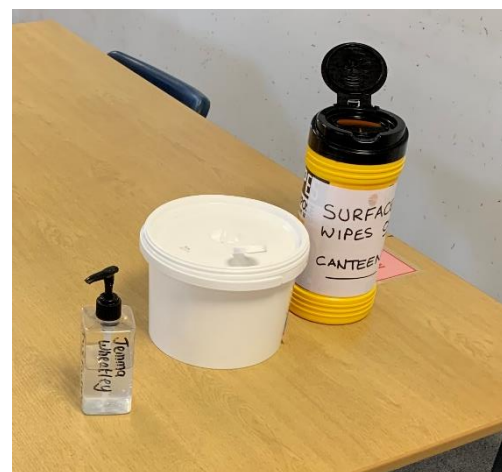
Main Canteen, one way system, 2m distancing floor markings, Perspex around counter, hygiene/ cleaning station at point of entry.



Perspex in place between persons. Opposite end sitting in BU Canteens.



Sink and microwave area and coffee machine zoned off with restricted access. Only one person in these areas at a time



Hygiene/ cleaning items

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 15 of 34

4.9 Working within 2 Metre Zone

Maintaining a 2 metre distance when working in confined areas is not practical, therefore the following control measures shall be adhered to if 2 metre distancing cannot be achieved.

Is the work Critical?

Only tasks categorised as critical either directly or indirectly to the key strategic programmes will be allowed to take place. All other non-critical work must be postponed / re-scheduled.

Can the task be re-designed?

If it is possible to re-design the task or re-plan the task so that 2 metre distancing can be achieved, then this must be seriously considered. This may mean reducing numbers of people involved, changing the layout of work areas and/or sequencing of tasks to remove the need for close proximity working.

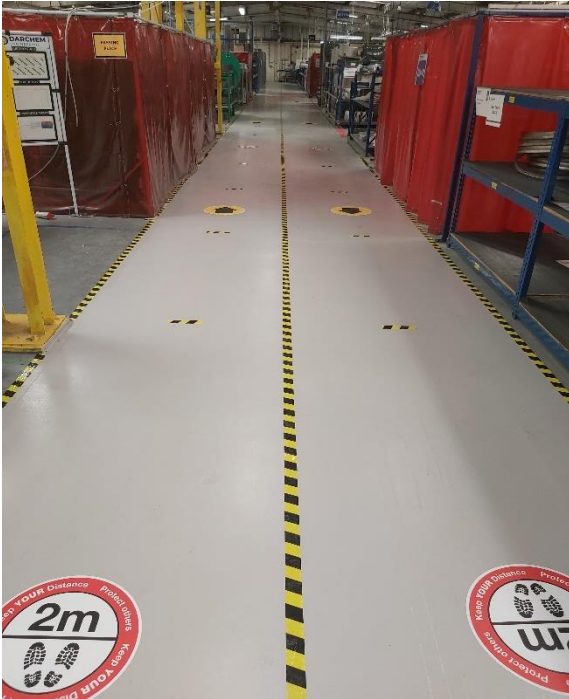
Do we have any vulnerable workers?

Employees who have been identified as vulnerable due to underlying health conditions will not be permitted to work in close proximity to others. Advice on whether someone may be classified as vulnerable is available via Public Health England: 0300 303 8596.

If after considering the above, there is still a need to carry out a task where people must work in close proximity, then the following control measures must be implemented:

- Employees shall wear a face covering for generic tasks and administering first aid. Surgical masks and visors are available. Those welding and/or grinding must wear a P3 Filtered Mask and/ or Air-Fed Mask.
- Those who are required to wear P3 masks must be face-fit tested prior to use and be clean shaven to ensure adequate seal/ protection from mask.
- The use of gloves must be worn. Impermeable nitrile/ disposable gloves to prevent contamination of the hands are available (see HSE Guidance on correct way to remove gloves and masks on page 18).
- Surgical mouth and nose masks are available for general working. These should not be used when grinding and welding or instead of a P3 filtered mask or Air-Fed Mask.
- Employees must wash hands regularly following government guidelines.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 16 of 34



Workshop floor layouts. 2m distancing stickers, designated arrows to follow, passing places identified, and junction lines identified to stop for oncoming traffic.



