

COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Who should come to the workplace | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---|--|---|---|----------------------------------|------|
| That all staff that can work from home are doing so | Staff and visitors may more easily contract the virus if numbers are not limited on site. | Staff that can work from home have been assessed and identified. | Review arrangements at least once a month or more frequently as circumstances dictate | Directors, Line Managers, Staff Working from Home | Review required latest 12.6.2020 | |
| | | The job roles, numbers and locations of staff required on site have been assessed and identified | | | | |
| | | Relevant Equipment/services required for those working off site have been established and provided where required. Testing has also taken place to ensure that everything works as it should | | | | |
| | | Regular contact with those working from home is taking place to ensure they receive regular communication and to establish their welfare, mental and general physical health. | | | | |
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Company name: Springfield Solutions Limited

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Hazard: Potential transmission of the COVID 19 Virus

| Objective: Protecting people who are at higher risk | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|--|---|--|---|---|------|
| To protect clinically vulnerable and clinically extremely vulnerable individuals | <p>Staff that are clinically vulnerable and extremely vulnerable as identified on the following links: -</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others</p> | <p>Staff have been assessed and any found to be in the identified categories are either working from home or have been "Shielded" and are at home.</p> <p>Regular contact with those staff not on site but at home is taking place to ensure they receive regular communication and to establish their welfare, mental and general physical health.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff not on site but at home.</p> | <p>Review required latest 12.6.2020</p> | |
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COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: People who need to Self-Isolate | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|--|--|--|--|---|------|
| <p>To make sure that individuals who are advised under existing government guidance https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance Do not physically come to work. This includes people who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.</p> | <p>Staff and visitors may more easily contract the virus if someone with symptoms attends the workplace.</p> | <p>Communication has been regularly provided to staff that includes information regarding typical virus symptoms (i.e. High Temperature or new persistent cough, or Anosmia' which is a loss of, or change in, your normal sense of taste or smell.) and what to do should they or a household member suspect they have such symptoms. This includes the need to self-isolate at home for the appropriate period.</p> <p>See current government guidance here: - https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</p> <p>Regular contact with those staff not on site but at home is taking place to ensure they receive regular communication and to establish their welfare, mental and general physical health.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site or at home.</p> | <p>Review required latest 12.6.2020</p> | |
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COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

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Hazard: Potential transmission of the COVID 19 Virus

| Objective: Equality in the workplace | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|---|---|--|--|---|------|
| <p>To treat everyone in the workplace equally by: -</p> <ul style="list-style-type: none"> * Being mindful of the particular needs of different groups of workers or individuals. * Not discriminating directly or indirectly against anyone because of a protected characteristic such as age, sex or disability and the particular responsibilities of new or expectant mothers. | <p>Different groups of staff and visitors who and/or staff in a protected group that have particular needs who might be more at risk of contracting the virus due to not having their needs duly considered or being discriminated against.</p> | <p>Regular communication to staff on actions taken by the Company to prevent the spread of the virus on site and acting on any feedback from staff that will improve on existing measures.</p> <p>We believe that no members of staff or individuals are being discriminated against or there are any particular needs that have not been considered in any way</p> <p>An assessment of 10 staff who we believe fall into the protected vulnerable category has been carried out. 2 of these staff are able to work from home and are doing so with 1 other at home on Maternity leave. 2 others at home as they have been Furloughed with 1 of these also being "shielded".</p> <p>4 other staff we have assessed as vulnerable are still on site as they cannot work from home, with 1 other alternating between working from home and working on site. We believe carrying out their roles on site presents an acceptable level of risk and allows them to practice social distancing. We continue to keep these assessments and associated actions under review.</p> <p>Regular contact with those staff not on site but at home is taking place to ensure they receive regular communication and to establish their welfare, mental and general physical health.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site or at home.</p> | <p>Review required latest 12.6.2020</p> | |
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COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Social Distancing in the workplace | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|--|--|--|--|---|-----------------------------|
| <p>To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites</p> | <p>All staff and visitors on site at any given time.</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing to ensure that staff and visitors are 2m away from others at any given time and acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Floor markings 2 metres apart in relevant areas.</p> <p>Large cardboard signs placed in relevant areas.</p> <p>Advice being displayed on screens throughout the Company.</p> <p>All staff who can work from home are working from home and furloughed workers at home reducing staff numbers on site.</p> <p>Numbers limited in heavy use areas, such as, only 2 permitted in main building locker room and kitchen. Downstairs boardroom now being used for eating and drinking with numbers limited to 4 staff permitted at any given time. Only one person permitted on the stairs at any given time.</p> <p>Logistics locker room, toilet and kitchen only permitting 1 person at any one time.</p> <p>Shift change times staggered to prevent increased numbers of staff being in certain areas at the same time. Print and Logistics staff already taking breaks at different times. Allocated visitor area to be created in Reception to provide for social distancing for Reception staff.</p> <p>Temporary building in the Car Park for staff with more space to use as a locker room is due to be on site before the end of May. The main building cleaning storeroom next to the kitchen has been moved to allow the existing print locker room, cleaning store and kitchen to be knocked into one room to allow more staff to use as a kitchen whilst practicing social distancing. Date for completion w/c 6th July 2020</p> <p>We have assessed working practices in all Company areas and do not believe that there are any that will prevent staff or visitors practicing Social distancing at all times.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff and visitors on site.</p> | <p>Overall Review required latest 22.6.2020</p> | <p>Already in Operation</p> |

COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Coming to and leaving work | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|---|---|---|---|---|------|
| <p>To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing on arrival.</p> | <p>All staff and visitors on site on arrival or leaving the building.</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing, to ensure that staff and visitors are 2m away from others at when entering or leaving the building whilst acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Floor markings 2 metres apart in Main Entrance and Logistics entrances. Certain areas specified as allowing only 1 person in the area at once. I.e. Main Building stairs and Logistics Toilet, Kitchen and locker room. Advice being displayed on screens throughout the Company.</p> <p>All staff who can work from home are working from home and furloughed workers at home reducing staff numbers coming into or leaving the building at the same time.</p> <p>Shift change times staggered to prevent increased numbers of staff entering or leaving the building at the same time. Car parking spaces and bike rack provides are sufficient for leaving personal transport. Only one person at a time permitted in Company vehicles. Print and Logistics staff already taking breaks at different times. Allocated visitor area to be created in Reception to provide for social distancing for Reception staff.</p> <p>Hand wash facilities already in place on the print shop floor and in all toilets. Introduction of additional entry points onto both buildings is not practical but hand sanitiser units are in place at these locations. Shift change times staggered to prevent increased numbers of staff entering or leaving the building at the same time.</p> <p>Temporary building in the Car Park for staff with more space to use as a locker room is due to be on site before the end of May. The main building cleaning storeroom next to the kitchen has been moved to allow the existing print locker room, cleaning store and kitchen to be knocked into one room to allow more staff to use as a kitchen whilst practicing social distancing. Date for completion w/c 6th July 2020</p> | <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff when we start allowing visitors to attend site once more</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

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| Objective: Moving around the building and worksite | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---|---|---|---|---|------|
| <p>To maintain social distancing wherever possible, while people travel through the workplace</p> | <p>All staff and visitors on site when travelling through the building.</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing to ensure that staff and visitors are 2m away from others when travelling through the building and acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Floor markings 2 metres apart in main building and Logistics areas. One person only permitted on stairs Advice being displayed on screens throughout.</p> <p>All staff who can work from home are working from home and furloughed workers at home reducing staff numbers travelling through the building.</p> <p>Shift change times staggered to prevent increased numbers of staff entering or leaving the building at the same time. Only one person at a time permitted in Company vehicles. Allocated visitor area to be created in Reception to provide for social distancing for Reception staff</p> <p>Many staff have designated equipment/office desk locations to work from minimizing use by others. Where movement between equipment or office location is required then cleaning of equipment and surfaces with anti-bacterial cleaners are carried out.</p> <p>Temporary building in the Car Park for staff with more space to use as a locker room is due to be on site before the end of May. The main building cleaning storeroom next to the kitchen has been moved to allow the existing print locker room, cleaning store and kitchen to be knocked into one room to allow more staff to use as a kitchen whilst practicing social distancing. Date for completion w/c 6th July 2020</p> | <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff when we start allowing visitors to attend site once more</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

