

# COVID-19: On-site working practices and risk assessments

# Introduction

The current COVID-19 pandemic is a situation unlike any other the UK has faced over the last 70 years and is the most serious event in regards to public health which Apollo Scientific have faced since being established in 1993.

The nature of Apollo's business is in the manufacture, supply and wholesale distribution of chemicals to a variety of international businesses. Within these are current key businesses such as pharmaceutical companies and research and development institutes therefore it is important for Apollo to continue its business operations in order to continue to supply to these companies who rely on Apollo for their critical raw material needs. Further to this, Apollo are also directly involved in some projects related to the current COVID-19 crisis including, but not limited to, the supply of raw materials for testing kits.

Apollo recognises that it cannot operate safely given the current situation under "normal" working conditions and that these practices need to be adapted to be able to continue operations by minimising risk as much as possible to its employees and ensuring a safer working environment is created. Apollo puts the safety of its workforce, their families and the wider public at the forefront of all of its activities and are committed to ensuring that this is not compromised in an effort to maintain its business functions.

This document is designed to consider the risks associated with Apollo's working practices, in light of the current situation, and highlight how these have been addressed and minimised in light of current recommendations from the UK government and organisations such as the World Health Organisation (WHO), amongst others. This document will continue to be reviewed and revised as required based on changing governmental advice and/ or any change to the circumstances within Apollo such as employee's health. Any amendments will be made publicly available through our website ([www.apolloscientific.co.uk](http://www.apolloscientific.co.uk)) in order to maintain transparency with all stakeholders.

This is a general overview of the steps being taken summarising the more comprehensive study which has been carried out internally. Should anybody be interested in further information or have any questions regarding this document then please address them to our HR department using any of the contact details on the final page. This version of the document was written on 13th May 2020 and became effective over both sites with immediate effect.

# Background

Apollo currently operates two sites. One site is based in Bredbury, Stockport, and comprises of purely office based functions with 37 employees on site; whilst the second site is located in Denton, Manchester, housing both office, laboratory and warehouse functions with potentially 38 employees working on site at any one time.

Having reviewed the business functions, it has been identified that all office based work is able to be accommodated from a remote environment and, as such, office workers have been working from home in line with the UK government advice from 24th March. This will continue to remain the case for as long as the government advises and as such the Bredbury site will remain officially closed during this period. Exceptions to this are where critical IT, maintenance and cleaning work is required, along with a small number of office functions which on occasion cannot be done remotely and will be carried out by the CEO and/ or CAO accessing the Bredbury site.

It has been recognised that the Denton site houses critical business functions essential to the overall operation which cannot be conducted from home – namely the laboratory and warehousing functions. Whilst Denton office staff are able to continue their roles remotely at home this is not the case for our laboratory and warehouse staff and measures have therefore been introduced to ensure that these functions can continue in some capacity in a safe environment ensuring all COVID-19 related risks are minimised.

# Denton site (Warehousing and Laboratory)

Apollo recognises that achieving the appropriate social distancing measures are not possible whilst operating the usual one shift system on site and as such the daily working environment needs to be adapted to create a safer working environment and minimising risk. The following measures have all been put in place to facilitate this in consideration of the risk assessment carried out and included in Appendix A:-

## Warehouse

- A traffic light system was introduced in March covering all employees within the company designed to highlight any employees considered to be 'clinically extremely vulnerable' and 'clinically vulnerable'. Employees with red status will not be allowed on site regardless of role during the current period. Employees with amber status will be allowed on site should they choose to. Employees with green status will be requested to work on-site should their role not be able to be performed from home with their agreement.
- The warehouse has been split into two shifts – one in the morning and one in the afternoon. Each shift will have a maximum of 10 people working on site within the department ensuring that each warehouse worker has their own dedicated work area during their shift period.
- Each employee will be on site for a shorter working day of no more than six hours in order to reduce time on site and remove scheduled breaks therefore minimising use of communal areas (eg, canteen). Employees are permitted to take an ad-hoc rest break, separately from their colleagues, and are asked to consider taking this break outside when weather permits.

- There will be a 30 minute shut down period between both shifts to allow for disinfecting of workstations, surfaces and communal areas/ door handles on site. This will also allow the morning shift team to leave site prior to arrival of the afternoon shift team. The two shift teams are not permitted to come into contact with each other and be on site at the same time.
- Each shift team will remain the same where possible to avoid any potential cross contamination between shifts.

