



Task/Activity	Pandemic Response for COVID-19		Assessed by, Print Sign	David Bache <i>David Bache</i>
Department	Total Site		Date Created	01.02.2020
Activity		Hazard	Safe System of Work/Control Measures	
GENERAL CONSIDERATIONS		COVID-19 VIRUS	<p>A COVID-19 POLICY HAS BEEN DRAFTED AND AGREED BY ALL MANAGERS ON SITE, THE POLICY SETS OUT THE COMPANIES STATEMENT OF INTENT ON CONTROL MEASURES TO ENSURE THE HEALTH AND SAFETY OF ALL EMPLOYEES, VISITORS AND CONTRACTORS.</p> <p>THE POLICY IS IN LINE WITH THE HEALTH PROTECTION(CORONAVIRUS)REGULATIONS 2020</p>	
PLANNING FOR ON SITE STAFF		COVID-19 VIRUS	THE COMPANIES MANAGEMENT HAVE CONSIDERED WHO IS ESSENTIAL TO BE ON SITE AND WHO CAN WORK FROM HOME IF THEY ARE ABLE TO DO SO.	
PLANNING FOR ON SITE STAFF		<ul style="list-style-type: none"> • COVID-19 VIRUS • INSUFFICIENT NUMBER OF STAFF ON SITE TO ENABLE THE PLANT TO OPERATE SAFELY AND EFFICIENTLY 	<p>CONSIDERATION HAS BEEN GIVEN TO ENSURE THAT ALL DEPARTMENTS ARE ADEQUATELY RESOURCED TO ENABLE THEM TO OPERATE SAFELY AND EFFICIENTLY.</p> <p>ALL DEPARTMENTS HAVE A MANAGER, SUPERVISOR OR TEAM LEADER IN PLACE.</p>	
WORKING FROM HOME		<ul style="list-style-type: none"> • DSE SET UP • LACK OF EQUIPMENT • MENTAL HEALTH • PHYSICAL HEALTH • PERSONAL SECURITY 	<ul style="list-style-type: none"> • DSE SELF QUESTIONNAIRE HAS BEEN ISSUED • EMPLOYEES WORKING FROM HOME HAVE BEEN ISSUED WITH NECESSARY EQUIPMENT TO ENABLE THEM TO WORK SAFELY • LINES OF COMMUNICATION HAVE BEEN ESTABLISHED WITH OFF SITE WORKERS AND THEIR DIRECT REPORTING LINES TO ENSURE THAT ALL ARRANGEMENTS ARE DISCUSSED INCLUDING WELFARE, MENTAL AND 	



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		PHYSICAL HEALTH, WORK PLANS AND REALISTIC TARGETS FOR WORK AND PERSONAL SECURITY ARE ADEQUATE.
GENERAL CONSIDERATIONS	VULNERABLE GROUPS	<ul style="list-style-type: none"> • WE HAVE IDENTIFIED INDIVIDUALS WHO FALL INTO THE VULNERABLE GROUPS CATEGORY. • THESE EMPLOYEES HAVE BEEN FURLOUGHED OR HAVE BEEN OFFERED THE OPPORTUNITY TO STAY AT HOME
GENERAL CONSIDERATIONS	EQUALITY IN THE WORKPLACE	<ul style="list-style-type: none"> • DART FULLY UNDERSTANDS THE IT MUST TAKE INTO ACCOUNT THE PARTICULAR CIRCUMSTANCES OF THOSE WITH DIFFERENT PROTECTED CHARACTERISTICS. • WE WILL INVOLVE AND COMMUNICATE APPROPRIATELY WITH WORKERS WHO'S PROTECTED CHARACTERISTICS MIGHT EXPOSE THEM TO A DIFFERENT DEGREE OF RISK. • WE WILL CONSIDER OTHER CONTROL MEASURES OR ADJUSTMENTS TO TAKE ACCOUNT OF OUR DUTIES UNDER THE EQUALITIES LEGISLATION • WE WILL MAKE REASONABLE ADJUSTMENTS TO AVOID DISABLED WORKERS BEING PUT AT A DISADVANTAGE • WE WILL ASSESS THE HEALTH AND SAFETY RISKS FOR NEW OR EXPECTANT MOTHERS
EMPLOYEES ATTENDING SITE	COVID-19 VIRUS SYMPTOMATIC	<ul style="list-style-type: none"> • ALL EMPLOYEES HAVE RECEIVED INFORMATION AND INSTRUCTION ON WHAT TO DO IF THEY ARE SYMPTOMATIC WITH COVID-19 • MEETINGS WERE HELD WITH ALL STAFF ON SITE WHILST OBSERVING SOCIAL DISTANCING AT ALL TIMES.THE MEETINGS WERE CONDUCTED BY HR AND EHS MANAGERS AND INCLUDED INFORMATION ON WHAT TO DO IF YOU HAVE A HIGH TEMPERATURE, TYPICALLY 37.8 degrees C, HAVE A NEW CONTINUOUS COUGH, OR LOSS OF TASTE OR SMELL. • THE MESSAGE IS TO STAY AT HOME AND SELF ISOLATE AND USE THE ON LINE 111 SERVICE



