

Salamander Pumps



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Factory Floor
Canteen

Factory floor offices
Sales_Tech desk
office
Board room

Review 6
Completed By

Date : - 1/6/2020
Gareth Richards

ISSUE	Control Measure	Status RAG	
1 - Access and Egress	Staggered start/finish times, 4 times	GREEN	
	Shifts not to come to work earlier than 20 minutes before Start time	GREEN	
	Manned entrance to ensure 2 metre rule is adhered too at start times and finish times	GREEN	
	Register and temperature monitored on entrance -All Staff & Vistors (Vistors by prior appointment)	GREEN	
	All staff on 7.00 am start to use side entrance/8.30 start main entrance	GREEN	
	Staff allowed to leave site at lunch but to wash hands on return	GREEN	
	Works entrance doors to be propped open during Start and Finish Times	GREEN	
	Clocking out to be done by supervisor (CF)	GREEN	
	2M Spacing to be marked at both entrances	GREEN	
	2 - Maintain 2 metre distancing rule at all times	Managers to ensure that regular checks are made throughout each shift	GREEN
		Managers to ensure 2-metre distancing rules are followed at all times during breaks.	GREEN
		Canteen (Zone 1) to be set up so the 2 metre distancing rule is adhered too	GREEN
		Canteen floor to be marked out to show 2m spacing	GREEN
		Staff to ensure 2 metre rule is adhered when using changing rooms	GREEN
Toilets to have max occupants poster and adhered to		GREEN	
Toilets to be marked for social distance requirements		GREEN	
Posters/floor marking to visulise 2m social distance rule		GREEN	
Managers to ensure only limited amount of staff in the changing rooms at any one time		GREEN	
Do not congregate in one area during break times, space yourself away from other employees		GREEN	
Factory floor (Zone 1)			
Regen line - Move packing benches so back to back/add perspex barriers/cleaning station/move towards kanban 0.5m/create 2m spacing		GREEN	
Centrifugal line - Move packing benches back to back/add perspex barriers/cleaning station		GREEN	
HB/EVE/PLP - Rotate cells 180 degrees/add barrier were required		GREEN	
Factory floor offices (Zone 1)			
Move 5 people out of office (CF/DL/CM/LP/AB/AC)- Mark areas/create microwave area to limit movement between zones (Staff not planned to return to this area until August)	AMBER		
Sales teck office (Zone 2)			
Remove desk and re layout office to create social distance measures	GREEN		
Work from home rota to create space for 2m distancing	GREEN		
Place Posters and barriers	GREEN		
Create PPE and Cleaning satation	GREEN		
Create Hot water and food pre area so no cross movement between zones	GREEN		
Board room (Zone 2)			
Remove desk and re layout office to create social distance measures	GREEN		
Ceses the use of meeting room	GREEN		
Work from home rota to create space for 2m distancing	GREEN		
Create Hot water and food pre area so no cross movement between zones	GREEN		
Mark floor to designate safe walkways	GREEN		
3 - Ensure Good Hygiene handwashing for 20 secs	Ensure handwashing for 20 secs	GREEN	
	Hand wash facilities are provided at all times	GREEN	
	Posters are displayed around site	GREEN	
	Hand Sanitisers are supplied individually to all staff	GREEN	
	Managers to ensure all staff wash their hands before and after break times	GREEN	
	PPE areas created	GREEN	
4 - Minimising contact with contaminated surfaces	Doors that can be propped open are so	GREEN	
	Doors that cannot be propped open have blue roll/gloves provided to prevent use of bare hands touching doors	GREEN	
	Transferring of paperwork is kept to an absolute minimum, scan, email, and if absolutely necessary please use a clean glove to pass to person who will also receive paperwork with a clean glove, and use hand sanitiser before and after	GREEN	
	Ensure staff use blue roll/gloves to open doors	GREEN	
	Supply blue roll/disinfectant spray/hand sanitiser in area for employees to use	GREEN	
	Ensure hand sanitiser/gloves/blue roll are supplied for telephones or passing of paperwork.	GREEN	
	After each Machine/Tool/Pallet trucks has been used, operator must clean down including surrounding area and touch points disinfected.	GREEN	
	Restrict access to employees-(Zones set up)	GREEN	
	Minimise crossover between office and Shop floor -(Zones Set up)	GREEN	
	Scan of pumps EOL to introduce and remove all possible keyboards	GREEN	
	5 - Stores	2 Metre rule to be kept at all times from delivery staff	GREEN
		No signing for deliveries	GREEN
		Stores staff to use telephone for any queries with office staff	GREEN

	Gloves must be worn to hand over paperwork at all times	GREEN
	Ensure clear marking for delivery drivers to stand behind whilst offloading is taking place.	GREEN
	FLT's to have dedicated drivers only and be cleaned down and disinfected after use. Before breaks/lunches and leaving site	GREEN
	Delivery drivers to stay outside factory and ring bell	GREEN
6 - Control of Visitors	Contractors to use production entrance only	GREEN
	Contractors to report to dedicated POC	GREEN
	Contractor questionnaire to be completed using gloves by both parties.	GREEN
	Place completed questionnaire in the contractors specific file	GREEN
	Contractor to wash hands before entering factory	GREEN
	Full site rules and hygiene rules to be explained to contractors	GREEN
	Contractors on site only if absolutely necessary	GREEN
	No unnecessary visitors to site	GREEN
	No visits from site	GREEN
7 - First Aid and illness	All reported or signs of COVID-19 symptoms MUST be taken seriously	GREEN
	Suspected signs of Coronavirus or reports of symptoms from employees (High Temperature, Continuous cough, Shortness of breath)	GREEN
	Employee to be put into the First Aid room and a trained first aider to evaluate maintaining 2 metre distance where possible; wear clean gloves mask and Apron if treatment is required. First aiders to notify Area managers immediately	GREEN
	Suspected symptoms - Take temperature.	GREEN
	Employee to contact NHS 111 for advice using his or her own phone if required advice is required.	GREEN
	Take appropriate advice and measures depending on the outcome	GREEN
	Report symptoms and concerns to Director immediately.	GREEN
	Take appropriate advice and measures depending on the outcome	GREEN
	Clean the first aid room if employee is advised to self-isolate using disinfectant	GREEN
	First Aider to dispose of Apron and gloves in specified bin and immediately wash hands	GREEN
	Double bag the waste and store for 72 hours before disposal in yellow designated bins	GREEN
	Issuing of PPE to be controlled	GREEN
8 - Cleaning Regime	Cleaning staff to be briefed before starting work when site re opens	GREEN
	Increase frequency for 2 days/week to 5 days week	GREEN
	Canteen and toilets to be cleaned frequently	GREEN
	Canteen to be cleaned between sittings by staff	GREEN
	Designated waste bin for blue roll/gloves	GREEN
	Cleaning duties to be specified	GREEN
	Check soap containers are full	GREEN
9 - Waste	ALL waste of blue roll/gloves to be placed in yellow bins/bags	GREEN
	Waste to be placed in standard bin after 72 hrs	GREEN
10 - Information, Instruction, Training, Supervision	COVID-19 Risk assessment given to all staff on site	GREEN
	TBT to be given to all staff upon return to work	GREEN
	Posters around site	GREEN
	Pack to give to all employees; RAMS, TBT, Start Time, Marshalls Letter via whats app groups	GREEN
11 - PPE	PPE available -Masks/Gloves/Sanitiser/disinfectant spray	GREEN