Passing Places identified by blue markings with sign.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 17 of 34



Vend machine restrictions



Workshop rearrangement to ensure social distancing



Workshop cleaning/ hygiene stations.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 18 of 34

4.10 Office Arrangements

Office staff must maintain a 2 metre distance from each other, taking into account the maximum occupancy of work areas. Seating plans and workstations to be reviewed to ensure compliance. Rearranging office workstations to be considered, where this is not possible use screens to separate people or arrange layout so people work side by side or face away from each other.

Those who are able to work from home are encouraged to do so with agreement from their senior manager. Where this is not possible, alternative working patterns, staggered start and finish times should be introduced to manage occupancy to achieve social distancing.

When leaving offices and transitioning through site, employees must keep to the left and as close to the outer wall/ edge as safely as possible. Talking and waiting in walkways must be prohibited. Wherever possible, access to office areas should be limited to those people working in it, using large offices as thoroughfare should be avoided

If any person must pass someone in a walkway/ corridor, the use of Passing Places must be adhered to; where this cannot be achieved it is advised not to look at them directly when passing but to turn your head away from the person you are passing. This will ensure that if the person coughs or sneezes whilst passing, the other person is not directly in line with it.

Avoid the use of shared or hot desking and spaces. Where this is not possible, these areas must be cleaned between different occupants. Cleaning/ hygiene stations to be made available in office areas.

Floor layouts to support with maintaining 2m distancing should be displayed, including shared areas such as printer rooms etc. with maximum occupancy numbers displayed on the door – this includes small offices and meeting rooms.

Walkways to be clearly defined and any workstations not to be used must also be clearly identified.

Avoid sharing pens, keyboards etc. Printers, photocopiers etc. should be cleaned with a disinfectant wipe after use/ between users.

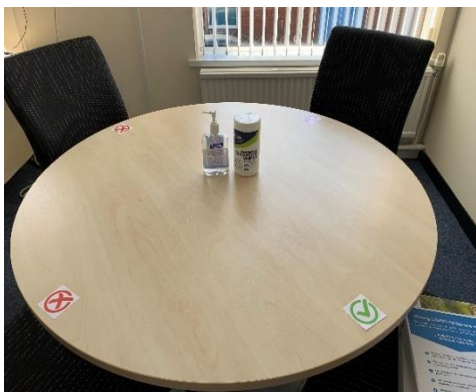
Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 19 of 34



Office cleaning station



Office defined walkway with 2m distancing



Office seating arrangements



Office welfare/ printer room with restrictions

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 20 of 34

4.11 Maintenance Activities

Social distancing of 2 metres must be followed at all times. For tasks where the 2 metre distancing cannot be avoided, the use of face coverings (visor/surgical mask) must be worn with disposable gloves where safe to do so.

Regular washing of hands and tools must be carried out. Use personal tools as much as possible, do not share tools. Where this cannot be avoided, clean/disinfect tools before and after use and between operator changes.

Maintenance tasks inside business units should be clear of any other personnel i.e grinding bays must be cleared of people before maintenance operatives enter to improve social distancing and safety measures.

4.12 Cleaning and Waste Disposal

Darchem Engineering has introduced a cleaning contractor to be on site 5 days a week to routinely disinfect key touch-point areas such as clock in stations, door handles, SFDS screens, vend machines etc.

The contractor shall prioritise risk areas when an employee leaves site due to suspected COVID-19 symptoms.

A deep clean shall be carried out:

- Upon request from a senior manager.
- An employee has left site due to suspected COVID-19 symptoms.
- An employee has had to leave site as a member of their household has symptom.
- The potentially infected area is zoned off with use of barrier tape and employees have vacated the area to allow a deep clean to take place.
- Restricted access when a deep clean is being carried out, no one to enter the vicinity until the contractor has deemed it safe to do so.
- Contractor risk assessment available on request.

