

COVID 19 –
Safe Working Procedure

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■ Introduction

COVID-19 also known as Novel Coronavirus is a new strain of a respiratory condition which has never affected humans before. As with other respiratory illnesses, infection can cause mild symptoms including a runny nose, sore throat, cough and fever.

It can be more severe for some individuals, and lead to pneumonia or breathing difficulties. Those with weakened immune systems, pre-existing medical conditions and the elderly or infirm appear to be more at risk of becoming severely ill with the virus.

As the UK situation around Coronavirus escalates, AluK is fully committed to ensuring the safety and wellbeing of all its employees and all stakeholders. We are continuing to follow all the Government guidance and, in response to this AluK (GB) Ltd has prepared the following guidance to be followed during this period.

Whilst AluK are operating during the Coronavirus Covid-19 pandemic, we need to ensure we are protecting our workforce and minimising the risk of spread of infection. This guidance is intended to introduce consistent measures on our site in line with the Government's recommendations on [social distancing](#).

These are exceptional circumstances and our industry must comply with the latest Government advice on Coronavirus at all times.

The health and safety requirements of our manufacturing activities must not be compromised at this time. If an activity cannot be undertaken safely due to a lack of suitably qualified personnel being available or social distancing being implemented, it must not take place.

AluK are aware that emergency services are also under great pressure and may not be in a position to respond as quickly as usual.

AluK Management must remind our workforce at every opportunity of the Site Operating Procedures which are aimed at protecting them, their colleagues, their families and the UK population.

If we do not consistently implement the measures set out below, we may be required to shut down.

■ Scope and purpose

This policy applies to all AluK (GB) Ltd permanent or fixed term contract employees who are on the organisations payroll, third party contractors and visitors to the AluK (GB) Ltd site.

This policy covers details of the new AluK Safe Working Procedure whilst the business is operating under the current Government Coronavirus (COVID-19) guidelines of safe working and social distancing.

This policy is to ensure the protection, safety, and wellbeing of all AluK staff whilst working on site.

Failure to adhere to the policy, will result in an employee being removed from site, and an investigation undertaken, which could lead to formal disciplinary action being taken in accordance with the Company's disciplinary policy, up to and including dismissal.

For further information on Government Coronavirus advice and Public Health England can be found at

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

<https://www.gov.uk/government/organisations/public-health-england>

Standard contractual terms and conditions remain the same as set out in your contract of employment.

■ General Health & Wellbeing

If an employee meets one of the following criteria they should not come to work:

- A high temperature above 37.8 °C or a new persistent cough and should [follow the government guidance on self-isolation](#)
- Is classed as a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant) as per the [government guidance](#)
- Are living with someone in self-isolation or a vulnerable person in line with the [government guidance](#)

If an employee develops a high temperature or a persistent cough while at work, they are required to;

- Return home immediately
- Avoid touching anything
- Cough or sneeze into a tissue and put it in a bin, cough, and sneeze into the crook of their elbow

And thereafter follow the Government guidance on self-isolation and not return to work until their period of self-isolation has been completed.

All employees are required to follow the standard AluK absence and attendance policy when reporting absence.

■ Travel to work

All employees are requested to travel to work alone and only car share with another member of the same household.

Employees are requested to use all parking facilities on site.

These are located at the main office block and factory entrance.

■ Site Entry/Exit

To reduce contact each employee will be provided details by their line manager of staggered start and finish working times. Standard working procedure for clocking and clocking out remain.

However, all employees are requested to enter the building via the main reception area and complete and sign a disclosure form on each working day to confirm that they do not have a continuous dry cough or temperature above 37.8 ° C.

Employees are requested to wash their hands with soap and water as per the Government guidelines or use the sanitisers on entry and exit of the site.

The site will be subject to a strict one-way route and all employees are requested to adhere to the new flow for entering and exiting the site.

Site inductions will be provided for all returning and new employees. All site inductions will be scheduled in advance of any return and will not host no more than 6 employees at any one time.

■ Social Distancing

Visual 2-meter social distancing aids are located inside and outside of the site and all employees are requested to follow strict social distancing at all times.

Start, finish and break times will be staggered for all employees to ensure effective social distancing.

Employees are always requested to plan ahead any works to avoid close working. All non-essential physical work that requires close contact between employees should not be carried out including any works that require skin to skin contact.