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		<ul style="list-style-type: none"> THIS INFORMATION IS DISPLAYED ON NOTICE BOARDS AND ON THE VDU SCREENS
SOCIAL DISTANCING	<ul style="list-style-type: none"> POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS 	<ul style="list-style-type: none"> SOCIAL DISTANCING HAS BEEN STRICTLY ENFORCED ON SITE, INSIDE AND OUTSIDE OF THE PLANT GOVERNMENT GUIDANCE WILL BE CONSULTED AND REVIEWED AT ALL TIMES ALL WORKSTATIONS HAVE BEEN ASSESSED TO ENSURE THAT THE TWO METRE DISTANCE CAN BE MAINTAINED WORKSTATIONS HAVE SUFFICIENT SPACE TO ENABLE ALL WORKERS TO MAINTAIN SOCIAL DISTANCING INSPECTOR PACKER WORKSTATIONS HAVE CLEAR FLOOR MARKINGS WHICH INDICATE THE TWO METER DISTANCE BETWEEN PEOPLE THE CANTEEN AREAS HAVE BEEN ARRANGED TO PERMIT SAFE SOCIAL DISTANCING, ONE CHAIR TO ONE TABLE ALL CANTEENS, OFFICES, Q/C LAB, SUPERVISOR OFFICE, HAVE FLOOR MARKINGS INDICATING THE TWO METER DISTANCING. ALL CANTEENS, OFFICES, Q/C LAB, SUPERVISOR OFFICE, CHANGING ROOMS, LOCKER ROOMS, TOILETS HAVE SIGNAGE DISPLAYED WHICH INDICATES THE PERMITTED NUMBER OF PEOPLE. SUPERVISORS AND MANAGERS ARE MONITORING SOCIAL DISTANCING
WORKERS WHO MAY BE REQUIRED TO WORK IN CLOSE PROXIMITY TO OTHERS OR MAY COME INTO CLOSE CONTACT TO OTHERS WHILST MOVING AROUND THE SITE	<ul style="list-style-type: none"> POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS 	<ul style="list-style-type: none"> FACE MASKS OR FACE COVERINGS WERE MADE MANDATORY ON 4TH NOVEMBER 2020. THIS INCLUDES ALL MOVEMENTS AROUND SITE, TOILETS, HALLWAYS, OFFICES, CANTEENS, ALL AREAS THIS DOES NOT APPLY WHILST SEATED AT AN OFFICE DESK OR SEATED IN THE CANTEEN.



