

COVID-19 SAFETY PACK

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JOHNSONS

PRINTERS

Covid-19 Safety Pack

Introduction

This documentation has been produced by Rhino Safety Limited in line with current guidance from the UK government, the Health and Safety Executive, the World Health Organisation, Public Health England, and other relevant agencies. The content within is accurate at the time of publishing, but it is important that the Responsible Persons at individual organisations check the latest government updates regularly and ensure the following documentation is applicable and relevant for their circumstances. Organisations in Northern Ireland, Scotland and Wales should be aware that the locally devolved administrations may provide conflicting advice to that referred to in this document, and local guidance and restrictions take precedence.

All organisations must, in addition to issuing this documentation, download the government's 'Staying Covid-19 Secure in 2020' certificate and display it prominently within their premises. The document can be found here:

<https://assets.publishing.service.gov.uk/media/5eb97d30d3bf7f5d364bfbb6/staying-covid-19-secure.pdf>

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Covid-19 Policy: Safe Working Procedures

Covid-19 is a new illness that can affect the lungs and airways, and is caused by an existing virus called Coronavirus. It is highly contagious, and can affect people of all ages, with or without underlying health conditions. There is still a lot that we do not know about Covid-19, but it is highly likely that it is spread through the droplets expelled from the respiratory tract of an infected individual (e.g. through coughing and sneezing). It can only travel relatively short distances through the air (currently advised as 1 metre by scientists), but keeping a minimum of 2 metres distance between individuals is recommended. It may also be present on environmental surfaces.

The Coronavirus Covid-19 pandemic is a global situation that is continually evolving; every effort has been made to ensure that this documentation is accurate at the time of publication, but please be aware that Government, World Health Organisation, and Public Health England (PHE) advice and guidance will always take precedence and must be followed. Remember, anyone can contract Coronavirus, and anyone can spread it, so everyone shares responsibility in preventing the spread.

Management Controls

- Conduct a specific Covid-19 Risk Assessment suitable for our premises and working activities, with particular attention to vulnerable and / or shielding employees.
- Keep up to date with advice and guidance from the Government and PHE, and cascade relevant information to staff as necessary.
- Encourage all staff to take a cautious approach; to report any instances of ill health as soon as possible and to stay at home if they experience any symptoms (please refer to 'Symptoms' section in the Covid-19 Employee Safety Memo).
- Ensure that all staff who are able to work from home do so where possible, reasonable, and required.
- Ensure that high standards of cleanliness and hygiene are maintained through enhanced cleaning schedules and protocols, and encouragement of high hygiene practices by staff, visitors, and contractors.
- Appropriate Personal Protective Equipment is provided, and staff are instructed to wear it for appropriate tasks as per the Covid-19 Risk Assessment and government guidance.
- Hand sanitisation facilities are provided, and staff are encouraged to use them regularly, particularly; on entering and leaving the building, after using the toilet, before and after eating / handling food, and after blowing their nose, coughing or sneezing.
- Discourage the scheduling of any non-essential meetings, and conduct any essential meetings 'virtually' (whether online or via telephone conferencing) whenever possible. Ensure any essential meetings that must take place in-person are kept to a minimum number of essential attendees, are hosted in a well-ventilated space where social distancing can be adhered to, and duration is kept to an absolute minimum.
- Take steps to support the mental health and welfare of all employees, particularly those in isolation or who are vulnerable. This will be done on a case-by-case basis with whatever measures are appropriate in the circumstances for the individual.
- Social distancing measures are applied where possible, and staff are encouraged to adhere to them. This may include (but is not limited to); introducing one-way flow routes through the building; separating entry and exit points for the building; regulating the use of corridors, lifts and stairs; reviewing layouts to allow staff to work further apart from each other; avoiding staff working face-to-face wherever possible; introducing measures to create a physical barrier between staff where appropriate; staggering working times, breaks, and shift patterns to reduce the numbers of staff working together at any one time. This is not an exhaustive list, and any and all measures will be taken as necessary and appropriate with consideration for our particular working circumstances.