To action potentially infected areas, see Process Flow on page 23.

All employees must comply with 5s requirements ensuring work areas and desks are kept to a good housekeeping standard. This includes the removal of

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 21 of 34

all non-essential items at the end of each shift and return them to lockers, toolboxes, draws etc.

Cleaning packages are provided for each business unit. These consist of:

- Disposable gloves
- Cleaning wipes
- Disinfectant
- Hand sanitiser
- Visors
- Spray Bottles



Cleaning Package

A representative from each Business Unit must sign on collection of these items. Management to inform the compliance department with notice when items that need re-ordering.

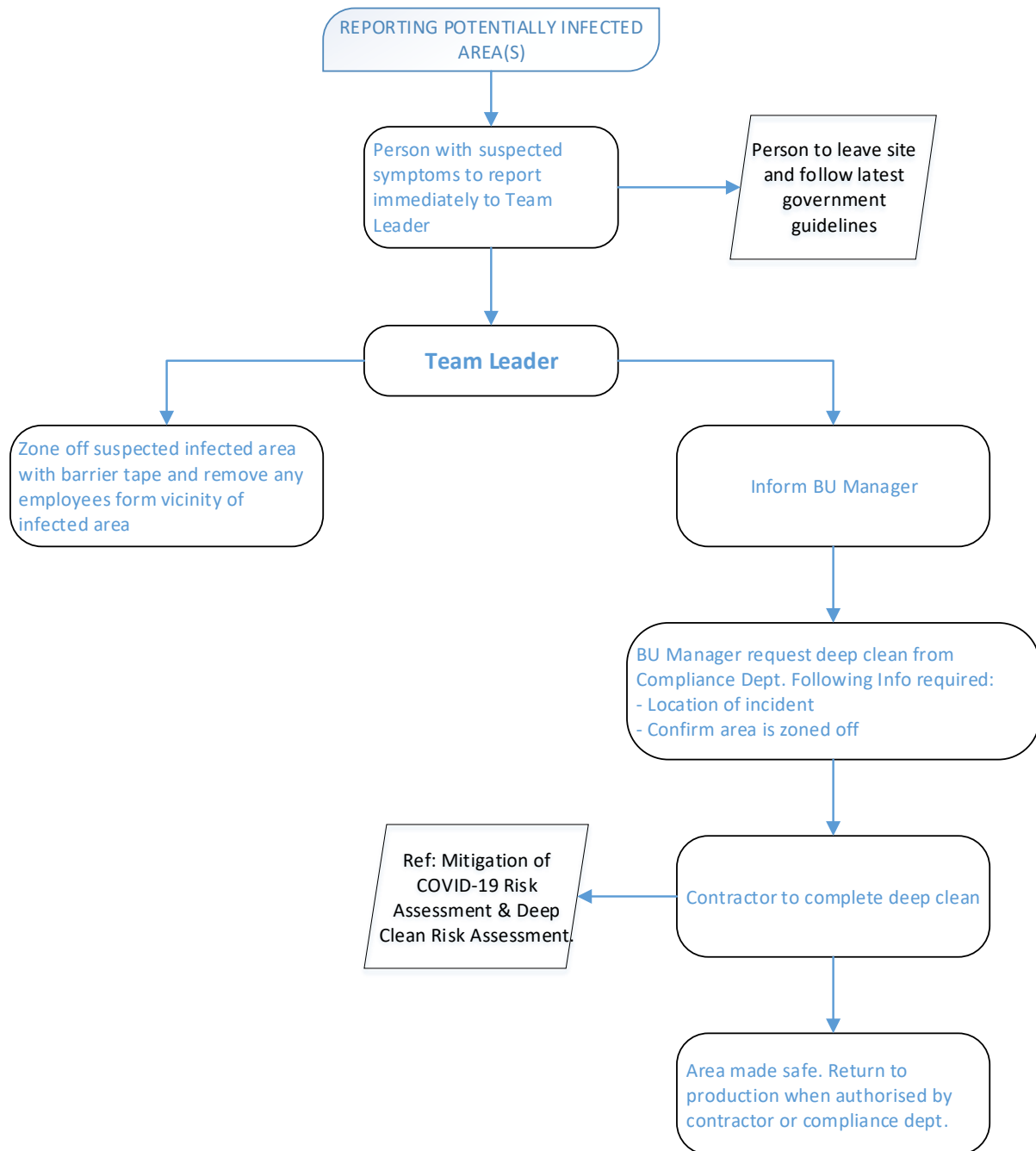
Business Unit Cleaning Package

Each disinfecting chemical has its own specific dilution instructions attached, please ensure the correct amount is decanted into the spray bottles provided. A general rule is that you should not immediately wipe a cleaning solution off a surface as soon as it's been applied, let it sit there long enough (30 seconds or more) to kill any germs.

MSDS available on request.

Darchem's regular cleaning staff are working to combat more areas more frequently. Please help to support cleaners by cleaning your workstations regularly with disinfectant/ wipes and keeping welfare facilities tidy.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 22 of 34



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 23 of 34

All suspected cases will be treated as if they are confirmed cases.

The use of alcohol based sanitisers and wipes are available on site and should be used where possible. These items are flammable and must not be left in the vicinity of hot works.

Do not use unspecified cleaning agents on any customer parts and do not cross-contaminate any areas. FOD Awareness still applies.

Welfare facilities are regularly cleaned and items stocked by Darchem cleaning contractors.

Where hand sanitiser is not available, use soap and water from the welfare facilities following the government guidelines on the 20 second rule.

Hand washing guidance to be displayed throughout the facility.

For any queries contact Darchem's Purchasing Department.



Coronavirus

**Wash your hands
with soap and water
more often
for 20 seconds**

Use a tissue to turn off the tap.
Dry hands thoroughly.



Waste Disposal

