

**Stelrad Radiators - COVID 19 Risk Management**

Stelrad Radiators have drawn up a specific Risk Assessment for the Management of Risks associated with the possible contamination of its employees. Stelrad adopts the 'Hierarchy of Risk Control' model for all H&S decision making.

Hazard	Who might be harmed	Controls Required	Additional Controls	Owner(s)	Timescale
Spread of Covid-19 Coronavirus <b>(Same Hazard for all areas)</b>	<ul style="list-style-type: none"> <li>• Site based Employees</li> <li>• Agency workers</li> <li>• Visitors</li> <li>• Cleaners</li> <li>• Drivers</li> <li>• Contractors</li> <li>• Security Guard</li> <li>• Field based employees</li> <li>• Vulnerable groups (those with existing underlying health conditions)</li> </ul> <b>(All identified applies for all areas)</b>				
		<u><b>Dilution of affected people</b></u> <ul style="list-style-type: none"> <li>• All employees who can work from home to be based from home with appropriate workstations</li> <li>• Minimise the No. of Agency workers and stick to Regular people.</li> <li>• Stop all non-critical visitors to site</li> </ul>	Continuous review of identified employees – e.g. can this population be increased? In light of national lock-down alert level, some office-based employees asked to work from home.	Local Managers and HR	Continuous monitoring

		<ul style="list-style-type: none"> <li>Restrictions on contractors allowed on site and only for business critical reasons</li> <li>If any employees identified as 'vulnerable' to be isolated at home in line with Government guidance</li> <li>Minimise the window for hauliers coming to site, to avoid queues when signing in</li> </ul>			
		<p><b><u>Reduce the risk of contamination through external interaction</u></b></p> <ul style="list-style-type: none"> <li>Stop all international travel</li> <li>Stop all customer / supplier visits</li> <li>Field based personnel to be based from home, but where business critical can attend customer sites but to reference the Stelrad RA for that particular scenario.</li> <li>All contractors are to be communicated with Stelrad's COVID-19 Management plans prior to starting work or attending site.</li> </ul>	Continue to communicate and apply tactical Risk Assessments by scenario.	Operations Director	Continuous monitoring
		<p><b><u>Reduce the risk of contamination through internal interaction</u></b></p> <ul style="list-style-type: none"> <li>Stop all non-critical face-to-face meetings and use IT technology approach</li> <li>Any required face to face format meetings MUST ensure a minimum 2m distance for occupants and limit No's to bare minimum.</li> <li>Every employee, visitor and contractor attending site are checked to make sure they do not have a high temperature, which is a possible COVID symptom. Anyone who is found to be</li> </ul>	New Clocking in / out interfaces have face recognition and temperature checking functionality.	IT Dept.	

		displaying a high temperature are asked to leave site immediately.			
		<p><b><u>Visitors attending site</u></b></p> <ul style="list-style-type: none"> <li>• All visitors will have their temperature taken by the security guard or receptionist.</li> <li>• All Visitors will be required to observe all site procedures, observe good hygiene practices and social distancing.</li> <li>• All signing in procedures will be carried out from outside of the Security building</li> <li>• Disposable pens are available at security, Reception and NDC Stores to stop the sharing of pens.</li> </ul>	<ul style="list-style-type: none"> <li>• Thin out all 3<sup>rd</sup> party visits to a minimum and in proportion to business demands.</li> </ul>	Compliance Manager / Finance Director	Ongoing Monitoring
		<p><b><u>Personal Hygiene / Hand Washing</u></b></p> <ul style="list-style-type: none"> <li>• Ensure Hand washing facilities with soap and water in place.</li> <li>• Increase No. of Sanitiser stations across site</li> <li>• Issue best practice hand washing guidance through local information notices</li> <li>• Drying of hands with disposable paper towels and removing hand dryers from use.</li> </ul>			
		<p><b><u>Cleaning</u></b></p> <ul style="list-style-type: none"> <li>• Amend the existing site cleaning schedule to be more emphasised on frequently cleaning and disinfecting objects / surfaces that are touched regularly – e.g. door handles, light switches and machinery control panels</li> <li>• Issue sanitising equipment to all work areas</li> </ul>	Regularly (weekly) review of cleaning / sanitising activities and amend as necessary to achieve required standards.	Local Managers	Reviewed weekly

