



CENTRUM

**CENTRUM PILE'S MEASURES
IN THE COVID-19 PANDEMIC**

As our valued customer, I wanted to communicate the actions we have put in place in the last month to enable our operations to continue throughout the Covid-19 pandemic. We have taken the advice provided by the Government, revised our safe systems and risk assessments and put in place return to work plans to ensure we are protecting our employees on our sites and in our offices.

Three weeks ago, the Covid-19 situation rapidly accelerated as a wider issue. This became more serious in general on the 20th March when a partial lockdown was implemented by Government, quickly followed up on the 23rd March when the restrictions became tighter on the UK all round. At the same time the social distancing issues we faced ramped up rapidly which resulted in our practices, way of working and interaction with colleagues and family changing daily.

At this time, we made the decision to shield our workforce and temporarily suspend our operations. This both gave us time and focus to roll out a health and safety focused plan to comply with the advice and guidance given.

Attached to this letter is the documentation outlining our safety measures implemented and risk assessment of our manufacturing facility, which has been created to protect our workforce. With these measures in place we are encouraged by the responses we are gaining from our employees, suppliers and clients – therefore ensuring our daily business can continue.

For those of us who are affected by CV19, I extend my support. I also believe in our system, our country and our ability to navigate through difficult times in a considered and deliberate way.

If you have any concerns or further questions regarding our actions and how we can assist, please don't hesitate to contact myself at paulpendleton@centrumpile.co.uk or on 01636 615700.

Kind regards,

Paul Pendleton
Director

Document Title

COVID19 ADDITIONAL SAFETY MEASURES

To cover:

Disinfecting using spray diluted disinfectant:

Relating to factory & site vehicles

2 metre Social Distancing

SAMM clean-down at end of day

Appointment of COVID Coordinator

SAMM controls to keep 2m distance

Modifications: <i>Worksheet thoroughly reviewed and amended to new IMS format</i>	Status: <i>strikeout as appropriate</i>	
	<i>Draft / Issued for Use</i>	
	<i>Name</i>	<i>Sign</i>
Prepared by		

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Reviewed by		
Approved by		

This Safe Work Method Statement should be read in conjunction with the relevant Risk Assessment

Safe Work Method Statement		
Training Required to carry out the task	Plant & equipment required to carry out the task	PPE Required
<ul style="list-style-type: none"> • COVID19 Operational Risk Assessment • Review COSHH Assessment 	<ul style="list-style-type: none"> • Dependant on task 	<ul style="list-style-type: none"> • Standard site PPE • Goggles • Half mask with filters • Rubber gloves • Dust suit

<p>Health and safety</p> <p>Before starting this task ensure the following has been done:</p> <ul style="list-style-type: none"> • Read through and understand controls in 'COVID19 Safety Controls' Risk Assessment • 2m 'social distancing' is applied at all times • COSHH Assessment has been read through • Correct PPE is available for task of spraying disinfectant • Avoid skin contact disinfectant • Concentrate disinfectant has been diluted 1:25 (1-part disinfectant to 25-parts water)
<p>Environment</p> <ul style="list-style-type: none"> • Do not empty waste down drains for small spillages (less than 5l) mix with water and flush to drain – for larger spillages contain and absorb spillage using absorbent granules dispose of in waste disposal
<p>Purpose of Task</p> <p>to ensure that all additional controls are understood during COVID19 crisis</p>
<p>Method for Task</p> <p>DISINFECTING</p> <ul style="list-style-type: none"> • Ensure correct PPE is worn during the task of spraying using the pump spray nozzle – see above • Area to be clear of other persons during the task • Check hoses are correctly fitted and mix solution 1:25 disinfectant to water • Spray areas of the factory that are handled throughout shift: handles, toilet seats, flushing handles, changing room areas, handrails, working areas, etc. Not electrical parts • Dry floors afterwards so that they are not slippery <p>DISINFECTING SITE MOBILE PLANT</p> <ul style="list-style-type: none"> • Site plant vehicles: Shunters, Tractor, loading shovel – little bottle sprayers are available for spraying inside of vehicles including steering wheels and controls. Wear safety glasses / visor and waterproof gloves – This is to be done at each shift change • Wear gloves when operating the plant vehicles to further reduce the risk of transmission.