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<p>EMPLOYEES ATTENDING SITE TO CARRY OUT THEIR NORMAL WORK</p> <p>EMPLOYEES ATTENDING SITE TO CARRY OUT THEIR NORMAL WORK</p>	<ul style="list-style-type: none"> • CONTACT WITH OTHER PEOPLE WHO MAY BE SYMPTOMATIC WITH COVID-19 VIRUS • CONTACT WITH SURFACES THAT MAY BE CONTAMINATED WITH COVID-19 VIRUS 	<ul style="list-style-type: none"> • ALL EMPLOYEES, VISITORS AND CONTRACTORS ARE REQUIRED TO WASH THEIR HANDS IMMEDIATELY UPON ENTERING THE BUILDING AND TO FREQUENTLY USE HAND GEL STATIONS WHICH ARE LOCATED AROUND THE PLANT. • SIGNAGE IS DISPLAYED IN KEY LOCATIONS WHICH INSTRUCT HANDS MUST BE WASHED IMMEDIATELY UPON ENTERING THE BUILDING • EXTRA HAND GEL DISPENSORS HAVE BEEN INSTALLED ON SITE. • CLEANING SCHEDULES HAVE BEEN INCREASED IN THE MOST POPULATED BUSY AREAS. • ALL TOUCH SURFACES ARE CLEANED MORE FREQUENTLY • EMPLOYEES FROM OTHER DEPARTMENTS ARE INVOLVED IN CLEANING PROCEDURES • ALL WORK EQUIPMENT THAT IS USED FREQUENTLY OR SHARED, IS CLEANED BY INDIVIDUALS WHO USE THAT EQUIPMENT, CLEAN AS YOU GO POLICY, FLT, COMPUTERS, WORK DESKS, SAP SCANNERS, SWITCHES AND KNOBS ON PRODUCTION MACHINERY, TOUCH SURFACES IN LOCAL AREAS OF WORK. • CLEANING SUPPLIES AND EQUIPMENT IS READILY AVAILABLE • GROUP TRAINING WILL BE CARRIED OUT WITH SMALLER GROUPS MAINTAINING STRICT 2M SOCIAL DISTANCING, ROBUST HYGEINE PROCEDURES WILL BE ENFORCED • SHIFT STAGGERS HAVE BEEN PUT INTO PLACE SO THAT THE SHIFT ON SITE WILL SHUT DOWN PRODUCTION MACHINERY 15 MINUTES EARLIER, TO ALLOW THEM TO GO HOME EARLIER, THEREFORE REDUCING THE NUMBER OF EMPLOYEES PASSING EACH OTHER ON THE WAY INTO AND THE WAY OUT OF THE BUILDING. • BREAK TIMES HAVE BEEN ADJUSTED SO THAT FEWER PEOPLE ARE IN THE REST AREAS AND TOILET AREAS DURING BREAKS.
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		<ul style="list-style-type: none"> • CAR PARKING AT THE FRONT AND REAR OF THE FACILITY IS MORE THAN ADEQUATE TO ALLOW FOR INDIVIDUALS TO MAINTAIN SOCIAL DISTANCING • THE FIRST 15 MINUTES OF THE ONCOMING SHIFTS INSPECTOR PACKERS IS SPENT CLEANING THE EQUIPMENT THAT WILL BE USED ON INDIVIDUAL WORKSTATIONS. • CLEANING SUPPLIES AND EQUIPMENT IS READILY AVAILABLE • HANDSHAKES AND DIRECT CONTACT WITH OTHER PEOPLE IS NOT PERMITTED • AS FROM EARLY APRIL 2020 AROUND 60% OF EMPLOYEES HAVE BEEN FURLOUGHED (Revised October 2020, all staff have now returned to work) • EMPLOYEES WHO ARE ABLE TO WORK FROM HOME HAVE BEEN INSTRUCTED TO DO SO
CLEANING AND SANITISING	POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS	<ul style="list-style-type: none"> • CLEANING STAFF ARE IN PLACE ACROSS ALL SHIFTS • ALL KEY AREAS ARE CLEANED AND SANITISED REGULARLY • ALL STAFF HAVE BEEN INFORMED ON THE CLEAN AS YOU POLICY, CLEANING THEIR OWN AREA OF WORK AND IN CANTEEN AREAS • CLEANING PRODUCTS AND EQUIPMENT ARE READILY AVAILABLE • MAINTENANCE PERSONEL WILL CLEAN AND SANITISE ALL PRODUCTION PLANT AND EQUIPMENT BEFORE HAND BACK TO PRODUCTION
VISITORS AND CONTRACTORS ATTENDING SITE	VISITORS OR CONTRACTORS COULD POTENTIALLY PASS ON COVID-19 VIRUS TO OTHER INDIVIDUALS	<ul style="list-style-type: none"> • ONLY ESSENTIAL CONTRACTORS ARE ALLOWED ON SITE, THOSE WHO ARE ALLOWED TO ATTEND ARE REQUIRED TO COMPLETE A QUESTIONNAIRE AT THE RECEPTION AREA. • CONTRACTORS MUST FOLLOW STRICT HANDWASHING PROCEDURE AND MAINTAIN SOCIAL DISTANCING AT ALL TIMES.