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| Objective: Workplaces and Workstations | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|------------------------------|---|---|---|---|------|
| <p>To maintain social distancing between individuals when they are at their workstations.</p> | <p>All staff on site</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing to ensure that staff are 2m away from each other when at workstations and acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>All staff who can work from home are working from home and furloughed workers at home reducing staff numbers in the main building.</p> <p>Floor markings 2 metres apart in main building and Logistics areas. One person only permitted on stairs Advice being displayed on screens throughout.</p> <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff</p> <p>Staff workstation locations have been reviewed and adjusted if needed and possible to ensure social distancing 2 metre rule can be achieved. Only one person at a time permitted in Company vehicles No instances of staff having to work together closer than 2 metres apart is required.</p> <p>Many staff have designated equipment/office desk locations to work from minimizing use by others. Where movement between equipment or office location is required then cleaning of equipment and surfaces with anti-bacterial cleaners is carried out.</p> | <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff when we start allowing visitors to attend site once more</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

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| Objective: Meetings | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---------------------------------------|--|--|--|---|------|
| <p>To reduce transmission due to face to face meetings and maintain social distancing at meetings</p> | <p>All staff and visitors on site</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing to ensure that staff are 2m away from each other during any meetings or discussions that can't be held using remote communication tools and methods and act on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Carrying out meetings by remote working tools to avoid in person meetings were possible i.e. using Teams video conferencing.</p> <p>If not possible and absolutely necessary then meetings should be held in well ventilated rooms wherever possible, 2m social distancing should be maintained and sharing of items such as pens or other objects should be prevented. Sanitiser used prior to and after any of these meetings.</p> <p>Meetings such as team briefs held on the shop floor should use floor signage and markings to help maintain the 2m social distancing rule.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site or at home.</p> | <p>Overall Review required latest 22.6.2020</p> | |

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| Objective: Common Areas | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---|--|---|--|--|------|
| To maintain social distancing whilst using common areas | All staff and visitors on site when using common areas. | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice social distancing to ensure that staff and visitors are 2m away from others when using common areas of the buildings and acting on any feedback from staff that will improve on existing measures. Actions taken include:</p> <p>-</p> <p>Numbers permitted in common use areas such as kitchens and locker rooms has been assessed and max number of people allowed in these areas has been established and communicated verbally and signage applied to entrances. Number of seats has also been reduced and configured to allow for 2m space between users and reduce face to face interactions.</p> <p>Floor markings 2 metres apart in main building and Logistics areas. One person on permitted on stairs Advice being displayed on screens throughout.</p> <p>All staff who can work from home are working from home and furloughed workers at home reducing staff numbers travelling through the building.</p> <p>Shift change times staggered to prevent increased numbers of staff entering or leaving the building at the same time. Print staff already taking breaks at different times. Allocated visitor area to be created in Reception to provide for social distancing for Reception staff</p> <p>No food is prepared on site and staff bring their own food. Downstairs Boardroom in the Main Building now in use as an overflow area for eating and drinking. Staff are encouraged to eat at their own desks if in office non factory areas</p> <p>Temporary building in the Car Park for staff with more space to use as a locker room is due to be on site before the end of May. The main building cleaning storeroom next to the kitchen has been moved to allow the existing print locker room, cleaning store and kitchen to be knocked into one room to allow more staff to use as a kitchen whilst practicing social distancing. Date for completion w/c 6th July 2020</p> | <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff when we start allowing visitors to attend site once more</p> <p>Consider encouraging staff to use external areas for staggered breaks.</p> <p>Consider encouraging staff to stay on site during working hours.</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | Directors, Line Managers, Staff on site. | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

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Hazard: Potential transmission of the COVID 19 Virus

| Objective: Accidents, security and other incidents | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|--------------------------------------|-----------------------------|---|---|--|------|
| To prioritise safety during incidents | All staff and visitors on site | | Consider informing staff that they do not have to practice social distancing 2m rule if it would be unsafe to do so un the event of an incident, e.g. Accident, Fire, break in. In the event social distancing is unsafe to practice at this time, anyone involved should pay particular attention to sanitation measures immediately afterwards, including washing hands | Directors, Line Managers, Staff on site | Outcome of considerations of further actions required w/e 22.5.2020 latest. Overall Review required latest 22.6.2020 | |