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CENTRUM FACTORY OPERATIONS
COVID19 SAFETY CONTROLS – OPERATIONAL RISK ASSESSMENT



The Social Distancing Checklist shall be completed prior to any works and be used in conjunction with this risk assessment

Persons Exposed	Employees: Yes	Other Workers: Yes	Public/Visitors: No	Vulnerable Persons: No	Project Name/Number	COVID19 SAFETY CONTROLS
Assessment completed by-name			Signature		Date	31/03/20

THE BELOW CONTROLS ARE IN ADDITION TO STANDARD SAFE WORKING PRACTICES AND RISK ASSESSMENTS WHICH APPLY AS NORMAL

Work area / task	Controls to be adopted / already in place	Further controls or comments
SELF ISOLATION	<p>Anyone who satisfies one of the following criteria should not come to site:</p> <ul style="list-style-type: none"> Has a high temperature or a new persistent cough - follow the guidance on self-isolation – (body temp greater than 37.8°C signifies a fever) Is a vulnerable person (by virtue of their age, underlying health condition, clinical condition or are pregnant)? Is living with someone in self-isolation or a vulnerable person. 	<p>If a worker develops a high temperature or a persistent cough while at work, they should:</p> <ul style="list-style-type: none"> Return home immediately Avoid touching anything Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.
ARRIVAL ON SITE	<ul style="list-style-type: none"> Daily temperature check of workers arriving on site – to be taken before entering work premises When arriving on site at start of shift the temperature of everyone is to be checked to ensure that there are no signs of fever Check to be taken by Factory Manager / Production Supervisor Only one person to be in foyer at any one time 	<ul style="list-style-type: none"> If the individuals temperature is reading high and they have recently exercised for example cycled to work then they are to be rechecked after a period of cooling (not to be allowed access to offices or workplace until rechecked and temperature is within normal range). Once rechecked if still high then person is to be advised that they should return home immediately, contact the NHS by telephone (tel: 111) and follow guidance on self-isolation.
HYGIENE AND SANITIZING		
GENERAL HYGIENE	<ul style="list-style-type: none"> Ensure Social distancing checklist has been completed for the site Regular sanitizing of areas that are commonly handled in factory, offices and welfare areas with disinfectant. Operators assigned to specific area for duration of shift Office doors to be wedged open to reduce likelihood of transfer of virus by touching door handles 	<ul style="list-style-type: none"> 1 x person per shift to be nominated by Factory Manager to clean down welfare facilities and general sanitizing of work areas with disinfectant solution. Area to be cleared when spraying solution. Further controls required if all controls cannot be actioned on 'checklist'.
HYGIENE & CLEANLINESS	<ul style="list-style-type: none"> Wash hands regularly with soap and hot water Staff and operatives to play their part in cleaning up before during and after themselves – particularly in welfare areas that will be used by other persons Hand sanitizer dispenser located in corridor outside Planning office Office cleaning contractor increased from 3 days to 5 days 	<ul style="list-style-type: none"> Regularly wash hands with soap and water, before and after using toilet facilities, break times and start and end of shift & when entering and leaving site as a minimum Ensure that >2m distancing can always be maintained
SANITIZING	<p>Enhanced cleaning procedures should be in place across the site, particularly in communal areas and at touch points including:</p> <ul style="list-style-type: none"> Taps and washing facilities Changing room areas Toilet flush and seats Door handles and push plates Handrails, Machinery controls and general factory work areas Food preparation and eating surfaces Telephone equipment, Key boards, photocopiers and other office equipment 	<ul style="list-style-type: none"> Dilute Disinfectant solution to be applied to areas of factory and welfare areas around site Nominated person for each shift to clean areas



CENTRUM FACTORY OPERATIONS
COVID19 SAFETY CONTROLS – OPERATIONAL RISK ASSESSMENT



Work area / task	Controls to be adopted / already in place	Further controls or comments
FOOD AND DRINK	<ul style="list-style-type: none"> No food or drink to be taken into factory work areas – only to be consumed in welfare / canteen areas 	<ul style="list-style-type: none"> Wash hands before consuming any food or drink
SPECIAL PPE	<ul style="list-style-type: none"> Face mask, safety goggles and dust suit to be worn by person sanitizing using disinfectant solution 	<ul style="list-style-type: none"> Area to be cleared of other persons before sanitizing begins Stop work if anything unexpected arises
GENERAL PPE	<ul style="list-style-type: none"> Ensure PPE & clothing is stored in a designated locker at shift end and not allowed to contaminate other items Wash hands after dressing into or changing out of PPE / clothing 	<ul style="list-style-type: none"> Ensure enough stock & replenishment is established
CRANE REMOTES / SCANNER	<ul style="list-style-type: none"> At beginning of shift Crane operators are to ensure that crane remotes and scanners are cleaned with sterile wipes ready for the start of shift 	<ul style="list-style-type: none"> Check to be carried out as part of pre use check – Clean with sterile wipes.
COMMUNICATION / MEETINGS		
COMPLIANCE	<ul style="list-style-type: none"> Centrum have appointed a 'COVID Coordinator' to be a visual presence to advise individuals and to ensure that the controls are being followed 	<ul style="list-style-type: none"> COVID Coordinator will enforce the controls as well as listen to concerns of employees
COMMUNICATION / MEETINGS	<ul style="list-style-type: none"> Only essential meetings are to be held - Communicate remotely where practicable - Only necessary persons to attend Telephones ONLY to be used in a position of safety Keep windows doors open – use well ventilated rooms 	<ul style="list-style-type: none"> Ensure that >2m distancing can always be maintained when communicating with others
PRODUCTION		
ALL PRODUCTION ACTIVITIES	<ul style="list-style-type: none"> Clear communication and planning required to avoid the need for close working All safe systems of work to be followed – where they cannot be followed because of the need to work in closer proximity of 2m then the operatives must stop so that the work can be re-assessed. 	<ul style="list-style-type: none"> Ensure that >2m distancing can always be maintained when communicating with others
OPERATING SITE MOBILE PLANT	<ul style="list-style-type: none"> One person to be nominated to operate each item of plant at start of shift where they will be responsible for operating and cleaning the plant equipment Regular cleaning of control, door handles prior to entry on each use if operating with bare hands - Operator to wear gloves as added protection At beginning & at end of shift and when returning from breaks steering wheel and other frequently touched controls to be cleaned 	<ul style="list-style-type: none"> Ensure that >2m distancing can always be maintained throughout
GENERAL DELIVERIES	<ul style="list-style-type: none"> Centrum Factory Manager to designate a single individual to handle deliveries who will wear gloves and be provided with their own pen Designated person to liaise with drivers, coordinate deliveries and paperwork - Step forward – sign – retreat Designated person to communicate with drivers as they arrive on site to make it clear what is expected of them whilst on site in order to comply. 	<ul style="list-style-type: none"> Designated person to deal with drivers and visitors to be appointed by Factory Manager Ensure that >2m distancing can always be maintained
ROBOT SHED DELIVERIES	<ul style="list-style-type: none"> Designated person to liaise with drivers, coordinate deliveries and paperwork - Step forward – sign – retreat Driver to remain within his cab where possible 	<ul style="list-style-type: none"> Designated person to deal with drivers and visitors to be appointed by Factory Manager Ensure that >2m distancing can always be maintained
ACCIDENT PREVENTION	<ul style="list-style-type: none"> Enhanced supervision during this period such that any reliance or need to call the already strained emergency services is minimised. 	<ul style="list-style-type: none"> More frequent supervision to ensure individuals are following 'safe systems of work'.