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		<ul style="list-style-type: none"> • CONTRACTORS MUST SUBMIT RA/MS PRIOR TO THEIR VISIT WHICH DETAIL THEIR COVID-19 METHODS • VISITORS AND CONTRACTORS ARE NOT PERMITTED TO USE ANY CANTEEN AREAS • COMPANY REPRESENTATIVES (HOSTS) ARE BRIEFED ON ALL VISITOR AND CONTRACTOR REQUIREMENTS • ALL CONTRACTORS AND VISITORS MUST INFORM A MEMBER OF THE MANAGEMENT TEAM OF THEIR INTENDED VISIT IN ADVANCE • CONTRACTORS AND VISITORS WILL BE SENT GUIDANCE ON SITE REQUIREMENTS IN ADVANCE • CONTRACTORS AND VISITORS ARE REQUIRED TO WEAR A FACE COVERING WHEN ENTERING AND MOVING AROUND THE BUILDING AND WHEN INTERACTING WITH OUR EMPLOYEES. • MEETINGS WILL TAKE PLACE IN ROOMS WHERE SOCIAL DISTANCING SPACING IS EASILY ACHIEVED • ROOM CAPACITY NUMBERS WILL BE STRICTLY FOLLOWED • NO SHARING OF PENS OR STATIONERY WILL BE ALLOWED
<p>FIRST AID</p>	<ul style="list-style-type: none"> • DURING THE FURLOUGH PERIOD THERE IS A REDUCED AMOUNT OF FIRST AID PERSONEL ON SITE • FIRST AIDERS DEALING WITH INJURED OR SICK PEOPLE 	<ul style="list-style-type: none"> • FIRST AID MEASURES HAVE BEEN CONSIDERED WHILST SOME STAFF ARE FURLOUGHED, APPROXIMATELY 60% OF STAFF HAVE BEEN FURLOUGHED THEREFORE LESS FIRST AID STAFF ARE REQUIRED • UPDATE OCTOBER 2020, ALL EMPLOYEES AND FIRST AID STAFF HAVE NOW RETURNED TO WORK • ALL SHIFTS HAVE A MINIMUM OF 4 FIRST AIDERS ON SITE • DUTY SUPERVISORS ARE INSTRUCTED TO INFORM THE EHS DEPARTMENT IF THEY DO NOT HAVE ADEQUATE FIRST AIDERS ON SITE



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		<ul style="list-style-type: none"> A SAFE SYSTEM OF WORK HAS BEEN WRITTEN AND COMMUNICATED TO ALL FIRST AIDERS ON HOW TO RESPOND SAFELY TO A FIRST AID INCIDENT DURING COVID-19 PANDEMIC
EMERGENCY EVACUATION MEASURES	LACK OF ADEQUATE SUPERVISION AND EMERGENCY STAFF	<ul style="list-style-type: none"> EACH SHIFT IS ADEQUATELY RESOURCED WITH SUFFICIENT SUPERVISION, FIRST AIDERS AND FIRE MARSHALLS TO COVER ALL POTENTIAL EMERGENCY SITUATIONS. FROM 1ST JULY 2020 THE MAJORITY OF STAFF HAVE RETURNED TO WORK FULL TIME
SOCIAL DISTANCING	NON-COMPLIANCE	<ul style="list-style-type: none"> A REPORTING PROCEDURE IS IN PLACE FOR EMPLOYEES TO REPORT NON-COMPLIANCE OF SOCIAL DISTANCING, THE PROCEDURE IS WELL COMMUNICATED
SOCIAL DISTANCING	WHERE SOCIAL DISTANCING GUIDELINES CANNOT BE FOLLOWED	<ul style="list-style-type: none"> WE HAVE IDENTIFIED SOME AREAS WHERE SOCIAL DISTANCING CANNOT BE MAINTAINED AND HAVE IMPLEMENTED THE FOLLOWING MEASURES EMPLOYEE HANDWASH HYGIENE AREA SINK HAS BEEN FITTED WITH SEPERATION SCREENS GENTS TOILETS IN PRODUCTION AREA HAVE EVERY OTHER URINAL BLOCKED OFF SINKS IN PRODUCTION GENTS TOILETS HAVE SEPERATION SCREEN FITTED SINKS IN LADIES PRODUCTION TOILETS HAVE EVERY OTHER ONE BLOCKED OFF THE GENTS TOILETS AT THE FRONT RECEPTION END OF THE BUILDING HAVE BEEN TAKE OUT OF USE TEMPORARILY. THE SHIPPING OFFICE DESK AREA HAS A SEPERATION PANEL FITTED



