
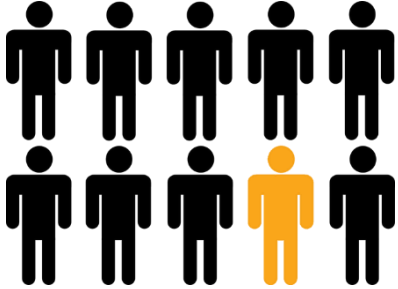






Method Statement for: Covid-19 Risk Reduction			
Location:	DD Site	Document No.:	01 Rev F
Area:	All Areas	Assessor:	Mark Suaznabar
		Date:	20/07/2021
1	Scope of Works		
	Safe working practices to reduce the risk of Covid 19 transmission		
2	Key Safety Issues		
	Reducing Numbers on Site		
	Social Distancing		
	Hygiene		
	PPE		

3	Reducing Numbers on Site		
Who Should Go to Work?			
		<ul style="list-style-type: none"> Working from home for office staff will not stop on 19th July, we will begin a gradual return of office staff looking to have everyone back by 16th August. Staff working from home will be provided with equipment and assistance to enable them to do so. We will assess our staff to identify anyone who is defined as a 'clinically vulnerable' or 'clinically extremely vulnerable' person. Those people will be given special consideration for home working in their role, or another role. Consideration has been given to ensure that the changes do not discriminate against or disproportionately impact any particular group or protected characteristic. Any employee that has not been working from the office will be asked to complete the Covid 19 Employee Screening – May 20 before returning, to identify any additional risk 	



3 Reducing Numbers on Site	
<p>Symptoms & Self-Isolation</p> 	<ul style="list-style-type: none">• Anyone with symptoms of Covid-19 should not come into work and arrange a PCR test. If you test negative you can return to work. If you test positive, you must begin self-isolating for 10 days from when the symptoms started.• If you are working from home, still notify your line manager.• If you are at work when the symptoms appear, go home immediately (First considering whether it is safe to drive) and notify your line manager.• If someone in your household has symptoms, you should self-isolate until they have had a PCR test. If they test positive, you will need to self-isolate for 10 days from the first emergence of their symptoms.• If you subsequently develop symptoms and test positive, you will need to self-isolate for a further 10 days from the onset of your symptoms.• Staff are able to work from home (where possible) if they are self-isolating, but no one should work if they are feeling too unwell. <div data-bbox="703 1279 1370 2036" style="border: 2px solid black; padding: 10px;"><p>NHS</p><p>If you have coronavirus symptoms:</p><ul style="list-style-type: none">• a high temperature• a new, continuous cough• a loss of, or change to, your sense of smell or taste<p><u>Get a test</u> and stay at home</p></div>



<p>Contact with Covid 19 cases</p>	<ul style="list-style-type: none">• We will follow the government advice on how to deal with people who have been in contact with confirmed cases of Covid 19.• Contact with someone who is self-isolating is not the same as contact with someone who has tested positive.• Anyone who reports contact will be asked to complete a 'Covid 19 Contact Risk Assessment' and a decision will be made, in line with government guidelines, on whether that person should remain at work.• NHS Test & Trace instructions will be followed in all circumstances.• We will assess risk from certain groups of staff who receive alerts from the NHS Covid-19 app notifying close contact with a positive Covid-19 case. We have developed a <i>2-day testing protocol</i> where the risk of transmission is assessed as low.
<p>Looking After Remote Workers</p> 	<ul style="list-style-type: none">• Managers will stay in regular contact with staff working from home, and on furlough to help ensure their physical and mental wellbeing. Support will be provided as needed• Communication groups will be set up amongst teams to enable them to converse with each other.• Equipment will be provided to assist staff work comfortably and safely from home.• For those currently working partly or fully from home, flexible working requests will be considered.
<p>Reducing Staff Contact</p> 	<ul style="list-style-type: none">• Only authorised staff members from the office teams will be allowed in the production areas.• Likewise, only authorised factory staff will be allowed in the office areas.• Any such visits must be kept as short as reasonably possible and be for purposes that can't be achieved by phone or email.