The contractor shall remove all wastes from all cleaning and deep cleaning activities and dispose of them according to UK legislation and guidance. Darchem employees are to dispose of all solvent wipes in solvent bins, ensuring they are labelled, sealed and stored for collection as hazardous waste. – See EMS-EP-001 Waste Disposal Procedure or contact the compliance department for further guidance.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 24 of 34

4.13 Smoking Arrangements

Maintain 2 metre social distancing in smoking areas at all times by standing on the designated markings. Follow site instruction displayed on smoking shelters.

Under no circumstances is smoking allowed outside the designated smoking areas.



Please ensure social distancing whilst smoking.
Smokers to stand in the designated areas marked with a cross shown below.



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 25 of 34

4.14 First Aid Arrangements

First aiders are equipped with adequate PPE and RPE to allow them to carry out first aid to injured personnel. Do not perform mouth to mouth resuscitation for CPR needs, use chest compressions or Defibrillator only. Those in the vicinity administering first aid must wear a surgical mask and gloves.

SMP-005 First Aid Procedure still applies.

First aiders are responsible for checking their stock levels and adequate and in date and requesting replenishments when needed.

The most common symptoms of COVID-19 are:

- Recent continuous cough and/ or
- High temperature
- Shortness of breath
- Loss of taste and smell

Other symptoms are less common e.g. headache, flu-like symptoms, sore throat – but may still arise.

Transmission is through respiratory droplets via 2 routes:

- Direct transfer of droplets via inhalation to mouth, nose or eyes.
- Touching a surface, person or object that is contaminated and then transferring the secretions to own mouth, nose or eyes e.g when touching your face.

Precautionary measures require everyone to avoid getting infected from the transmission routed. This can be achieved through washing hands effectively, not touching your face and social distancing.

First Aiders should identify at-risk situations and in any non-emergency situation, the potential for symptoms should be assessed prior to administering first aid. It is more than likely that it's not possible to administer first aid from a 2 metre distance, in these situations additional PPE/ face coverings must be worn.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 26 of 34

Personal Protective Equipment (PPE) should be made readily available.
Additional PPE includes:

- Disposable gloves
- Surgical mask
- Visor

These additional items shall be worn every time when administering first aid and being within the 2 metre rule.