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SOCIAL DISTANCING	RESPONDING TO CHANGES IN GOVERNMENT LEGISLATION	<ul style="list-style-type: none"> LOCAL RESPONSE TEAM WILL ACCESS CHANGES TO LEGISLATION AND WILL IMPLEMENT ANY REQUIRED CHANGES OR MODIFICATIONS TO WORKPLACE ARRANGEMENTS WITH URGENCY
USING DOORS IN BUSY AREAS	CONTACT WITH THE DOOR SURFACE WHICH, POTENTIAL FOR CROSS INFECTION OF COVID-19 VIRUS	<ul style="list-style-type: none"> DOORS TO PRODUCTION CANTEEN HAVE BEEN MODIFIED FOR PUSH ONLY, IN USING LEFT DOOR, OUT USING LEFT DOOR, THIS ELIMINATES THE NEED TO PULL VIA A HANDLE. WHERE POSSIBLE, SOME DOORS HAVE BEEN REMOVED PRODUCTION GENTS AND LADIES TOILETS DOOR HAVE BEEN MODIFIED TO PUSH ONLY, ELIMINATING THE NEED TO PULL VIA A HANDLE CUSTOMER SERVICE OFFICE AND TRAINING ROOM DOORS HAVE BEEN MODIFIED TO ALLOW PUSH ONLY OPERATION AS ABOVE
DEEP CLEANING	CONFIRMED COVID-19 CASE ON SITE, AREA MAY BE CONTAMINATED WITH VIRUS COVID-19	<ul style="list-style-type: none"> SUFFICIENT CLEANING EQUIPMENT AND PRODUCTS ARE READILY AVAILABLE. MANAGERS/SUPERVISORS/TEAM LEADERS WILL ARRANGE FOR ALL AREAS WHERE EMPLOYEE HAS WORKED TO BE DEEP CLEANED IMMEDIATELY EXTERNAL DEEP CLEANING COMPANY WILL BE USED TO CLEAN AND SANITISE ALL AREAS WHERE A POSITIVE CONFIRMED CASE HAS BEEN IDENTIFIED
<p>EMPLOYEE HAS COME TO WORK WITH COVID-19 SYMPTOMS</p> <p>SYMPTOMATIC EMPLOYEE HAS BEEN CONFIRMED WITH COVID-19</p>	<ul style="list-style-type: none"> EMPLOYEE HAS BEEN IN CONTACT WITH FINISHED GOODS 	<ul style="list-style-type: none"> Due to the COVID-19 outbreak, Dart directed plants, warehouses, and distribution centres to allow <i>all finished goods</i> to age a minimum of 72 hours prior to shipment. According to the National Institutes of Health, the virus can live up to one day on cardboard and up to 72 hours on plastic and other surfaces.