Employee Responsibilities

- Read and accept all documentation provided, including this policy, the Covid-19 Risk Assessment, and the Employee Safety Memo.
- Follow all procedures as required, even if feeling well.
- Pay particular attention to own health and wellbeing and do NOT attend the workplace if showing symptoms, or if someone in your household is showing symptoms, even if symptoms are mild. If symptoms commence whilst in the workplace, leave immediately, return straight home, and provide details to Management via telephone or email
- If able and required to do so, work from home. If you require additional support to work from home, provide details to Management so they can assist you.
- If attending to the workplace environment, bring only pre-prepared food and drinks from home. We strongly discourage travelling to shops immediately before or during working hours and bringing food and drinks from them directly into the workplace.
- If employees have any issues or concerns, they must contact Management immediately to provide details and await instruction on any action to be taken.

First Aid Provision and Covid-19

First Aid provisions in the workplace may be affected by the Covid-19 pandemic in a variety of ways:

- There may be reduced first aid cover due to fewer first aid qualified employees attending the workplace (e.g. due to working from home or being furloughed).
- There may be first aiders who are due to refresh or renew their qualification but are unable to do so due to social distancing restrictions.
- There may be employees who were due to undertake qualifications but have been unable to start or complete them due to social distancing restrictions.
- There may be first-aid qualified employees who are unsure about how or when they should administer first aid duties, or are reluctant to do so.

The primary aims of first aid are to preserve life and promote recovery, and we will ensure this continues even where first aid cover is reduced from usual circumstances.

We may choose to operate with reduced *qualified* first aid cover, and instead nominate personnel to act when required. We may also choose to utilise shared first aid cover with other business that are close by if necessary and appropriate.

- Employees who hold a 'First Aid at Work' or 'Emergency First Aid at Work' certificate that expires on or after 16 March 2020 and cannot access requalification training because of coronavirus, a 3-month extension may be applied.
- Employees who are nominated to take first aid action if required may be given training that provides them with basic first-aid awareness as an interim measure until accredited training and qualification can take place.
- Employees who have begun training but had it interrupted will be able to recommence their training at a later date as long as a full recap of previous modules is provided and all other knowledge and competencies required can be shown at the end of training (through usual examination procedures).

Providing First Aid

- Where a person has a minor injury and is able to administer first aid to themselves under instruction from a socially-distanced first aider, they should do so. This may include self-administration of plasters or bandages, eyewash etc. All other procedures should be followed, including the completion of the accident book, and any investigation as necessary.
- Where a person is unable to administer their own first aid, additional measures may need to be considered to allow a first aider to administer first aid without putting themselves at unreasonable risk. This may include the provision of disposable gloves, hand sanitising provisions kept with the first aid kit, disposable plastic aprons. Even where the patient being treated is not symptomatic, thorough hygiene procedures must be followed by the first aider following the provision of treatment, including handwashing and sanitisation of surfaces and equipment as necessary. The first aider should avoid touching their eyes, nose, and mouth until they are able to thoroughly wash their hands or use hand sanitiser.


- The primary aims of first aid are to preserve life and promote recovery, and first aid should be administered as required and necessary until the emergency service(s) attend.
- Consideration must be given to the potential delays in response times by the emergency services due to the current additional pressure on resources.

Providing First Aid to a Person with Covid-19 Symptoms

- If first aid is required by an individual who is symptomatic symptoms (please refer to 'Symptoms' section in the Covid-19 Employee Safety Memo) and may have Covid-19, all efforts must be made to isolate the person. If a separate room is not available, all other people should be kept at least 2 metres away. Barriers or screens may be used if available.
- The number of first aiders or other people administering first aid to the symptomatic individual must be kept to the absolute minimum necessary.
- If the symptomatic individual requires CPR, we strongly recommend that rescue breaths or 'mouth-to-mouth' ventilation are not performed, and the patient is only given chest compressions. If the patient is in cardiac arrest and the first aider chooses to perform rescue breaths, a resuscitation face shield **must** be used. The person who performed rescue breaths should then self-isolate and monitor themselves for Covid-19 symptoms for 14 days.
- If there is a spill of blood or other bodily fluids, keep people away from the area and use a 'spill-kit' if available. If no spill-kit is available, cover the spill with paper towels or roll, and seek advice from the emergency services when they arrive.
- All other first aid procedures should be followed as usual, including the completion of the accident book and any investigation as necessary. In the accident report, particular note must be made of the presence or potential presence of Covid-19 and the people who have exposed to it.

RIDDOR and Covid-19

- Covid-19 has been listed as a **notifiable disease** under the Health Protection (Notification) Regulations 2010. This means that all GPs are required by law to notify Public Health England of all cases of Covid-19.
- The Health and Safety Executive (HSE) has set out new guidance as to where instances of Covid-19 may be reportable. These are:
 - an unintended incident at work has led to someone's possible or actual exposure to Covid-19. This must be reported as a dangerous occurrence; or
 - a worker has been diagnosed as having Covid-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.
- The HSE has acknowledged that, due to the increasing prevalence of Covid-19 within the general population, it will be very difficult for employers to determine whether infection in any of their employees was as a direct result of their work. It has therefore stated that diagnosed cases of Covid-19 will not be reportable **unless** there is *'reasonable evidence suggesting that a work-related exposure was the likely cause of the disease and this is supported by a registered medical practitioner's diagnosis.'*
- Actual diagnosis by a medical practitioner **must** be present for a case to be RIDDOR-reportable, and there is a reliance on the practitioner to provide supporting commentary that the workplace was the most likely place of exposure.
- Current guidance suggests that healthcare industries are likely to be most affected by these changes, and most likely to have RIDDOR-reportable cases of Covid-19. However, **all** employers with open workplaces must remain vigilant, keep up to date with guidance as it is brought out, and aware of the potential need to report cases of COvid-19 in their employees.

Risk Assessment for Covid-19	
	Date of Risk Assessment / Review: May 2020 / To be reviewed regularly in line with changes of government procedures.
Completed by: Rhino Safety Limited – Simon Walter CMIOSH – 01270 440341	

What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> Official government guidelines and recommendations are followed, and all staff are briefed on the latest updates. Clinically Extremely Vulnerable individuals (as notified by government correspondence advising them to shield at home) are strongly advised to stay at home and not attend the workplace. Clinically Vulnerable individuals may be able to return to work with additional precautions; these will be assessed on a case-by-case basis and a separate Risk Assessment produced. Correct PPE is worn in line with government guidance and the work we conduct. Hand sanitization and/or hand washing facilities are provided, and staff encouraged to use these facilities regularly. Signs are installed throughout our premises to remind people wash their hands and social distance. Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. Employees with any symptoms are immediately sent home to self-isolate. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
<p>Contracting or Spreading Covid-19</p>	<p>High</p>	<p>Who?</p> <ul style="list-style-type: none"> • All Staff • Visitors • Contractors • Others • Public <p>Consequences</p> <ul style="list-style-type: none"> • Coronavirus • Respiratory distress • Death 	<ul style="list-style-type: none"> • Interaction with others is kept to a minimum and task reallocation considered where required. • The 2m social distancing rule is adhered to where reasonably possible. • Staff will continue to work from home where possible. If they are required to attend the premises, this will be kept to minimum levels necessary. • For those attending the workplace, the number of people each person has contact with will be minimized using fixed teams, partnering, or shift patterns where possible. • Staff will continue to use conference /video call systems to speak to clients and suppliers rather than meeting them in person. • If a face-to-face meeting is unavoidable, only essential attendees will be in the meeting, it will take place in a well-ventilated area, and no hand-shaking or other physical contact is permitted. Attendees will remain at least 2m apart where possible. Hand sanitization facilities will be provided in the meeting room. • Pens, notebooks etc. must not be shared, whether between staff or with visitors. • Only essential visitors will be authorised to enter our premises (for example essential maintenance or cleaners). • Staff arrival and departure times will be staggered where possible. • Hand sanitization and/or hand washing facilities will be provided at the entrance to our premises. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	<p>Manager</p>	<p>Ongoing</p>	<p>Medium</p>



What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<p>The layout of our premises will be reviewed to ensure social distancing can be met. This may involve moving workstations.</p> <ul style="list-style-type: none"> We will mark 2m zones in specific locations to assist staff in maintaining social distancing. We will avoid staff working face to face where possible and instead work side by side or back to back. If avoidance of face-to-face working is not possible, we may use screens to create a physical barrier. Screens may also be used in high traffic or contact areas such as Reception areas. Staff are encouraged to bring only pre-prepared food and drinks from home to work, and strongly discouraged from travelling to shops immediately before or during working hours and bringing food and drinks directly to our premises. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium

Useful links to help stay up to date with Covid-19 procedures and government guidance:

UK Government Covid-19 Website and Working Safely During Coronavirus Guidance

<https://www.gov.uk/coronavirus>

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?fbclid=IwAR3pIlgcDNsGGQkccDIUXdE27QY6cqWEPm_Hy9RXXR37VDWHGMSjEApS_R10

<https://www.hse.gov.uk/news/coronavirus.htm>

The Health and Safety Executive Covid-19 Website

<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/>

The National Health Service Covid-19 Website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>



RHINO SAFETY

Covid-19 Staff Safety Memo

Covid-19 is a type of Coronavirus, a highly contagious disease that can cause severe illness in people, especially those who are vulnerable. Anyone can contract and spread the virus. Covid-19 is likely to pass between people through droplets from coughs and sneezes, either directly between people in close proximity or from touching contaminated surfaces.