COVID -19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Manage contacts | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|--------------------------------|--|--|--|--|------|
| To minimize the number of unnecessary visits to factories, plants, and Warehouses | All staff and visitors on site | <p>Regular communication to staff on actions taken by the Company to advise on the need to practice minimising visits to site by using remote communication tools and methods and act on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Carrying out visits by remote working tools to avoid in visiting site were possible i.e. using Teams video conferencing.</p> <p>Until restrictions are lifted and if only absolutely necessary all travel must be carried out in personal or company vehicles alone.</p> <p>Prior to coming on site managers must ensure visitors confirm compliance with the COVID-19 Site Self Declaration Statement which can be found here ..\\..\\SSL HR\\COVID-19 - SITE DECLARATION STATEMENT.docx</p> | <p>Consider relevant managers/directors keeping a record of all visitors they have on site.</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | Directors, Line Managers, Staff or visitors on site. | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

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Hazard: Potential transmission of the COVID 19 Virus

| Objective: Providing and explaining available guidance | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|--------------------------------|--|---|--|--|------|
| To make sure that visitors to site understand what they need to do to maintain safety | All staff and visitors on site | <p>Regular communication to staff on actions taken by the Company to advise on the need to make sure visitors know what to do to stay safe on site and protect staff and acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Prior to coming on site managers must ensure visitors confirm compliance with the COVID-19 Site Self Declaration Statement which can be found here ..\.\SSL HR\COVID-19 - SITE DECLARATION STATEMENT.docx</p> <p>Verbal guidance and signage is provided to all delivery drivers attending site as well as any visitors at the time of arrival based on agreed actions defined by the management team and Directors in line with current government guidance.</p> <p>As a minimum, managers are required to ensure visitors to their area of responsibility maintain Social distancing and hand washing/sanitiser requirements.</p> | <p>Allocated visitor area to be created in Reception to provide for social distancing for Reception staff when we start allowing visitors to attend site once more</p> <p>increased signage to be placed outside logistics regarding social distancing. Date TBC</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | Directors, Line Managers, Staff or visitors on site. | Overall Review required latest 22.6.2020 | |

COVID-19 Risk Assessment

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| Objective: Keeping the workplace clean | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---------------------------------------|---|--|---|---|------|
| <p>To keep the workplace clean and prevent transmission by touching contaminated surfaces</p> | <p>All staff and visitors on site</p> | <p>Non factory areas of both buildings are cleaned twice a day to Ensure waste is removed and non-factory areas are cleaned including kitchens, toilets, locker rooms and paper tablecloths in eating areas changed daily.</p> <p>This also includes the specific cleaning of things such as door handles/push plates, and any other regularly contacted surfaces. Appropriate cleaning products are provided relevant to the task and this includes anti-bacterial materials.</p> <p>Defined cleaning schedules for factory areas already in place have been upgraded and antibacterial wipes and sprays are now used in all workstation areas and equipment at the beginning and end of shifts as a minimum and were staff have to move to another work area during their shift. Floors and waste bins are kept clean and waste removed on a regular basis</p> <p>Should any specific areas require cleaning due to a case of COVID-19 being identified then we have a contractor who is engaged on a retainer who can show up at short notice upon request with staff who have been appropriately trained, have suitable PPE and cleaning products. In compliance with the following guidance, https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>Regular communication to staff on actions taken by the Company to advise on cleaning requirements and act on any feedback from staff that will improve on existing measures.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff or visitors on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

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Hazard: Potential transmission of the COVID 19 Virus