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<p>EMPLOYEE TESTS POSITIVE FOR COVID-19</p>	<ul style="list-style-type: none"> • WORKSPACE WHERE EMPLOYEE HAS BEEN IN CONTACT IS CONTAMINATED • CORRECT REPORTING PROCEDURE MUST BE FOLLOWED 	<ul style="list-style-type: none"> • EXTERNAL DEEP CLEANING COMPANY WILL BE NOTIFIED TO CLEAN THE AREAS AS SOON AS POSSIBLE • PUBLIC HEALTH ENGLAND AND SANDWELL COUNCIL WILL BE CONTACTED AS SOON AS POSSIBLE AND PRACTICABLE • CORPORATE ELT WILL BE CONTACTED AS SOON AS POSSIBLE AND PRACTICABLE
<p>MAINTAINING SUPPLIES OF CLEANING PRODUCTS, HAND SANITIZERS, CLEANING WIPES, TOILET ROLLS, PAPER HAND TOWELS, PPE, DISPOSABLE GLOVES</p>	<ul style="list-style-type: none"> • POTENTIAL FOR FAST DEPLETION • POTENTIAL FOR INABILITY TO OBTAIN FROM SUPPLIERS 	<ul style="list-style-type: none"> • STORE PERSON HAS MADE INITIAL ASSESSMENT OF CURRENT STOCK LEVELS AND DETERMINED HOW LONG THIS WILL LAST IN THE CURRENT CLIMATE OF INCREASED USAGE • STORE PERSON WILL WORK CLOSELY WITH EHS MANAGER TO PROCURE SUFFICIENT SUPPLIES FROM CURRENT SUPPLIERS, INCREASED ORDERS WILL BE PLACED • ALL EFFORTS WILL BE MADE TO ENSURE THAT THERE IS A MINIMUM OF 3 MONTHS WORTH OF SUPPLIES AT ALL TIMES.
<ul style="list-style-type: none"> • USING PERSONAL PROTECTIVE EQUIPMENT • MAINTAINING SUFFICIENT SUPPLIES OF ESSENTIAL PERSONAL PROTECTIVE EQUIPMENT, FACE MASKS, FACE SHEILDS, DISPOSABLE GLOVES, DISPOSABLE APRONS, SAFETY GLASSES 	<ul style="list-style-type: none"> • CROSS CONTAMINATION • POTENTIAL FOR FAST DEPLETION AND INABILITY TO REPLENISH AS REQUIRED 	<ul style="list-style-type: none"> • THE SHARING OF PPE IS NOT PERMITTED, ALL EMPLOYEES HAVE EITHER BEEN ISSUED WITH THEIR OWN INDIVIDUAL PPE OR THEY HAVE ACCESS TO PPE. • STORE PERSON HAS MADE INITIAL ASSESSMENT OF CURRENT STOCK LEVELS AND DETERMINED HOW LONG THIS WILL LAST IN THE CURRENT CLIMATE OF INCREASED USAGE • STORE PERSON WILL WORK CLOSELY WITH EHS MANAGER TO PROCURE SUFFICIENT SUPPLIES FROM CURRENT SUPPLIERS, INCREASED ORDERS WILL BE PLACED.



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		<ul style="list-style-type: none"> • ALL EFFORTS WILL BE MADE TO ENSURE THAT THERE IS 3 MONTHS WORTH OF SUPPLIES AT ALL TIMES
COMMUNICATING ESSENTIAL INFORMATION TO EVERYONE ON SITE AND TO CORPORATE EHS.	<ul style="list-style-type: none"> • LACK OF UNDERSTANDING AND KNOWLEDGE OF THE CURRENT COVID-19 SITUATION 	<ul style="list-style-type: none"> • CRADLEY HEATH HAS SET UP A LOCAL RESPONSE TEAM (LRT), THE TEAM CONSISTS OF EHS MANAGER, HR MANAGER, PLANT MANAGER. • THIS TEAM IS RESPONSIBLE FOR ALL ACTION ITEMS REQUIRED ON SITE, TO SHARE CRITICAL INFORMATION AND TO REPORT BACK TO CORPORATE EHS AND TO ALL EMPLOYEES ON SITE. • LRT WILL MONITOR THE LOCAL COVID-19 SITUATION. • A GUIDANCE SHEET FOR THE CURRENT SITUATION HAS BEEN CREATED AND SHARED WITH ALL EMPLOYEES. • ALL EMPLOYEES HAVE ATTENDED GROUP PRESENTATIONS FOR COVID-19 AWARENESS AND INFORMATION • SOCIAL DISTANCING AND ROOM CAPACITY LIMITS ARE ALWAYS STRICTLY OBSERVED WITH GROUP PRESENTATIONS
USING THE POOL CAR	POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS	<ul style="list-style-type: none"> • A REQUEST PROCEDURE IS IN PLACE, THE KEY MUST BE SIGNED FOR. • THE POOL CAR MUST BE CLEANED AND SANITISED BEFORE AND AFTER USE • CLEANING EQUIPMENT AND SUPPLIES ARE ON BOARD
FLEET VEHICLES, HGV	POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS	<ul style="list-style-type: none"> • FLEET DRIVERS WILL OPERATE THEIR OWN HGV VEHICLE • VEHICLES ARE NOT SHARED • ALL FLEET HGV VEHICLES HAVE CLEANING EQUIPMENT AND SUPPLIES ON BOARD • FLEET DRIVERS HAVE A RESPONSIBILITY TO ENSURE THEY CLEAN AND SANITISE THEIR VEHICLE AS REQUIRED BUT AS A MINIMUM DAILY.
FLEET DRIVERS VISITING, DELIVERING TO CUSTOMERS SITES	POTENTIAL FOR INFECTION / CROSS INFECTION OF COVID-19 VIRUS	<ul style="list-style-type: none"> • DRIVERS HAVE BEEN SUPPLIED WITH EXTRA PERSONAL PROTECTIVE EQUIPMENT, DISPOSABLE GLOVES, FACE MASKS AND FACE SHIELDS