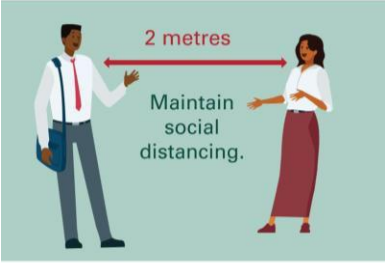



Visitors

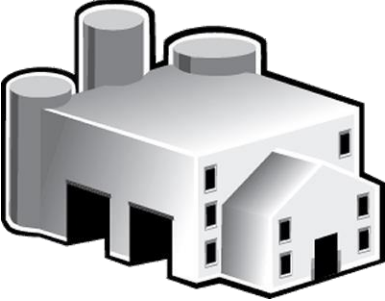



- Only essential visits to site should be allowed, telephone or video-conferencing should be used wherever possible.
- The 'Covid 19 Visitor Questionnaire - January 21' should be issued to all visitors at least 24 hours before the visit. The visit should not be allowed unless a response is received.
- If any of Questions 1-4 are answered "Yes", the visit should not be allowed. If Questions 5-6 are "No" then please consider whether the visit should go ahead, or whether additional measures may be required.
- All visitor details and the questionnaire should be logged.
- All visitors should read and sign this Method Statement.
- All visitors should wear a face covering for the duration of their visit. Please inform them in advance.



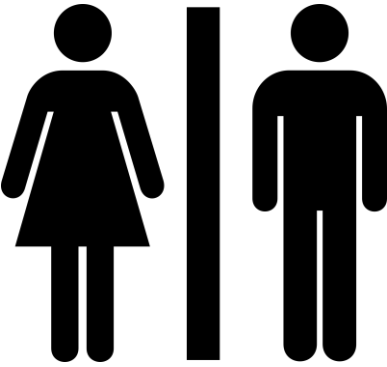


4 Social Distancing	
<p>2m Gap</p> 	<ul style="list-style-type: none">• A 2 metre gap should be maintained on site, wherever possible.• Activities that require people to work within 2m will require face coverings to be worn.• For activities which are deemed essential, we will take mitigating actions to reduce the risk of transmission including:<ul style="list-style-type: none">○ Reducing the amount of time that operatives spend within 2m of one another.○ Using temporary barriers between people.○ Facing away from each other.○ Using the same fixed partners if the activities are to be repeated.○ Increasing handwashing and surface cleaning for those activities and operatives.• Rooms used for face to face meetings will have a safe occupancy limit displayed, allowing sufficient distance. These limits must not be exceeded other than for very short time periods and with face coverings worn.
<p>Travelling to Work</p> 	<ul style="list-style-type: none">• Where possible, avoid the use of public transport at busy times. If it is unavoidable, consider the use of a face covering (Rather than a face mask).• Wherever possible workers should travel to site alone using their own transport. If workers have no option but to share transport:<ul style="list-style-type: none">○ Journeys should be shared with the same individuals and with the minimum number of people at any one time○ Good ventilation (i.e. keeping the windows open) and facing away from each other may help to reduce the risk of transmission○ The vehicle should be cleaned regularly using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces


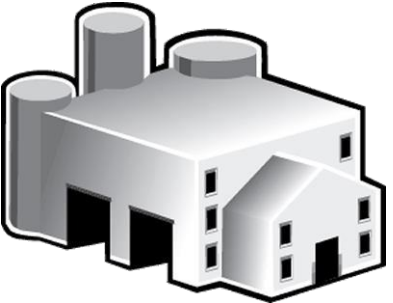


<p>Factory Measures</p> 	<ul style="list-style-type: none">• Areas within the factory will be clearly identified with hazard tape on the floor, operatives will then be allocated to work inside these areas.• Working areas have been moved to achieve maximum distance between operatives.• All available exits to the factory buildings will be made available to reduce the usage of main entrance doors.• Stock requisitions to Stores should be sent electronically wherever possible, visits to Stores should be restricted to an absolute minimum.• Mobile phones are to be allowed on the factory floor to facilitate communication without having to walk around the factory. Operatives should not operate any machinery whilst using a phone, and it should be put away before continuing.• Ventilation will be maximized using the shutter doors.
<p>Goods In</p> 	<ul style="list-style-type: none">• Signage will be used to direct delivery drivers to the correct location.• If they are not required to offload goods, drivers will be asked to remain in their vehicles. They should be asked to wear a face covering whenever they are out of their vehicle.• Deliveries will be coordinated to minimise, where possible, the number of deliveries received at any one time.• Loading Operatives and anyone assisting offloading a vehicle will need to wear a face covering whilst offloading.



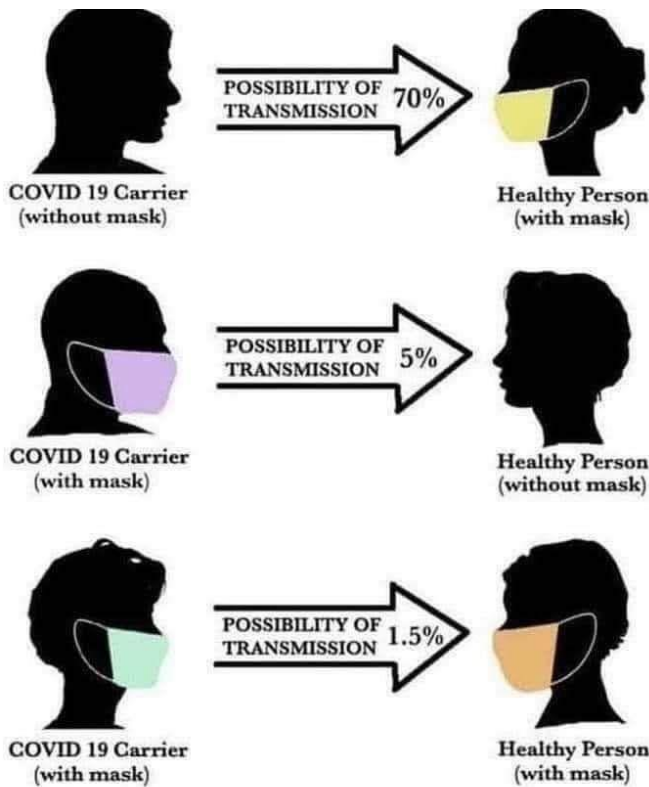
<p>Our Deliveries</p> 	<ul style="list-style-type: none">• Our drivers will wear protective face coverings at all time whilst out of their vehicles.• Drivers should avoid contact within 2m with other people whilst making deliveries wherever possible. Where this is not possible, the other parties must wear face coverings.• Anti-bacterial cleaning materials will be provided to allow drivers to clean their hands and cabs.• Any use of communal equipment, such as forklifts, should be used in conjunction with gloves which are then disposed of.
<p>Our Site Teams</p> 	<ul style="list-style-type: none">• Each site will have its own specific Risk Assessment and Method Statement for Hygiene and Anti-Infection.• The new format will include criteria that must be met for the site operatives to be able to work safely.• If they are unable to work safely, they will document the reason and not continue to work until the situation is made safe.
<p>Common Areas</p> 	<ul style="list-style-type: none">• Handwashing/cleansing facilities will be provided at each point of entry to the factory and should be used every time you enter.• The upstairs toilets will be used exclusively by the office staff, the downstairs toilets exclusively by the factory staff.• Smoking areas must not be used to congregate during breaks, operatives are encouraged to use other outside seating areas, grass areas, or use vehicles to maintain distance.• Communal rest areas like canteens will have a safe occupancy limit clearly marked and the seating will be appropriately spaced to maintain distance.• If communal and rest areas are still insufficient to safely accommodate staff, consideration will be given to staggering break times.