		<p><b><u>Developing Symptoms of Covid-19</u></b></p> <ul style="list-style-type: none"> <li>• If anyone becomes unwell with COVID 19 symptoms, including a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at home guidance.</li> <li>• If a family member develops symptoms, then the employee will self-isolate in accordance with guidance.</li> </ul>	HR / Line managers will maintain regular contact with staff members during this time.	HR Manager	In place
		<p><b><u>Drivers</u></b></p> <ul style="list-style-type: none"> <li>• Drivers will be permitted to use site welfare facilities but will be instructed to limit contact with Stelrad Personnel at all times.</li> <li>• A series of COVID-19 Management controls are available at Security in various languages to suite non-UK visitors / drivers while on site.</li> </ul>			
		<p><b><u>Communication with Employees</u></b></p> <ul style="list-style-type: none"> <li>• Government and NHS advice to be monitored continuously and used as the framework for all Risk based decisions</li> <li>• Consultation and communication to be held with Safety Representative, Employee Representative and employees</li> <li>• Update communications to be issued to employees by HR in the event of Major changes</li> </ul>		HR / Management	As changes occur, but routinely
		<p><b><u>Social Distancing</u></b></p> <ul style="list-style-type: none"> <li>• Ensure minimal personnel across the site and where production volumes increase, use of additional</li> </ul>	Employees to be reminded continuously of the importance of social distancing both in the workplace and outside of it.	Management	

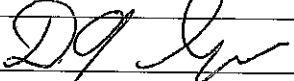
		<p>shifts to maintain the low workforce levels.</p> <ul style="list-style-type: none"><li>• Implement staggered breaktimes across the business to ensure welfare facilities are not over-populated</li><li>• Increase the number of WC facilities on site</li><li>• Separate Production and Packaging areas into 'self-contained' zones with separate entry / exit points to minimise interaction between departments</li><li>• Social Distancing awareness signage to be implemented on all recognised walkways</li><li>• 1 way systems to be introduced wherever practical and where not, passing places or wider walkways to be put in place.</li><li>• Maximum occupancy rules to be applied in constrained areas like WC's, eating areas, offices and supported by clear signage.</li><li>• All Offices / workstations to be assessed and measures applied to ensure social distancing.</li><li>• All 2 person activities to be modified to achieve social distancing, including - elimination by changes to existing practices, the use of mechanical aids to convert to a 1 person task or by using physical barriers to achieve personal protection.</li></ul>			
		<b><u>PPE</u></b>			

		<ul style="list-style-type: none"> <li>Stelrad will use the 'Hierarchy of Risk Control' for its management of identified Risks. Stelrad will only issue PPE as a last resort, where other controls measures are not possible.</li> <li>Where a task is required which cannot be avoided and potentially puts employees within a 2m distance, appropriate PPE will be issued based upon a local task based Risk Assessment.</li> <li>Where appropriate, disposable gloves will be issued as part of any PPE requirement, but this is not a substitute for good hand washing practices.</li> <li>Following changes in Government advice, the wearing face coverings has been made an optional requirement on site for all employees, visitors and Contractors. Where the risk of infection is higher than normal, face coverings will be required.</li> </ul>	Face covering requirement under constant review in case this needs to be reintroduced.	Senior Management	As required
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<b>Area of scope</b>	All Stelrad Operations
<b>Author:</b>	Mick Swann (Compliance Manager)
<b>Approver:</b>	David Taylor (Operations Director)
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<b>Version amendments:</b>	
<b>V2</b>	Addition of temperature checking for all employees, visitors and contractors in sections relating to 'internal interaction' and 'visitors attending site'
<b>V3</b>	Amendment in light of agency workers supplementing Stelrad employees.

V4	Amendments due to use of UK and non-UK Contractors, change in control measure with the use of temperature checking clocking in/ out devices, foreign language guidance documents in security and the introduction of disposable pens for signing in.
V5	Note added to highlight some staff asked to work from home due to local alert level. Communication brief sent to all Hauliers and delivery companies, pre-warning not to leave their vehicles other than limited reasons. Additional mitigation PPE issued for certain tasks following review of Risk Assessment. Use of official local alert level posters on notice boards.
V6	Inclusion of mandatory face coverings in an indoor setting. Inclusion of face visors for 'interactive roles'. Amendment of wording 'local alert level' to reflect 'national lockdown' restrictions.
V7	Removal of the previous control of 5-minute gaps between shifts, removal of requirement to fill in self-declaration form. Review of remaining controls to ensure relevancy.
V8	Requirement to wear a face covering amended to optional in line with Government advice. Removal of requirement to wear face visors. Removal of example pictures removed from this RA Document.

Operations Director Signature		9 <sup>th</sup> Sept 21
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