## Laboratory and QC

- In order to ensure the appropriate social distancing, the laboratory is currently operating with just 4 employees on site operating on a one shift system. Each employee is working in their designated fume hoods and is spaced more than 2m apart from their nearest colleague with social distancing able to be easily maintained within the laboratory area with this number working at one time.
- The laboratory office is restricted to just two employees working in there at one time at opposite ends of the office which ensures a minimum 5m distance. This is being managed by the laboratory employees and all employees have their own dedicated workstation within this office so no equipment is required to be shared.
- The working layout of both the laboratory space and laboratory office space is such that employees work in a side by side and back to back situation so no face to face scenarios occur.
- Our analytical facility is located in an entirely separate laboratory and office to the production laboratory and is currently being operated by one person on any given day so is a self-contained work environment.

## General on-site practices

- Posters are displayed throughout the site detailing the new working practices and highlighting recommended hygiene practices.
- Hand sanitising stations have been set up throughout site to allow for ease of access for all employees.
- Everybody is required to use the hand sanitisers upon entering the site and on leaving the site, along with regular hand washing during their shift on site.
- All employees are required to use gloves (separate to those they use for chemical handling) when moving around site to minimise contamination on communal touch points.
- All communal areas and recreation areas on site are closed with the exception of the canteen which can be used for an ad-hoc drinks break. This is restricted to one employee at a time and no communal cutlery or crockery is to be used for this purpose.
- Four washroom facilities are available on site. One has been reserved for use by the laboratory staff with three being available for warehouse use. It has been recommended to staff that these facilities are split equally between team members and that each team member uses the same washroom throughout.
- Changing room area has been limited to only two people at any time. The changing room is split into two separate areas with one area being utilised by the laboratory and the other by the warehouse team. The laboratory team have a different start/ end time to the warehouse shifts.
- No meetings are to take place face to face during this period and should only be conducted through phone/ video conferencing.
- No external contractors are allowed on site throughout this period unless required for emergency work, as authorised by the CEO/ CAO, upon completion of a daily medical questionnaire provided they can provide their own suitable PPE and are escorted around site at all times with all time on site being kept to an absolute minimum and restricted use of communal areas.

## Displaying symptoms of COVID-19

Any member of staff displaying any symptoms of COVID-19, which are displayed on posters throughout the site, have been informed to isolate immediately and inform HR so that appropriate action can be taken.

The on-site staff are split into four distinct working groups:-

- Morning warehouse shift
- Afternoon warehouse shift
- Laboratory team
- QC

The modified working practices ensure that nobody is coming into contact with anybody else from outside of their working group. Should anybody display symptoms of COVID-19, upon notification as an immediate course of action, the company will look to arrange for a COVID-19 swab test at one of the government drive-in centres for the employee displaying symptoms as a priority. Should the result be negative then that employee can return to work as soon as they feel fit to do so. Should the result be positive and another employee within that work group shows symptoms within a one week period, the company will immediately suspend that work group from on-site working duties until the second employee has returned a negative result. Should the second employee also return a positive result then that working group will remain suspended for a period of one week to ensure no other team member displays symptoms. The risk assessment that has been conducted [see Appendix A] considers the risk of transmission of the virus through the workplace to have been reduced to 'unlikely' based on the additional measures that have been put into place. [Note: At the time of publication, COVID-19 testing is only available for workers who display symptoms].

Should one of the warehouse shifts be unavailable due to the above, the company will revert to the other warehouse team working a revised one shift system for the duration of the affected period. Should positive tests be encountered on both shift teams, the company will need to re-consider how to continue warehouse operations by assessing the number of warehouse employees who have returned a negative test and reverting to a one shift system consisting of these employees.

The laboratory has reduced the number of backordered jobs currently being accepted in order to ensure that no customer is unduly inconvenienced should there be need for a temporary closure in our laboratory activities as a result of laboratory staff testing positive for the virus.

Should we receive a positive test from the QC team, the company has alternative staff currently working from home who would be able to ensure continuing functions within this department.

### Summary

The company feels that the above actions present a safe and minimised risk working environment for all employees, and subsequently their families, whilst also enabling Apollo to meet the needs of its customers within critical industries by ensuring that it can provide a service with minimal disruption.