5 Hygiene	
<p>Handwashing/Cleansing</p> 	<ul style="list-style-type: none">• Antibacterial handwash will be provided at all toilet and sink areas.• Additional cleansing facilities will be provided at factory entrances and should be used on every entry.• All staff will regularly wash or wipe their hands and specifically:<ul style="list-style-type: none">○ On arriving at work.○ Before eating.○ After using the toilet or kitchen facilities.○ After using any communal area.• Any communal areas should be wiped down after use with Antibacterial wipes.• Additional cleaning of communal areas.
<p>Office Measures</p> 	<ul style="list-style-type: none">• Doors in regular use, other than Fire Doors, will be left open to eliminate the need to use handles.• All handled surfaces of any shared tools or equipment should be wiped with Antibacterial wipes after use, including machines, forklift trucks, pallet trucks.• Increased cleaning of communal areas (Toilets, Canteen, Kitchens), signage will indicate when the cleaning is in progress.• Increased signage to remind of handwashing and hygiene requirements.• No rounds of hot drinks should be made, people should make their own and wipe down the communal surfaces (Fridge, kettle, tap, surfaces) after use.• In Office areas, windows should be opened periodically to allow fresh air to circulate.



6 PPE



40% OF TRANSMISSIONS HAPPEN BEFORE SYMPTOMS . YOU WEAR A MASK TO PROTECT OTHERS; THEY WEAR A MASK TO PROTECT YOU. WE NOT ME.

Despite the legal requirement for face coverings ending on 19th July, **we will continue to require them to be worn at work.** The reasons are:

- The removal of national restrictions is likely to result in a significant increase of infection levels.
- There is likely to be an equivalent increase in asymptomatic infections.
- Research has shown how effective face coverings are at preventing people unwittingly passing on the infection to others.
- We expect to see more people returning to the office more regularly.

We will ask our staff to continue wearing face coverings as we assess the local and national impact of restrictions lifting. The measures will be reviewed every 4 weeks.

We consider this as equivalent to other PPE measures and as such they will be mandatory, with the exception of any medical exemptions.



Face Masks/Coverings



- A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask.
- Masks should only be used when a face covering is not available, they do not provide a different level of protection and overuse of masks could affect supplies to the NHS.
- A mask or covering should never be used if it interferes with the mandatory PPE for the task.
- Face coverings are **not required outside** unless working within 2m of someone else.
- Face coverings are **not required on the factory or warehouse floor** unless working within 2m of someone else.
- A face covering is **mandatory in the office areas** where you are not at your desk, or not sat temporarily at another seat which is 2m from any other person.
- If you are required to wear a face covering:
 - Wash or wipe your hands before putting a face covering on, and after removing it
 - When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands
 - Change your face covering if it becomes damp or if you've touched it
 - Continue to wash your hands regularly
 - Change and wash your face covering regularly
 - If the material is washable, wash in line with manufacturer's instructions; if it's not washable, dispose of it carefully in your usual waste.



7	Documentation
	<p><u>Induction Record Sheet (Attached).</u></p> <p><u>Covid 19 Employee Screening – May 20 (Attached)</u></p> <p><u>Covid 19 Visitor Questionnaire - January 21 (Attached)</u></p> <p><u>COVID 19 Contact Risk Assessment September 2020 (Attached)</u></p>



COVID-19 Employee Questionnaire

Reviewed as of 06/01/2021

The safety of our employees, supplier partners, customers, families, and visitors remain Dempsey Dyer's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are continually monitoring the situation closely and will periodically update company guidance based on current recommendations from the UK Government, Public Health Bodies and the World Health Organization.

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors and your families, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time and understanding. Please speak with your line manager should you have any questions or concerns?

Employee Name:	Department:
Date of Birth:	Date:
All responses are confidential and will allow the company to prepare its risk assessment and safe working procedures in response to COVID-19.	

