

## Covid-19 - Checklist for Safe Operations during COVID-19

A) General information	
Site	Ramsgate
Reason for review	<input checked="" type="radio"/> Government directive <input type="radio"/> Company directive
Revision Date	14/05/2020

## B) Readiness checklist

1	Managing Risk Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.	Status	Explanations if not fully implemented
1.01	Businesses and workplaces should make every reasonable effort to enable working from home as a first option. Where working from home is not possible, workplaces should make every reasonable effort to comply with the social distancing guidelines.	<input checked="" type="radio"/>	
1.02	<b>Further mitigating actions include:</b> <ul style="list-style-type: none"> <li>Increasing the frequency of hand washing and surface cleaning.</li> <li>Keeping the activity time involved as short as possible.</li> <li>Using screens or barriers to separate people from each other.</li> <li>Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.</li> <li>Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).</li> </ul>	<input checked="" type="radio"/>	
1.03	if people must work face-to-face for a sustained period with more than a small group of fixed partners, then a risk assessment of the activity must be carried out. No one is obliged to work in an unsafe work environment.		Not applicable

2	Workers Objective: To protect key workers and those most vulnerable.	Status	Explanations if not fully implemented
2.01	Planning for the minimum number of people needed on site to operate safely and effectively.	<input checked="" type="radio"/>	Covered via the Projects Morning Conference Call
2.02	Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.	<input checked="" type="radio"/>	As above
2.03	Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.	<input checked="" type="radio"/>	As above
2.04	Providing equipment for people to work from home safely and effectively, for example, remote access to work systems.	<input checked="" type="radio"/>	As above
2.05	Providing support for workers around mental health and wellbeing. This could include advice or telephone support.	<input checked="" type="radio"/>	Covered by BUPA
2.06	Understanding and taking into account the particular circumstances of those with different protected characteristics.	<input checked="" type="radio"/>	Covered via the Projects Morning Conference Call
2.07	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenging for them.	<input checked="" type="radio"/>	As above
2.08	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	<input checked="" type="radio"/>	Covered by Risk Assessment
2.09	Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	<input checked="" type="radio"/>	Not applicable
2.10	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	<input checked="" type="radio"/>	Not applicable

3	Social distancing at work Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.	Status	Explanations if not fully implemented
3.01	Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	<input type="radio"/>	Covered by Risk Assessment
3.02	Providing additional parking or facilities such as bikeracks to help people walk, run, or cycle to work where possible.		Ramsgate is a customers site - Not applicable
3.03	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.		As above

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3.04 Reducing congestion, for example, by having more entry points to the workplace.	As above
3.05 Using markings and introducing one-way flow at entry and exit points.	As above
3.06 Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	● In place across the Site
3.07 Providing alternatives to touch-based security devices such as keypads.	Ramsgate is a customers site - Not applicable
3.08 Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.	Ramsgate is a customers site - Not applicable
3.09 Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Ramsgate is a customers site - Not applicable
3.10 Reducing job and equipment rotation.	● Covered by Risk Assessment
3.11 Introducing more one-way flow through buildings.	Ramsgate is a customers site - Not applicable
3.12 Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.	● Covered by Risk Assessment
3.13 Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	● Covered by Risk Assessment
3.14 Providing more storage for workers for clothes and bags.	● Adequate storage in place for Materials Handlers

4	Workplaces and workstations	Status	Explanations if not fully implemented
Objective: To maintain social distancing between individuals when they are at their workstations.			
4.01	Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.	●	2M Distancing Decals are across the site
4.02	Using floor tape or paint to mark areas to help workers keep to a 2m distance.	●	As above
4.03	Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	●	Covered by Risk Assessment
4.04	Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	●	
4.05	Using a consistent pairing system if people have to work in close proximity, for example, during twoperson working, lifting or maintenance activities that cannot be redesigned.		Not applicable

5	Meetings	Status	Explanations if not fully implemented
Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings			
5.01	Using remote working tools to avoid in-person meetings.	●	Already in place
5.02	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	●	Social Distancing is being observed
5.03	Avoiding transmission during meetings, for example, from sharing pens and other objects.	●	Covered by Risk Assessment
5.04	Providing hand sanitiser in meeting rooms.	●	Already in place
5.05	Holding meetings outdoors or in well-ventilated rooms whenever possible.	●	Social Distancing is being observed
5.06	For areas where regular meetings take place, using floor signage to help people maintain social	●	Already in place

6	Common areas	Status	Explanations if not fully implemented
6.01	Staggering break times to reduce pressure on break rooms or places to eat.	●	Already in place
6.02	Using safe outside areas for breaks.	●	Already in place
6.03	Creating additional space by using other parts of the worksite or building that have been freed up by remote working.		Not required, Very limited numbers on site
6.04	Using protective screening for staff in receptions or similar areas.		Not applicable
6.05	Providing packaged meals or similar to avoid opening staff canteens, where possible.		As above
6.06	Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.		As above
6.07	Encouraging staff to stay on-site during working hours, when not possible, maintaining social distancing while off-site.	●	Covered by Risk Assessment
6.08	Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	●	Already in place

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6.09	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.		Ramsgate is a customers site - Not applicable
6.10	Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	●	Covered by Risk Assessment
7	Accidents, security and other incidents Objective: To prioritise safety during incidents.	Status	Explanations if not fully implemented
7.01	In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	●	Covered by Risk Assessment
7.02	People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	●	As above