By adopting a structured shift system, the company has ensured that only a maximum of 14 people are currently on site at any one given time which represents only 37% of those usually present on site. This ensures that each worker is able to perform their duties in adherence with the current social distancing rules and by using their own dedicated workstation and equipment this further minimises the risk of any contamination. The company has also worked to ensure that each department is able to work in isolation from another. It has also been identified by the company that none of the employees that have been requested to work on site are reliant on public transport to get to site.

The company recognises that whilst social distancing rules remain in place, as directed by the UK government, returning to the usual one shift system with all staff members on site at the same time will not be possible however are sure that the current practices in place will not result in any reduction in service levels.  
[See Appendix A for risk assessment in consideration of the Denton site]

## Bredbury site (Administrative office functions)

With the nature of the work being conducted at the Bredbury site being all administrative office based functions, it has been concluded that this work can largely be conducted remotely and all Bredbury staff have been working from home since 24th March. As such the Bredbury office has been officially closed since this time.

The company invested more resources, during March, in hardware and software to cope with the demand and ease the transition to remote working from home ensuring that there is no loss in service to our internal and external partners whilst this situation continues.

It has been recognised by the company that from time to time some of these functions require an on-site presence and therefore the Bredbury site has been open on occasion. These functions include essential IT, maintenance and cleaning works along with administrative functions that are based upon accessing physical documents which are kept as record files on site.

The Bredbury site is limited to a maximum of 6 people on site at any one time, representing 16% of staff who would normally be located there, in order to carry out these functions however this has been operating at a much lower level on days when the site is being accessed with many people being on site for only a limited period.

Each member of staff present at the Bredbury site is working from an isolated office and communal areas remain closed. The same general site practices adopted at the Denton site are in operation within the Bredbury site and these are clearly displayed when moving around site along with the provision of hand sanitiser stations and gloves to wear throughout site.

The Bredbury site will continue to operate in this manner for the entire duration of the instruction from the UK government to 'work from home if you can'. Only when the UK government introduce a relaxation to these measures will the company begin to introduce a phased re-introduction of staff back onto site with primary consideration being given to identifying the health and mental wellbeing of staff in a remote working environment to prioritise those to initially return back to site.

The company does recognise that should the working from home directive be relaxed but the requirement for social distancing to be maintained then the Bredbury site cannot return to normal working practices and will only be able to re-open with a limited number of on-site staff and a significant number still working remotely from home.

[See Appendix B for risk assessment in consideration of the Bredbury site]

[See Appendix C for plan on phasing people back into working at Bredbury site and impact to risk assessment]

## Employee Wellbeing

As a company we recognise the importance of mental health and wellbeing, and are committed to promoting positive mental health to all of our employees.

We are aware due to the pandemic it is highly likely all employees are going to suffer mentally from the current situation which can manifest in many ways. Some employees may not even be aware or acknowledge their mental health is being affected. We have assessed three main areas of concern that will be effected.

### Employees working from home

All employees who can work from home are doing so (58%).  
Factors to consider: Working from home limits the daily/social interactions with each other. The isolation and impact to families out of the office.

### Employees working on site

All employees who cannot work from home and are on site (42%)  
Factors to consider: Employees are likely to feel concerned, stressed and worried about coming to work and returning home.

### Employees identified as vulnerable or in self-isolation

Clinically extremely vulnerable - 2

Clinically vulnerable - 5

Factors to consider: Medical & health status. Long term effect of shielding, The isolation and impact to families whilst at home.

The following measures are being implemented to support our employees:

- Employees are being issued with information and guidance through regular memo's and newsfeeds. These are published providing advice and links to professional bodies for support.
- Line managers have been issued with instructions on putting procedures in place to keep in direct contact with teams to recognise signs of stress as early as possible.
- The HR coordinator is providing additional support by keeping in regular contact with employees at home making regular telephone calls or emails by request. This is done on either a weekly or fortnightly basis as agreed with employee based on their needs.

## Appendix A – Risk Assessment of Denton site

The following impact analysis matrix has been used in order to assess the relative risks present on site:-

		Risk of passing on infection			
		Negligible	Unlikely	Likely	Highly likely
Probability of occurrence	Improbable				
	Remote				
	Occasional				
	Frequent				

Key:	
	Acceptable
	Possible room for improvement. Is reducing probability of occurrence viable through additional measures.
	Unacceptable. Identify & implement risk reduction measures.