The below general Social Distancing principles apply at all times;

- Non-essential physical work that requires close contact between workers must not be carried out
- Work requiring skin to skin contact must not be carried out
- All other work must be planned to minimise contact between workers
- Re-usable PPE must be thoroughly cleaned after use and not shared between workers
- Single use PPE must be disposed of so that it cannot be reused
- Stairs must be used in preference to lifts⁸
- Lifts should only be used in accordance with guidance re communal areas
- If in doubt contact a supervisor or a manager

■ PPE

Additional PPE measure have been implemented, as well as following strict social distancing of at least 2 metres, and strict hand washing regimes at all times whilst on site, the following is also applicable.

In addition to the AluK standard working PPE policy, the additional mandatory PPE should always be worn at all times, by all employees.

These include:

- Face visor /or safety goggles
- FFP2 face mask
- Safety gloves

All additional PPE are to be replaced at the beginning of each new shift/working day. Any queries or concerns should be raised with a supervisor or line manager.

All shared equipment, such as computer keyboards, control panels, handheld scanners etc must be sanitised before and after use, and floor stickers must be observed in order to maintain the appropriate level of social distancing.

Employees must also ensure that they wash their hands before and after any break, and/or visit to the toilet.

■ **Cleaning & Hygiene**

Along with the standard AluK cleaning regimes, enhanced measures have been implemented which include increased cleaning of all high traffic areas and touch points including; taps and washing facilities, toilets, door handles, handrails communal areas, and entrance and exit locations.

Additional hand washing / sanitiser stations and cleaning materials, which include wipes and disinfectant spray are in several locations within the factory and offices. These are regularly checked and replaced throughout the day and are clearly identified by signage and detailed within the site induction.

Employees are required to wash their hands with soap and water for more than 20 seconds as per the Government guidelines or use the sanitisers on entry and exit of the site, before and after any break and after any toilet break.

Employees are requested to ensure all shared equipment e.g. handheld scanners, computer keyboards and forklift controls are wiped down before and after use.

All AluK vehicle cabs (including FLT cabs) are to be wiped down before and after use.

■ **Communal Areas and Toilet Facilities**

No heating facilities i.e. Microwave, kettle etc are available in the AluK canteen. Sustainable throwaway cutlery is provided for use. Food is available and serviced through the vending machines as normal.

Tables and chairs are placed in accordance with the 2-meter social distancing guidelines and the canteen is based on one person per table. Tables and chairs should not be moved while being used.

The maximum number of employees allowed in the canteen is 15.

Employees are requested to consider bringing meals that are pre-prepared and their own drinks bottles and advised to stay on site during all breaks. Taking breaks in canteen or in their cars.

Employees are requested to keep the area clean and tidy by cleaning up after themselves and use the rubbish bins provided.

All Aluk toilet facilities are to be used on a one in one out basis. Disabled toilets are available to all staff, but priority should be given to those with disabilities.

AluK lifts are to be used as one in one out policy.

■ **Changing Facilities, Showers and Drying Rooms**

All AluK changing rooms are to be used in line with the staggered shift / working start and finish times.

Employees are requested to keep the area clean and tidy by cleaning up after themselves and use the rubbish bins provided.

The maximum number of employees allowed in the changing room is 8.

■ Office space & Working from home

All employees that can work from home will continue to be asked to do so and are requested to adhere to the working from home policy.

■ Deliveries and third-party contract workers.

All meetings with customers, clients, suppliers, and partners are to be carried out via video conference or telephone. All employees are required to stop all non-essential visitors to site.

Where meetings are essential and cannot be conducted via the above methods, then visitors are required to follow the same Safe Working procedures as AluK staff;

Third party contractors visiting the site are required to follow the same Safe Working procedures as all AluK staff.

Where loads allow it supplier delivery drivers are always to remain in their vehicles while being off loaded. Mandatory PPE should always be worn. This entails gloves and masks as outlined above.

Drivers are requested to wash hands before and after each load using the hand washing facilities and sanitiser stations on site.

■ **Monitoring and Review**

This policy will be reviewed as required by Health and Safety/Human Resources, or in line with current legislation, to judge its effectiveness and must be updated in accordance with changes with the COVID-19 situation or to the law.

If changes are required, these will implemented as soon as possible.