Self-Declaration by Employee			
1	Have you returned from any overseas country within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Have you had close contact with or cared for someone diagnosed with or showing symptoms of COVID-19 within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Have you been in close contact with anyone who has travelled abroad within the last 14 days to any overseas country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Have you experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Are you pregnant, have recently given birth / breast feeding?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Do you have any pre-existing health condition that requires you to shield?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7	How will you travel to / from work – in isolation / public transport / bike / on foot / private motor vehicle?	Please state:	
8	Are there any household members who are clinically vulnerable? Note: extremely clinically vulnerable individuals have been strongly advised not to work outside the home.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature (employee): _____ Date: _____

COVID-19 Visitor Questionnaire

Updated as of 06/01/2021

The safety of our employees, supplier partners, customers, families and visitors remain Dempsey Dyer's overriding priority. As the coronavirus disease 2019 (COVID-19) outbreak continues to evolve and spreads globally, we are continually monitoring the situation closely and will periodically update company guidance based on current recommendations from the UK Government, Public Health Bodies and the World Health Organization. **Only business critical visitors are permitted on site at this time.**

To prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors, we are conducting a simple screening questionnaire. Your participation is important to help us take precautionary measures to protect you and everyone in this building. Thank you for your time.

Visitor's Name:	Personal Phone Number (mobile/home):
Visitor's Company/Organisation:	Name of Company Host:
Date:	
Reason that visit to site is essential:	

Self-Declaration by Visitor			
1	Have you or anyone in your household returned from any overseas country within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2	Have you had close contact with someone diagnosed with COVID-19 within the last 14 days?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3	Do you live in an area which is subject to increased restrictions for COVID-19. (Not applicable during National Lockdowns)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4	Have you or anyone in your household experienced any cold or flu-like symptoms in the last 14 days (to include fever, cough, loss of smell, sore throat, respiratory illness, difficulty breathing)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5	Are you able to complete the purpose of your visit without coming into contact (Within 2m) of site personnel.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6	Are you able to wear appropriate PPE (Face mask and gloves) for the duration of your visit. PPE usage whilst on site is mandatory and lack of compliance will result in being asked to leave.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Signature (visitor): _____ Date: _____

Note: if you plan to be onsite for consecutive days, please immediately advise your host if any of your responses change. The information collected on this form will be used to determine your access right to Dempsey Dyer facilities. Any questions should be directed to Mark Suaznabar.

Access to site (circle one):

Approved

Denied



COVID-19 Contact Risk Assessment

Reviewed as of 06/01/2021

In the event that an employee discloses contact with a confirmed or suspected case of Covid 19, whether in the workplace or outside, this form shall be used to assess the risk and assist in determining a course of action.

All responses are confidential and will allow the company to determine a safe course of action for the individual and wider workforce, based on current government guidelines.

Please ensure that 2m distancing is observed whilst this Risk Assessment is conducted.

Employee Name: Department: Interviewer Name: Date:

Self-Declaration by Employee

1 Do you have symptoms of Covid 19? Yes No 2 Has the person you have had contact with tested positive for Covid 19? Yes No 3 Do you live with or spend significant time in the same household as the person? Yes No 4 Is the person a sexual partner? Yes No 5 Have you had face to face contact (Within 1 metre with the person) which included being coughed on, having skin-to-skin physical contact, or contact within one metre for one minute? Yes No 6 Have you been within 2 metres with the person for more than 15 minutes? Yes No 7 Have you has travelled in a small vehicle, or in a large vehicle or plane with the person. Yes No

If any of Questions 3 – 7 are Yes, and Question 2 is Yes, the government advice is to not self-isolate until contacted by NHS Test & Trace. In the meantime, the employee should be extra vigilant in observing Self-Distancing and Personal Hygiene measures.

Action Taken (Circle as necessary) No Further Action Continue Work – Extra Caution Self-Isolate

Signature (Employee): Date:

Signature (Interviewer): Date: