

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employee Gardinia Windows Date 3-6-20

Who to contact: Mick Brennan E.P. Risk
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)

COVID-19 Inspection

| | |
|---------------|----------------------------------|
| Conducted on: | 1 - 6 - 20 |
| Company Name: | Gardinia Windows |
| Prepared by: | A Winchcliffe |
| Location: | Leeds Road + Birkby WAREHOUSE |

Management Committee

| | | | | |
|--|-----|----|-----|-----------|
| Is there a Covid-19 Crisis Management Committee in your workplace? AH, GC, DM, TF | Yes | No | N/A | Action ID |
| | ✓ | | | |

Process & Procedures

| | | | | |
|--|-----|----|-----|-----------|
| Have you released internal communications on staff noticeboards for all relevant Covid-19 updates? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: Stay informed

SEE CHECKLIST FOR BUSINESS

Start by identifying authoritative sources of public health guidance on the epidemic, and stay up to date on officially recommended and mandated actions in the applicable jurisdictions.

These sources include The Centers for Disease Control and Prevention, The World Health Organization, The European Centre for Disease Prevention and Control, and country-specific public health guidance such as this for Singapore and this for the United Kingdom.

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|--|-----|----|-----|-----------|
| Have all employees been briefed on the guidelines around temporary remote working? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: Employers should consider changes to reduce overcrowding, such as facilitating remote work, shift work, and perhaps physical layout changes. Such measures may help protect workers from infection and help protect organisations from liability.

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|--|-----|----|-----|-----------|
| Do you have reliable systems for real-time public health communication with employees? LINE MANAGER | Yes | No | N/A | Action ID |
| | ✓ | | | |

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|--|-----|----|-----|-----------|
| Have your Supervisors been adequately trained on the implications of Covid-19? | Yes | No | N/A | Action ID |
| | ✓ | | | |

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|--|-----|----|-----|-----------|
| Have you given employees accurate information about ways to prevent the spread of infection? | Yes | No | N/A | Action ID |
| | ✓ | | | |

| | | | | |
|---|-----|----|-----|-----------|
| Are your employees aware of the symptoms of Covid-19? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: Symptoms of coronavirus

The main symptoms to look out for are:

1. A cough
2. A high temperature
3. A shortness of breath
4. Loss of taste
5. Loss of smell

Cleanliness & Hygiene

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|--|-----|----|-----|-----------|
| Have you reviewed the cleaning measures to ensure that high risk contact areas and touch points are being regularly disinfected? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: You should ensure that public surfaces such as counters, doorknobs, and elevator buttons are regularly disinfected!

| | | | | |
|---|-----|----|-----|-----------|
| Have you alerted all staff members to the hand washing protocols with your workplace? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: As hand washing is one of the most effective defenses, employers need to make sure that employees have ready access to washing facilities and that those are kept well stocked with soap and (ideally) paper towels.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.



| | | | | |
|--|-----|----|-----|-----------|
| Do you have readily available access to Hand Sanitizer for all all members of staff? | Yes | No | N/A | Action ID |
| | ✓ | | | |

| | | | | |
|---|-----|----|-----|-----------|
| Does the Hand Sanitiser to contain at least 60 percent alcohol content? | Yes | No | N/A | Action ID |
| | ✓ | | | |

Note: It is imperative that all employees have access to Hand Sanitizer!

Public Health England says if hand sanitiser is used it needs to contain at least 60 percent alcohol content
- most contain 60 to 95 percent.

Business Travel

N/A

| | | | | |
|--|-----|----|-----|-----------|
| Have you been in the last 14 days overseas or have you been in contact with someone with Covid-19? | Yes | No | N/A | Action ID |
| | | | | |
| Have you postponed or cancelled scheduled conferences or meetings? | Yes | No | N/A | Action ID |
| | | | | |

Action Plan

| ID | Required Action | Person Responsible | Completion By | Date Completed | Initial |
|---|-----------------|--------------------|---------------|----------------|---------|
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| A copy of all completed records must be retained on file | | | | | |