| Objective: Hygiene Facilities- Handwashing, sanitation, facilities and toilets | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|---------------------------------------|--|--|---|--|------|
| <p>To help everyone keep good hygiene through the working day</p> | <p>All staff and visitors on site</p> | <p>Regular communication to staff on actions taken by the Company to advise on hygiene requirements and act on any feedback from staff that will improve on existing measures. This includes: -</p> <p>Signage in toilets and locker rooms and displayed on screens detail good handwashing techniques, advising increased frequency. Signage also details to avoid touching your face and coughing into a tissue and binning or into your arm if not available.</p> <p>Regular Team Briefings and digital communication updates include reminders about these issues. Screens around the building displaying reminders about these messages.</p> <p>Fixed hand sanitizer units around the building at key points such as entrances, exits, Reception, Kitchen, stairwell are available and topped up daily. Individual sanitizer packs are placed in kitchens, eating areas and available to staff for use in all other areas.</p> <p>Social distancing signage outside common use areas such as kitchens.</p> <p>Non factory areas of both buildings are cleaned twice a day to ensure waste is removed and non-factory areas are cleaned including kitchens, toilets, locker rooms and paper tablecloths in eating areas changed daily. This also includes the specific cleaning of things such as door handles/push plates, and any other regularly contacted surfaces. Appropriate cleaning products are provided relevant to the task and this includes anti-bacterial materials.</p> <p>Defined cleaning schedules for factory areas already in place have been upgraded and antibacterial wipes and sprays are now used in all workstation areas and equipment at the beginning and end of shifts as a minimum and were staff have to move to another work area during their shift. Floors and waste bins are kept clean and waste removed on a regular basis.</p> | <p>Consider providing paper towels for drying hands rather than hand driers</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff or visitors on site.</p> | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Changing Rooms and Showers | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|------------------------------|--|--|---|--|------|
| <p>To minimize the risk of transmission in changing rooms and showers</p> | <p>All staff on site</p> | <p>Requirements and rules in place already for staff to keep locker room free of personal items apart from what is in their own lockers. Only shoes are permitted to be outside their locker. No eating and drinking is permitted in these areas and regular cleaning takes place.</p> <p>Social distancing rules have been applied to both locker rooms limiting the amount of staff permitted inside at any given time.</p> <p>Numbers permitted in locker rooms has been assessed and 2 people allowed in main Building Locker Room and 1 person only allowed in Logistics has been established and communicated verbally and signage applied to entrances.</p> <p>Temporary building in the Car Park for staff with more space to use as a locker room is due to be on site before the end of May. The main building cleaning storeroom next to the kitchen has been moved to allow the existing print locker room, cleaning store and kitchen to be knocked into one room to allow more staff to use as a kitchen whilst practicing social distancing. Date for completion w/c 6th July 2020</p> | <p>Consider specific guidance for the Eon toilet and shower room.</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

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Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Handling goods, merchandise and other materials, and onsite vehicles | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|------------------------------|---|--|---|---|------|
| <p>To reduce transmission through contact with workplace objects and those that come into the workplace and vehicles onsite.</p> | <p>All staff on site</p> | <p>Regular communication to staff on actions taken by the Company to advise on the need to ensure cleaning schedules are adhered to and personal hygiene requirements followed, as well as acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Defined cleaning schedules for factory areas already in place have been upgraded and antibacterial wipes and sprays are now used in all workstation areas and equipment at the beginning and end of shifts as a minimum and where staff have to move to another work area during their shift. Floors and waste bins are kept clean and waste removed on a regular basis.</p> <p>Fixed hand sanitiser units around the building at key points such as entrances, exits, Reception, kitchens, stairwells are available and topped up daily. Individual sanitiser packs are placed in kitchens, eating areas and available for use by staff in all other areas.</p> <p>Anti-bacterial wipes or sprays are used before contacting commonly shared tools and equipment/vehicles such as sack barrow, pallet trucks, pallet lifter, forklift, company vehicles, grey transport bins, lifting tables, communal mouse and keyboards. Also, after receiving incoming goods typically in Reception or Logistics.</p> | <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Face Coverings | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|------------------------------|---|---|---|---|------|
| <p>To reduce transmission through of virus by the appropriate use of appropriate PPE (Personal Protective Equipment)</p> | <p>All staff on site</p> | <p>Regular communication to staff on actions taken by the Company to advise on the appropriate use of PPE, as well as acting on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>When assessing the need for PPE required for our staff to prevent transmission of PPE the Company has referenced the following government guidance,</p> <p>https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan</p> <p>https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p> <p>In following the above guidance, staff in factory areas will continue to wear the PPE already provided such as workwear, disposable gloves, and goggles when needed.</p> <p>Based on the Government guidance, and as we are not working in a healthcare setting, the use of facemasks is not a legal requirement and the evidence suggests that they do not protect the wearer and the benefit to others is weak. Government guidance states that more relevant measures such as social distancing and good hygiene requirements are more appropriate to protect against transmission of the virus.</p> <p>On this basis, the wearing of face masks is optional, however if staff choose to wear one then it is important they use the masks properly and wash their hands before putting them on and taking them off. FFP2 masks will be provided by the Company if requested.</p> <p>Company guidance on this is shown on the link below which includes details of what staff need to be aware of if they choose to wear a mask. ..\\..\\SSL HR\\COVID-19 - WEARING OF FACE MASKS.docx</p> | <p>Training to be given to those that choose to use face masks as per the government guidance.</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff on site.</p> | <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Work Related Travel | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|--|---|---|--|--|------|
| <p>To avoid unnecessary work travel and keep people safe when they do need to travel between locations</p> | <p>All staff using Company cars and/or staying away from home on Company business.</p> | <p>Regular communication to staff on actions taken by the Company to advise on minimising non-essential travel by using remote communication tools and methods and act on any feedback from staff that will improve on existing measures. Actions taken include: -</p> <p>Carrying out visits by remote working tools to avoid visiting sites where possible i.e. using Teams video conferencing.</p> <p>Until restrictions are lifted and if only absolutely necessary all travel must be carried out in personal or company vehicles alone.</p> | <p>If staying away from home, consider ensure details of the stay are logged and that the accommodation meets social distancing guidelines</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff using company cars and/or staying away from home on Company business.</p> | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Communications and Training – Returning to work and ongoing communications and signage | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|--|---|---|--|--|--|------|
| <p>To ensure all staff understand COVID-19 related safety procedures and that ongoing communication and signage is provided</p> | <p>All staff currently on site and those that may be returning.</p> | <p>Regular communication to staff on actions taken by the Company to advise on appropriate COVID-19 related safety procedures has been carried out on a regular basis based on evolving Government guidance. Feedback from staff has also been considered that will improve on existing measures. Actions taken include: -</p> <p>Regular team briefs with onsite staff are carried out on a regular basis whilst ensuring social distancing measures are practiced. and will continue to do so on an ongoing basis.</p> <p>Remote digital communications have also been carried out regularly for all staff not on site and will continue to do so on an ongoing basis.</p> <p>Daily reviews of government guidance takes place, regular briefing and update sessions have also been carried out with directors and managers to ensure awareness of the current status of relevant issues, appropriate actions.</p> <p>Relevant signage is in place around the Company and shown on screens and is updated were required to ensure the information is up to date and will continue to do so.</p> | <p>Safety committee staff to be briefed and feedback obtained on these Risk Assessments before presenting to other staff to get feedback on 20th May 2020.</p> <p>Consider communication of potential mental health issues and ensure awareness of the guidance on this link. https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing/guidance-for-the-public-on-the-mental-health-and-wellbeing-aspects-of-coronavirus-covid-19</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff delivering goods to other sites</p> | <p>Outcome of considerations of further actions required w/e 22.5.2020 latest.</p> <p>Overall Review required latest 22.6.2020</p> | |