Activities taking place on site (Denton)

### Entering building

Rating = Occasional x Unlikely  Previous = Frequent x Highly likely

### Mitigating factors now being employed:

- Fob access but requires touching door handle.
- Addition of new entry point reducing frequency at touch point (warehouse team to fob at door and then access building through open shutter and then fob into time keeping system through open door).
- Laboratory team to access through normal entry.
- Staff requested to use hand sanitising station immediately upon accessing site (station position in reception and by time keeping system) reducing risk of infection passing on.

## Use of shared 'touch points'

Rating = Frequent x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Unable to reduce frequency but lower numbers on site ensures fewer coming into contact.
- Staff requested to use gloves when moving through site.
- Staff requested to wash hands/ sanitise gloves regularly when initiating movements through site.
- Shared touch points to be disinfected between each warehouse shift.

## Working in close environment

Rating = Improbable x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Staff numbers reduced on site enabling all employees to work at least 2m from each other at all times within their own dedicated work space (required 'social distancing').
- Each site function has its own dedicated area for undertaking activity (maximum exposure in warehouse is 3 people in bottling room with area of 108m<sup>2</sup> and 4 people working in laboratory area of 120m<sup>2</sup>).
- Layout in all areas on site means that workers are never working face to face with colleagues but side to side and back to back.

## Use of shared workstations

Rating = Remote x Unlikely  Previous = Occasional x Highly likely 

## Mitigating factors now being employed:

- All staff have their own dedicated work area and virtually all staff have their own workstation owing to the shift system minimising staff on site.
- Only issues of a shared workstation are in the bottling room where there are four labelling workstations covering 6 staff over 2 shifts (3 per shift) meaning that 2 workstations will need to be used by 2 people on the same day albeit on different shifts. Staff are to use gloves at these workstations and they will be disinfected between shifts.

## Use of shared equipment

Rating = Occasional x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Most staff have their own dedicated equipment.
- Occasional shared equipment within the laboratory however these are handled with gloves at all times and cleaned between use.
- Most likely examples of shared equipment are in the warehouse with fork lift truck and pump truck – operators are to wear gloves when using these and to wipe equipment down with disinfectant after use.

## Use of shared toilet/ washroom facilities

Rating = Occasional x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Available facilities on site have been divided up into department, rather than open for all as usual, and designated employees to each facility therefore limiting the number of people utilising each one.
- Staff instructed to always wash hands after use prior to exiting facility.

### Use of shared recreational facilities

Rating = Remote x Negligible  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Facilities such as the canteen (some limited use for accessing drinking facilities), meeting room, gym and recreation room are all out of use during this period.
- Warehouse staff working shorter hours to remove need for assigned breaks.
- Understood staff still need access to drinking areas so laboratory staff are restricted to using the kitchen area near the front office and warehouse staff to the canteen room with only 1 person allowed to access these rooms at any one time and personal crockery/ cutlery is to be used.
- Staff encouraged to take any ad hoc drink/ rest breaks outside when weather permits.

### Use of shared changing room area

Rating = Remote x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Changing room area has recently been extended to encompass two distinct separated changing areas allowing one area for laboratory and one for the warehouse.
- Restriction on only two members of staff allowed in changing room area at any one time to allow for social distancing.
- The two warehouse shifts do not cross so one shift has left site before the other arrives.
- Laboratory staff shift is staggered from the start/ end points of the two warehouse shifts.
- Each staff member has their own locker space and area – shift manager to ensure that the two members of staff using room at any one time have lockers spaced more than 2m apart.

### Potential for infection spread within department

Rating = Occasional x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Reduction in numbers working at any one time on site in each department.
- Process detailed above and throughout document to ensure strict social distancing, minimal shared equipment and severely reduced use of communal areas.
- Instructions and advice to staff on display throughout sites along with regular emailed memos to all staff detailing required practices both in and out of work to ensure risk of introducing virus to site is minimised.

## Potential for infection spread between departments

Rating = Remote x Unlikely  Previous = Occasional x Highly likely

### Mitigating factors now being employed:

- Departments isolated from each other with regards to working areas, washroom facilities, break facilities and changing room facilities.
- Staggered shift times means no contact with another department on entering and leaving the building.
- Departments entering building through different access routes.
- No face to face meetings between departments.