It is important to keep own hands away from face when donning and doffing (putting on and removing) PPE, to avoid self-contamination during the process.

Donning: <ul style="list-style-type: none">• Wash or sanitise hands• Put on PPE in the following order:<ul style="list-style-type: none">○ Mask○ Eye Protection○ Gloves	Doffing: <p>Take off PPE in the following order</p> <ul style="list-style-type: none">○ Gloves○ Eye Protection○ Mask<ul style="list-style-type: none">• Place items in waste bag• Wash and sanitise hands
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If someone is showing symptoms of COVID-19 keep person 2 metres away unless wearing additional PPE.

Keep others away from the patient and ask them to make arrangements to go home and keep them isolated until they leave site.

Inform BU Manager to arrange a deep clean.

If the patient is significantly unwell e.g. shortness of breath, contact reception to phone 999 and advise them of location of the potential coronavirus situation.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 27 of 34

5. Health Posters and Signage

COVID-19



Removal of (doffing) personal protective equipment (PPE)

PPE should be removed in an order that minimises the potential for cross contamination. Unless there is a dedicated isolation room with ante room, PPE is to be removed in as systematic way before leaving the patient's room i.e. gloves, then gown and then eye protection.

The FFP3 respirator must always be removed outside the patient's room.

Where possible (dedicated isolation room with ante room) the process should be supervised by a buddy at a distance of 2 metres to reduce the risk of the healthcare worker removing PPE and inadvertently contaminating themselves while doffing.

The FFP3 respirator should be removed in the anteroom/lobby. In the absence of an anteroom/lobby, remove FFP3 respirator in a safe area (e.g., outside the isolation room).

All PPE must be disposed of as healthcare (including clinical) waste.

The order of removal of PPE is as follows:

1 Gloves – the outsides of the gloves are contaminated

Firstly:

- grasp the outside of the glove with the opposite gloved hand; peel off
- hold the removed glove in gloved hand



Then:

- slide the fingers of the un-gloved hand under the remaining glove at the wrist
- peel the remaining glove off over the first glove and discard



Clean hands with alcohol gel



2 Gown – the front of the gown and sleeves will be contaminated

Unfasten neck then waist ties



Pull gown away from the neck and shoulders, touching the inside of the gown only using a peeling motion as the outside of the gown will be contaminated



Turn the gown inside out, fold or roll into a bundle and discard into a lined waste bin



3 Eye protection (preferably a full-face visor) – the outside will be contaminated

To remove, use both hands to handle the retaining straps by pulling away from behind and discard.



4 Respirator – In the absence of an anteroom/lobby remove FFP3 respirators in a safe area (e.g., outside the isolation room).

Do not touch the front of the respirator as it will be contaminated

- lean forward slightly
- reach to the back of the head with both hands to find the bottom retaining strap and bring it up to the top strap
- lift straps over the top of the head
- let the respirator fall away from your face and place in bin



5 Wash hands with soap and water



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 28 of 34



Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 29 of 34

COVID-19 Safety



Practice social distancing;



Wash your hands often with soap and water for at least 20 seconds;



Cover your mouth and nose when you cough or sneeze;



Avoid touching your eyes, nose, and mouth;



Most importantly, please stay home if you feel sick.



Coronavirus

Wash your hands with soap and water more often for 20 seconds

Use a tissue to turn off the tap.
Dry hands thoroughly.



Palm to palm



The backs of hands



In between the fingers



The back of the fingers



The thumbs



The tips of the fingers



What should I do to prevent catching and spreading the virus?



Wash hands frequently with soap and water or use a sanitiser gel



Catch coughs and sneezes with disposable tissues



Throw away used tissues (then wash hands)



If you don't have a tissue use your sleeve



Avoid touching your eyes, nose and mouth with unwashed hands



Avoid close contact with people who are unwell



HM Government



CATCH IT.



BIN IT.



KILL IT.