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<b>8</b>	<b>Managing your customers, visitors and contractors</b> Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.	<b>Status</b> <b>Explanations if not fully implemented</b>
8.01	Encouraging visits via remote connection or remote working for visitors where this is an option.	●    Already in place - Covered via the Projects Morning Conference Call
8.02	Limiting the number of visitors at any one time.	●    As above
8.03	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	●    As above
8.04	Maintaining a record of all visitors, if this is practical.	●    Already in place
8.05	Providing clear guidance on social distancing and hygiene to people, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.	●    As above
8.06	Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	●    Already in place - Covered via the Projects Morning Conference Call
8.07	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	●    As above
8.08	Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	●    Already in place
<b>9</b>	<b>Cleaning the workplace</b> Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.	<b>Status</b> <b>Explanations if not fully implemented</b>
9.01	Before reopening: Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	●    Ramsgate is a customers site - Cleaning is undertaken by customer contractors
9.02	Before reopening: Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	●    As above
9.03	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	●    As above
9.04	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.	●    As above
9.05	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	●    As above
9.06	If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	●    Not Applicable
<b>10</b>	<b>Hygiene – handwashing, sanitation facilities and toilets</b> Objective: To help everyone keep good hygiene through the working day.	<b>Status</b> <b>Explanations if not fully implemented</b>
10.01	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	●    Already in place across the site
10.02	Providing regular reminders and signage to maintain hygiene standards.	●    As above
10.03	Providing hand sanitiser in multiple locations in addition to washrooms.	●    Already in place across the site
10.04	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	●    Ramsgate is a customers site - Cleaning is undertaken by customer contractors
10.05	Enhancing cleaning for busy areas.	●    As above & in place
10.06	Special care should be taken for cleaning of portable toilets (off-site locations, etc)	●    Not Applicable
10.07	Providing more waste facilities and more frequent rubbish collection.	●    Already in place across the site
10.08	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	●    Already in place across the site
10.09	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	●    Ramsgate is a customers site - Cleaning is undertaken by customer contractors
10.10	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	●    Already in place across the site
10.11	Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	●    Already in place across the site

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<b>11</b>	<b>Handling goods, merchandise and other materials, and onsite vehicles</b> Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.	<b>Status</b>	<b>Explanations if not fully implemented</b>
11.01	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	●	Covered by Risk Assessment
11.02	Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	●	
11.03	Regular cleaning of vehicles that workers may take home.		Not Applicable
11.04	Regular cleaning of reusable delivery boxes.	◐	Covered by Risk Assessment
11.05	Restricting non-business deliveries, for example, personal deliveries to workers.	●	
<b>12</b>	<b>Personal Protective Equipment (PPE) and face coverings</b>	<b>Status</b>	<b>Explanations if not fully implemented</b>
12.01	Where you are already using PPE in your work activity to protect against non-COVID-19 risks, you should continue to do so.	●	Already in place across the site
12.02	When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.	●	
12.03	Change your face covering if it becomes damp or if you've touched it.	●	
12.04	Change and wash your face covering daily.	●	
12.05	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.	●	
<b>13</b>	<b>Workforce management</b> Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	<b>Status</b>	<b>Explanations if not fully implemented</b>
13.01	As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	●	Covered by Risk Assessment
13.02	Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	●	As above
<b>14</b>	<b>Work travel</b> Objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	<b>Status</b>	<b>Explanations if not fully implemented</b>
14.01	Minimising non-essential travel – consider remote options first.	●	Already in place
14.02	Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	●	Covered by Risk Assessment
14.03	Cleaning shared vehicles between shifts or on handover.		Not Applicable
14.04	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.		Not Applicable
14.05	Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	●	Covered by Risk Assessment
14.06	Maintaining consistent pairing where two-person deliveries are required.	●	As above
14.07	Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	●	As above
<b>15</b>	<b>Communications and Training</b> Objective: To make sure all workers understand COVID-19 related safety procedures.	<b>Status</b>	<b>Explanations if not fully implemented</b>
15.01	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	◐	Risk Assessment to be re-briefed to all staff
15.02	Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	◐	As above
15.03	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	◐	As above
15.04	Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.	●	

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15.05	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	●	
15.06	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	●	
15.07	Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	●	
15.08	Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	●	

16	Inbound and outbound goods Objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.	Status	Explanations if not fully implemented
16.01	Revising pick-up and drop-off collection points, procedures, signage and markings.	●	Covered by Risk Assessment
16.02	Minimising unnecessary contact at gatehouse security, yard and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic prebooking.	●	Already in place at Site
16.03	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.	●	
16.04	Where possible and safe, having single workers load or unload vehicles.	●	Already in place at Site
16.05	Where possible, using the same pairs of people for loads where more than one is needed.	●	As above
16.06	Enabling drivers to access welfare facilities when required, consistent with other guidance.	●	As above
16.07	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	●	As above

17	Office environment Objective: That everyone should work from home, unless they cannot work from home.	Status	Explanations if not fully implemented
17.01	Staff should work from home if at all possible	●	Already in place at Site
17.02	Providing handwashing facilities, or hand sanitiser where not possible, at entry/exit points and not using touch-based security devices such as keypads.	●	As above
17.03	where social distancing is not possible move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	◐	Covered by Risk Assessment
17.04	where working side-by-side is not possible move workstations further apart, using screens to separate people from each other.	◐	Perspex screens are on order
17.05	Managing occupancy levels to enable social distancing.	●	Covered via the Projects Morning Conference Call
17.06	Avoiding use of hot desks and spaces and, where not possible, for example, call centres or training facilities, cleaning workstations between different occupants including shared equipment.	●	Covered by Risk Assessment
17.07	Limiting or restricting use of high-touch items and equipment, for example, printers or whiteboards.	●	Covered by Risk Assessment

Not applicable

○ Not implemented

◐ Partially implemented

● Fully implemented

### C) Certification

Site Health and Safety	Name	Scott Macionis
	Date	15/05/2020

Site Manager	Name	Barry Wonford
	Date	14/05/2020