The following site rules are in operation:-

- Apply hand sanitiser on arrival / departure and before using the kitchen area.
- Wearing of gloves whilst moving around the sites is essential at all times.
- Washing hands on a regular basis with soap and hot water for 20 seconds.
- Wipe down your working surfaces daily with the antibacterial wipes.
- Maintain a two metres (3 steps) distance from other people.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards.
- No use of the gym or any of the recreational facilities (pool tables).
- Communal areas are restricted to no more than two people.
- Do not use the company utensils. All employee's should bring their own and store in desk/lockers.
- No visitors are allowed on site except for emergency contractors who must be approved by CEO or CAO in advance and must complete a health screening questionnaire each day before being given access.

- If you or anyone in your household has one of those two symptoms, high temperature or a new, continuous cough you should stay away for fourteen days.

Posters displayed throughout site:

- Coronavirus wash your hands.
- Catch it, Bin it, Kill it.
- Hand-washing technique with soap and water.

## Appendix B – Risk Assessment of Bredbury site

The following impact analysis matrix has been used in order to assess the relative risks present on site:-

		Risk of passing on infection			
		Negligible	Unlikely	Likely	Highly likely
Probability of occurrence	Improbable				
	Remote				
	Occasional				
	Frequent				

Key:	
	Acceptable
	Possible room for improvement. Is reducing probability of occurrence viable through additional measures.
	Unacceptable. Identify & implement risk reduction measures.

1. Implement safe distance measures by allowing those who can work from home do so. Protect those who are at higher risk. Enable workers to work from home while self-isolating.

Rating = Remote x Unlikely  Previous = Frequent x Highly likely

### Mitigating factors now being employed:

- All employees who can work from home were sent home to work on the 24/03/20 and the site is officially closed.
- A small number of employees continue to work on site as cannot work from home which include one office worker (with no internet at home), maintenance supervisor and cleaner.
- CEO & CAO are also on site for supervision and to assist with opening and closing of site.
- Access is given by appointment only for other employees for essential business purposes only, approved by CEO or CAO.

2. Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

Rating = Remote x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Employee arrival and departure times are staggered throughout day.
- All employees are working in isolated offices.

3. Moving around the building and communal areas

Rating = Remote x Unlikely  Previous = Frequent x Highly likely 

### Mitigating factors now being employed:

- Site rules:
- Apply hand sanitiser on arrival / departure and before using the kitchen area.
- Wearing of gloves whilst moving around the sites is essential at all times.
- Washing hands on a regular basis with soap and hot water for 20 seconds.
- Wipe down your working surfaces daily with the antibacterial wipes.
- Maintain a two metres (3 steps) distance from other people.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Put used tissues in the bin immediately and wash your hands afterwards.
- No use of the gym or any of the recreational facilities (pool tables).
- Communal areas are restricted to no more than two people.
- Do not use the company utensils. All employee's should bring their own and store in desk/lockers.
- No visitors are allowed on site except for emergency contractors who must be approved by CEO or CAO in advance and must complete a health screening questionnaire each day before being given access.
- If you or anyone in your household has one of those two symptoms, high temperature or a new, continuous cough you should stay away for fourteen days.

Poster displayed throughout site:

- Coronavirus wash your hands.
- Catch it, Bin it, Kill it.
- Hand-washing technique with soap and water.
- Shared touch points disinfected daily.
- Access doors through building are open, also assist with ventilation.

## Appendix C - Bredbury Plans for phased re-opening

We have no plans to make any changes for employees working from home at either site whilst the government advice remains to continue working from home wherever possible. As stated in the government's recovery strategy;

"For the foreseeable future, workers should continue to work from home rather than their normal physical workplace, wherever possible. This will help minimise the number of social contacts across the country and therefore keep transmissions as low as possible. All those who work are contributing taxes that help pay for the healthcare provision on which the UK relies. People who are able to work at home make it possible for people who have to attend workplaces in person to do so while minimising the risk of overcrowding on transport and in public places."

The company has assessed the impact to the site ahead of the directive recommending home working being withdrawn, whilst the requirement for social distancing of two metres be maintained. In our assessment of the site, and safety of all 37 employees (normal practise), working on site will only be possible once the social distancing measures have been withdrawn. Therefore, a three phased plan has been created.