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	USE OF TOILET FACILITIES	<ul style="list-style-type: none"> • DRIVERS HAVE BEEN SUPPLIED WITH HAND SANITISING GEL • TRANSPORT ADMINISTRATION DEPARTMENT WILL CALL AHEAD TO THE CUSTOMER TO CONFIRM THAT TOILET FACILITIES ARE AVAILABLE FOR DART FLEET DRIVERS
USING MANUAL FANS IN PRODUCTION DEPARTMENT	POTENTIAL TO SPREAD COVID-19 VIRUS	<ul style="list-style-type: none"> • MANUAL FANS MUST BE POSITIONED AND CONFIGURED SO THAT THE FLOW OF AIR DOES NOT PASS THROUGH ANOTHER PERSON ONTO ANOTHER PERSON • MANUAL FANS MUST BE DIRECTED AT INDIVIDUALS ONLY • LARGE SWAMP FANS WILL NOT BE USED
<ul style="list-style-type: none"> • PRODUCTION MEETINGS, TIER 1 AND TIER 2 • TOOLBOX TALKS AND ONE TO ONE MEETINGS 	<ul style="list-style-type: none"> • POTENTIAL TO SPREAD COVID-19 VIRUS BECAUSE OF CLOSE CONTACT 	<ul style="list-style-type: none"> • ALL PRODUCTION MEETINGS, TIER 1 AND 2 ARE CONDUCTED VIA MICROSOFT TEAMS • ALL TOOLBOX TALKS AND ONE TO ONE MEETINGS ARE CONDUCTED BY OBSERVING STRICT SOCIAL DISTANCING AND WHERE POSSIBLE IN AREAS WHERE THER IS MORE AVAILABLE SPACE OR OUTSIDE.
<ul style="list-style-type: none"> • DELIVERIES FROM COURIERS 	<ul style="list-style-type: none"> • COURIER DRIVER ENTERING PREMISE 	<ul style="list-style-type: none"> • A PARCEL DROP SPOT IS IN PLACE OUTSIDE OF RECEPTION • DART HAVE REQUESTED THAT EMPLOYEES DO NOT ORDER PERSONAL ITEMS TO BE DELIVERED ON SITE
<ul style="list-style-type: none"> • ENSURING SUFFICIENT VENTILATION 	<ul style="list-style-type: none"> • POOR AIR QUALITY INSIDE OF OFFICE AREAS, PRODUCTION AREAS MAY PROMOTE THE SPREAD OF COVID-19 	<ul style="list-style-type: none"> • WHERE POSSIBLE AND PRACTICABLE, WINDOWS, ROOF VENTS AND ROLLER SHUTTER DOORS WILL BE OPENED TO ALLOW FRESH AIR TO MOVE AROUND. • PRODUCTION AREA VENTILATION SYSTEM IN PLACE TO AID MOVEMENT OF AIRFLOW