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Compliance Department

Issue: 4

Approved By: G Jobling

Safety Management Procedure

Date: 18-06-2020

Signature:

Page 30 of 34

6. Training

Before individuals return to work, local area management are required to brief the individuals to inform them of the changes made to the workplace, and to inform them of the key principles set out by this guidance.

This includes as a minimum, details on the following:

Social distancing principles

- 2 metre rule
- Avoiding face to face meetings and contact
- Keeping distance when queueing
- Avoiding mass gatherings
- Working patterns to limit the number of people required

Personal hygiene responsibilities:

- Reducing points of contact with common touch points
- Regular hand washing
- Use of hand sanitisers
- Catching coughs and sneezes in a tissue or the crease of the elbow
- Cleanliness of personal items such as keys and mobile phones – use of normal detergents and regular cleaning

Requirements for working in close proximity

- Avoid where possible
- Rethink how activities can be done
- Follow this guidance where it cannot be avoided

Specific local arrangements relevant to the working area

- Workplace re-configuration
- Local rules and arrangements

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 31 of 34

7. **Emergencies, Accidents and other Incidents**

In the event of an evacuation, the existing procedure shall apply.
People do not need to stay 2 metres apart if it would be unsafe to do so.

2 metre distancing should be maintained at Muster Points where practical and safe to do so. When it is safe to return to their place of work, employees must wash/ sanitise hands prior to commencing work. All touch points should be wiped down e.g. door handles and push bars used when exiting the facility.

All accidents and incidents shall be contained and investigated as per existing procedures.

Where an investigation does not allow the 2 metre distancing and where existing procedures do not require PPE, the wearing of a face visor/ surgical mask and gloves is required.

People involved in the incident should pay particular attention to hygiene measures immediately after, including safe disposal of mask(s), gloves and washing of visor and hands.

First aiders are equipped with adequate PPE/ RPE to allow them to carry out first aid to injured personnel. As a minimum, they should wear a surgical mask and disposable gloves when administering first aid.

Where an accident requires hospital treatment, if it is assessed that they can be taken by company car, then all occupants should wear a surgical mask and ensure controls are enforced from the Company Vehicle Risk Assessment.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 32 of 34

8. Monitoring

All employees have the personal responsibility to challenge anyone who does not demonstrate responsible behaviours in line with this guidance.

If a challenge is not well received, this should be reported to your Business Unit Manager so that further action can be taken.

Instances of non-compliance with the arrangements in this document and associated risk assessments shall be reported to BU management and/or the compliance department.

Risk assessments have been completed with the support of BU Management and had operator/ union representative input.

Checks will be conducted by Team Leaders in their responsible areas and all improvements/ suggestions placed into the suggestion boxes to be reviewed by senior management.

Any blatant disregard to the safety arrangements put in place will not be tolerated, and disciplinary action may be taken against those who are witnessed as disregarding these arrangements.

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 33 of 34

9. SUPPORTING DOCUMENTATION

Mitigating effects of COVID-19 Risk Assessment
Company Vehicle Risk Assessment
Business Unit Individual Risk Assessments
Office and Meeting Room Risk Assessment
Emergency, Accidents and Incidents Risk Assessment
Welfare, Changing Room and Canteen Risk Assessment
Hands-free Door Opener Risk Assessment
Deep Clean Risk Assessment
EMS-EP-001 Waste Disposal
SMP-005 First Aid
Written Safety Instruction – Temperature Checks
Written Instruction – Smoking Areas
Darchem Engineering Stillington, Control Measure Presentation

10. FURTHER INFORMATION

Darchem Engineering shall provide regular updates and sharing of gov.uk information. Emails and links shall be sent and notice boards will be populated with relevant information/ posters.

All individual company risk assessments mitigating the effects of COVID-19 are available throughout the business and available to interested parties upon request.

- Government Guidance
- Health and Safety executive
- Public Health England
- Environmental Health England

Prepared By: T. Anderson	Compliance Department Safety Management Procedure	Issue: 4
Approved By: G Jobling		Date: 18-06-2020
Signature:		Page 34 of 34