### Phase 1

To address the needs of our employees who are struggling working at home for personal reasons, which can include mental health and wellbeing reasons, and have requested to return to office. Our plan would be to re-open the site and allow an increase in the numbers on-site at Bredbury from 6 to a maximum of 15 staff (40%) having completed a risk assessment of the impact of the change. This would be on a voluntary basis only requested by the employee. It would be implemented in line with the government proceeding to stage 3 of the strategy (likely to be from 4th July).

### Phase 2

Our plan would be to allow a further increase in the numbers at the Bredbury site from a maximum of 15 to 25 staff (68%) if necessary for business purposes. Additional risk assessment of the impact of the change would be required before implementing.

This phase may not be adopted but is an option of a staggered approach to safely increase numbers to site. Desks would need to be re-positioned in some of the offices and other further measures may be required.

This would be in line with the government lifting the recommendation of home working whilst maintaining social distances of 2 metres. Time scale unknown.

### Phase 3

Return to normal working practises (unknown).

The following impact analysis matrix has been used in order to assess the relative risks present on site:-

	Risk of passing on infection				
		Negligible	Unlikely	Likely	Highly likely
Probability of occurrence	Improbable				
	Remote				
	Occasional				
	Frequent				

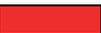
<b>Key:</b>	
	Acceptable
	Possible room for improvement. Is reducing probability of occurrence viable through additional measures.
	Unacceptable. Identify & implement risk reduction measures.

## An assessment of plan for Phase 1

Our plan would be to allow an increase in the numbers at the Bredbury site from 6 to a maximum of 15 staff having completed a risk assessment of the impact of the change.

This would be on a voluntary basis requested by the employee and would be implemented in line with the government proceeding to stage 3 of the strategy (likely to be from 4th July).

1. Maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.

Rating = Remote x Unlikely  Previous = Frequent x Highly likely 

## Mitigating factors now being employed:

- Employee arrival and departure times are staggered throughout day.
- All employees are working in isolated offices.

### Impact of changes for phase 1

Having assessed the offices sizes and separation needed, we can safely accommodate a maximum of 15 employees on site with no changes in the risk rating. Employees will be spread across the different offices, implementing staggered arrival/departure times.

## Offices

No	Description	Size	Normal No. Employees	Restriction from 24/03/20	Proposed for Phase 1	Max with 2m safe distances
	Accounts	7.5 x 6.2m	6	1	2	3
	HR	5 x 3.3m	2	1	1	1
	CG		1	1	1	1
	CEO		1	1	1	1
	Facilities	11.7 x 4.3m	3	1	2	3
	Sales	17 x 7.5m	15	0	4	8
	Database/ Purchasing	15 x 7.5m	9	0	4	8
			<b>37</b>	<b>5</b>	<b>15</b>	<b>25</b>

## 2. Moving around the building and communal areas

Rating = Remote x Unlikely  Previous = Frequent x Highly likely 

## Mitigating factors now being employed:

- Site rules:
  - Apply hand sanitiser on arrival / departure and before using the kitchen area.
  - Wearing of gloves whilst moving around the sites is essential at all times.
  - Washing hands on a regular basis with soap and hot water for 20 seconds.
  - Wipe down your working surfaces daily with the antibacterial wipes.
  - Maintain a two metres (3 steps) distance from other people.
  - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
  - Put used tissues in the bin immediately and wash your hands afterwards.

- No use of the gym or any of the recreational facilities (pool tables).
- Communal areas are restricted to no more than two people.
- Do not use the company utensils. All employee's should bring their own and store in desk/lockers.
- No visitors are allowed on site except for emergency contractors who must be approved by CEO or CAO in advance and must complete a health screening questionnaire each day before being given access.
- If you or anyone in your household has one of those two symptoms, high temperature or a new, continuous cough you should stay away for 7/14 days.

Poster displayed throughout site:

- Coronavirus wash your hands.
- Catch it, Bin it, Kill it
- Hand-washing technique with soap and water.
- Shared touch points disinfected daily.
- Access doors through building are open, also assist with ventilation.

Impact of changes for phase 1

With an increase of 15 employee's on site in order to reduce any contact, we would allocate toilets to a maximum of two users per cubicle which would not have an impact on the current risk rating.

## Toilets

No	Description	Toilets	
1.	Accounts	2	
2.	CEO	1	
3.	Visitors	1	
4.	Breakroom - Ladies	2	
5.	Breakroom - Gents	2	
		8	



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