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<ul style="list-style-type: none"> MANAGEMENT AND ADMIN ROLES TESTING POSITIVE FOR COVID-19 	<ul style="list-style-type: none"> LACK OF MANAGEMENT AND ADMIN STAFF MAY IMPACT THE ABILITY OF THE COMPANY TO OPERATE EFFECTIVELY 	<ul style="list-style-type: none"> BUBBLE GROUPS FOR MANAGERS AND SOME ADMIN ROLES HAVE BEEN CREATED TO REDUCE THE LIKELIHOOD FOR THE SPREAD OF INFECTION BETWEEN INDIVIDUALS
<ul style="list-style-type: none"> HGV/ SHIPPING DEPARTMENT, INBOUND AND OUTBOUND MOVEMENT OF GOODS 	<ul style="list-style-type: none"> CONTACT WITH EXTERNAL DRIVERS 	<ul style="list-style-type: none"> Additional measures have been put in place to manage third party inbound and outbound container deliveries. These measures ensure, social distancing, minimum contact and restricted movement of third-party drivers on site. STAY IN THE CAB PROCEDURE WHERE POSSIBLE. VISITING DRIVERS ARE REQUIRED TO WEAR FACE COVERINGS WHILST IN THE BUILDING
<ul style="list-style-type: none"> MAJORITY OF EMPLOYEES HAVE RETURNED TO WORK FOLLOWING THE FURLOUGH PROCESS. (1ST JULY 2020) GROUP TRAINING 	<ul style="list-style-type: none"> MORE EMPLOYEES ARE NOW ON SITE SOCIAL DISTANCING CONSIDERATIONS POTENTIAL TO SPREAD COVID-19 VIRUS 	<ul style="list-style-type: none"> ALL MEASURES THAT HAVE BEEN IMPLEMENTED HAVE BEEN RECONSIDERED AND ASSESSED AND ARE IN LINE WITH CURRENT GOVERNMENT GUIDANCE REFRESHER GROUP TRAINING WILL TAKE PLACE DURING JULY 2020 NOTICE BOARDS AND VDU MONITORS ARE DISPLAYING COVID-19 CONTROL MEASURES AND REMINDERS OF ON SITE REQUIREMENTS TRAINING IS CARRIED OUT WHILST MAINTAINING STRICT SOCIAL DISTANCING IN A WELL-VENTILATED ROOM ALL EMPLOYEES ARE REQUIRED TO WEAR A FACE MASK OR COVERING TRAINERS ARE REQUIRED TO WEAR A FACE MASK, COVERING OR FACE SHIELD ALL EMPLOYEES ARE REQUIRED TO SANITISE THEIR HANDS BEFORE ENTERING THE TRAINING ROOM. NO SHARING OF STATIONARY OR PENS IS ALLOWED ROOM CAPACITY LIMITS ARE STRICTLY MAINTAINED



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Overview of Task/Activity

The ongoing pandemic of coronavirus disease 2019 (COVID-19) spread to the United Kingdom in late January 2020.^[5] Following the outbreak of the disease in China,^[6] the World Health Organization (WHO) declared it a Public Health Emergency of International Concern on 30 January.¹

Dart Products Europe Ltd Employees have been identified as key workers, therefore the plant at Cradley Heath will remain operational.

The site has adopted measures in line with Government Guidance to ensure that Employees, Visitors and contractors on site remain safe and well during the COVID-19 Pandemic

Additionally Dart Corporate Safety EHS, has issued Guidelines and Directives that the Plant will use as further control measures.

Dart Products Europe Ltd will continue to follow UK Government Guidance in order to maintain the Health and Welfare of all Employees, Visitors and Contractors on site.

This Risk Assessment will be modified, amended as required and in accordance with all Legislation and on site requirements.

Consultation with Public Health England and Sandwell Council will be carried out by EHS/HR/LRT



Whom will task/activity affect? <i>(tick all applicable boxes)</i>	Employees <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Other <input type="checkbox"/>	State:
Associated Documents	SSOW Ref	Training sheet Ref	Other PRP/2020 Pandemic response policy	Notes	

Document Change/Modification History

Revision	Date	Description of Change/s	Requested by:
1	01/07/2020	EMPLOYEES RETURNING TO WORK FOLLOWING FURLOUGH	EHS
2	07/10/2020	CONTRACTORS AND VISITORS ARE REQUIRED TO WEAR FACE COVERINGS ON SITE	EHS
3	06/11/2020	<p>SITE IS NOW MANDATORY WEARING OF FACE MASK OR FACE COVERING IN ALL INTERNAL AREAS</p> <p>BUBBLE GROUPS FOR MANAGERS AND SOME ADMIN ROLES HAVE BEEN CREATED</p> <p>PLANT AND EQUIPMENT IS CLEANED DOWN BY MAINTENANCE TEAM BEFORE HANDBACK TO PRODUCTION.</p> <p>EXTERNAL COMPANY SANITISATION TEAM WILL CLEAN ALL AREAS WHERE A POSITIVE CASE HAS BEEN IDENTIFIED</p> <p>CORRECT REPORTING OF POSITIVE CONFIRMED CASES TO PUBLIC HEALTH ENGLAND AND SANDWELL COUNCIL</p>	EHS