Symptoms

The main symptoms of Covid-19 are:

- A high temperature (feeling hot to the touch on your chest and back; you do not need to measure your temperature); and
- A new, persistent cough.

However, Covid-19 is a new disease and other symptoms may be present.

You can spread the virus even if you don't have the symptoms.

How to help prevent the spread of Covid-19

- Where possible avoid or limit using public transport.
- Use the hand sanitiser immediately upon arriving at work.
- Remember to regularly wash your hands for at least 20 seconds.
- Work from home if possible.
- Meetings should be conducted via conference or video calling systems where possible.
- In-person meetings should only take place where essential and unavoidable.
- Hand-shaking or other physical contact is not permitted.
- Adhere to social distancing at all times.
- Bring in your own food for breaks and lunch.
- If you are provided with Personal Protective Equipment, ensure you wear it, and have it replaced if it becomes damaged or lost.

Face Coverings

Personal Protective Equipment (PPE) protects the user against risks you may be exposed to at work. It includes a wide variety of items, including gloves, footwear, protective clothing, helmets, eye protection, and in some circumstances, protective respiratory equipment such as face masks.

If you are already required to use PPE in your work activities, you must continue to do so.

Face coverings are not recommended for use as a standard measure in the workplace, and it is important that face mask supplies are not diminished for those workers who must wear them. The current evidence suggests that face coverings provide protection for others if you are infected, but does not provide protection to the user. However, if employees feel that they wish to wear face coverings in the workplace, we will support that decision as long as it does not adversely affect your ability to conduct your work or present additional risks to you or your colleagues. If you choose to wear a face covering, you should:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser 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 have touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer's instructions. If it is not washable, dispose of it carefully in your usual waste at home.
- Continue to practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.

What to do if you become ill

If you develop a high temperature or a persistent cough while at work, you should:

- Report your illness to your supervisor.
- Avoid touching anything.
- Cough or sneeze into a tissue and put it in a bin or, if you do not have tissues, cough and sneeze into the crook of your elbow, NOT your hand.
- Return home immediately.
- You must then follow the guidance on self-isolation and not return to work until your period of self-isolation is complete. For further information see the NHS website or call 111.

Useful links to help stay up to date with Covid-19 procedures and government guidance:

UK Government Covid-19 Website

<https://www.gov.uk/coronavirus>

The Health and Safety Executive Covid-19 Website

<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

Covid-19 – Johnsons Additional Staff Safety Procedures

Additional measures taken by Johnsons further to those in the Risk Assessment and Safety Memo to limit the spread of Covid-19 and keep staff safe:

Additional PPE

Additional PPE ordered and available for use:

- 500 Face Masks
- 500 Full Face Shields
- Additional boxes of gloves strategically placed at entrance and around factory

Additional Safety Procedures

Toilet Procedures:

- Doors wedged open when not in use.
- Signs on both sides of toilet doors to instruct users to wipe door handles and locks after use with anti-viral wipes provided inside and outside the toilets.
- Anti-viral spray provided in each toilet with tissue so that user can clean toilet and taps before use.
- Users instructed and reminded to wash hands for at least 20 seconds after using the toilet.
- Hand sanitiser is also provided in each toilet and outside the toilets.
- Toilets are cleaned regularly by cleaning personnel.

Drinks Dispensers, Kettles & Kitchen Procedures:

- All touchpoints to be wiped after use with anti-viral wipes provided at each station/area.
- Users to only make drinks for themselves.
- Users to use own cups, spoons and other utensils.
- 2m Social Distancing to be observed at all times in drinks & kitchen areas.

Walkways and Gangways:

- Walkways re-marked out with yellow and black tape.
- Tuck-in passing places created in walkways and staff instructed to use them to observe the 2m Social Distancing Rules.
- 2m Distance Floor markers applied to help staff keep 2m apart.