COVID-19 Risk Assessment

Company name: Springfield Solutions Limited

Date of risk assessment: 12 May 2020

Hazard: Potential transmission of the COVID 19 Virus

| Objective: Inbound and outbound goods | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to control this risk? | Action by who? | Action by when? | Done |
|---|---|---|--|--|---|------|
| <p>To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations like Logistics</p> | <p>All staff receiving or preparing goods for dispatch.</p> | <p>Regular communication to staff on actions taken by the Company to advise on maintaining social distancing, hygiene practices and minimising unnecessary contact when receiving or out delivering goods. Feedback from staff has also been considered that will improve on existing measures. Actions taken include.</p> <p>Our drivers are provided with hand sanistiser and disposable gloves to ensure good hygiene is maintained. Although optional for staff, some customers require face masks to be worn when delivering so our drivers are provided with these also.</p> <p>Social distancing is maintained when delivering goods to sites with driver staying 2m distance at all times. This is achieved by the driver requesting the name of the receiver upon delivery and recording this on the delivery note themself before placing the note on goods to be unloaded before ensuring he stands at least 2 metres away from site personnel unloading the vehicle.</p> <p>No two person deliveries or payment transactions are required to be carried out. Our staff will ensure that delivery drivers to our site are reminded to practice 2m social distancing upon arrival.</p> <p>Goods to be delivered are received and unloaded where required by one person with driver at least 2m away. Staff receiving goods, provide their name which is recorded by the incoming delivery driver and any notes are left with 2m distancing still being practiced.</p> <p>Our staff will ensure that Delivery drivers picking up out items for delivery will stay at least 2m away whilst on site whilst goods are loaded. Driver name will be obtained and recorded by us on relevant delivery paperwork and placed on goods for the driver to take away preventing the 2m rule being broken.</p> <p>Incoming delivery drivers are permitted to use toilet facilities in the main building downstairs</p> | <p>increased signage to be placed outside logistics regarding social distancing. Date TBC</p> <p>Review arrangements at least once a month or more frequently as circumstances dictate</p> | <p>Directors, Line Managers, Staff delivering goods to other sites</p> | <p>Overall Review required latest 22.6.2020</p> | |