

HEALTH & SAFETY RISK ASSESSMENT

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| Assessment Ref: EMG_01EAG | Description of Task: Dealing with the current Covid-19 pandemic in the workplace Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal. This risk assessment involves the prevention of the potential spread of Covid-19 in the workplace at Euroview Architectural Glass and is site generic. Further task/area specific assessments are also being carried out. | Date: 28/02/2022 Page: 1/9 |
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| Hazard Identified | Who is at risk | Control Measures in place | Comments and Additional Control Measures in place (or intended to be in place) | By Whom | By When | Date Completed |
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| The spread of Covid-19 Coronavirus | <ul style="list-style-type: none"> • Staff • Contractors • Visitors • Cleaners • Drivers • Vulnerable groups – Elderly workers, Pregnant workers, workers those with existing underlying health conditions | <p style="text-align: center;"><u>Legislation/Advice</u></p> <p style="text-align: center;"><u>Information</u></p> <p>Latest advice, guidance, information posted on 'Covid 19 Information Hubs' (in the factory and main offices) and general notice boards.</p> <p>Hand washing guidance posters in place.</p> <p>Staff encouraged to protect the skin by applying moisturising cream provided regularly.</p> | <p>Constant monitoring, assessment, and review of best practices during the pandemic.</p> <p>All employees are given 1-2-1 instruction regarding the current Covid-19 risk assessment and will be updated with any further amendments.</p> <p>Implementing/amending practices, PPE, advice to staff, etc. as and when changes to legislation/advice occur. This also applies to any staff returning from self-isolation, etc.</p> <p>Latest information, advice, policies and practices are posted on all company notice boards, communicated through email and at</p> | Operations Director/ Health and Safety Manger | Ongoing | Ongoing |

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| | | | <p>production meetings, monthly health and safety meetings and directors' meetings.</p> <p>Any employee with concerns or input regarding the possible spread, and/or prevention of, Covid-19 in the workplace can address them to the Health & Safety Manager or Operations Director immediately.</p> | | | |
| | | <p><u>Hand Washing</u></p> <p>Hand washing facilities with soap and water in provided.</p> <p>Hand washing guidance posters in place.</p> <p>Hand sanitiser stations in place.</p> <p>Staff encouraged to protect the skin by applying moisturising cream provided regularly.</p> | <p>Stringent hand washing regime in place. Hands are washed upon arrival and when leaving the premises. This is also done before and after breaks.</p> <p>Hand sanitiser stations have been positioned and sign posted in more than 10 areas where washing facilities not readily available,</p> | All Management /Supervisors | Ongoing | Ongoing |
| | | <p><u>Social Distancing</u></p> <p>Reducing the number of persons in the same area to comply with the original 2-metre (6.5 foot) gap recommended by the Public Health Agency.</p> | <p>All Managers and Supervisors are to ensure that social distancing is imposed wherever possible and lead by example.</p> <p>Persons entering and leaving the premises (and clocking on/off or signing in/out where necessary) are to remain 2 meters apart where practical (some walkways, factory floor, work areas, etc, have been marked up. This process is ongoing).</p> <p>Social distancing is to be maintained during break times where possible. Employees are encouraged to use good judgment when using the canteen area, sitting at separate tables, observe distancing to sit and eat lunch etc. The same discretion is advised when using the smoking area.</p> | All Management /Supervisors | Ongoing | Ongoing |

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| | | | <p>Staff are also advised to limit the number of people in the toilets/bathroom at any one time whenever possible. Locker room usage is also being limited where possible whilst observing social distancing when possible.</p> <p>Employee office workstations/desks are at least 2 meters apart where practical.</p> <p>Where face to face meetings are necessary, only those attendees that are necessary will attend and obey social distancing practices where possible. The meeting room will be cleaned on a 'clean as you use' basis.</p> <p>We are constantly reviewing manufacturing and work processes to ensure social distancing is in place wherever possible.</p> <p>Where the 2m social distancing measure cannot be observed, where a two-person lift is required for example, those members of staff will:</p> <ul style="list-style-type: none"> - Keep the duration of the activity to the absolute minimum possible. - Perform the task with sideways interaction if possible. - Clean hands following the activity. | | | |
| | | <p><u>Face Coverings</u></p> <p>A study by Oxford University's Leverhulme Centre for Demographic Science has found that cloth face coverings are effective in protecting the wearer and those around them by reducing virus transmission.</p> | <p>Evidence suggests that wearing a face covering does, to a degree, protect both the wearer and those around them from transmitting the virus. The wearing of a face covering is optional when entering, and whilst inside the factory/buildings. Given that the factory floor is an indoor environment with no windows the company encourage the wearing of face coverings in enclosed and crowded spaces. Therefore, face coverings are made available to those that wish to wear them.</p> | <p>Shift/Office/Health and Safety Manager</p> <p>Supervisors</p> | Ongoing | Ongoing |

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| | | <p align="center"><u>Wearing of Gloves</u></p> <p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided.</p> | <p>The application, wearing and disposing of protective gloves is covered in further job specific risk assessments.</p> <p>Employees are instructed on how to remove and dispose of gloves safely.</p> | <p>Shift/Health and Safety Manager</p> <p>Supervisors</p> | Ongoing | Ongoing |
| | | <p align="center"><u>Workstations</u></p> <p>Ideally every employee should have their own personal workstation/space during their shift which is not changed or shared.</p> | <p>Equipment such as phones, desks and computers should not be shared where possible during the pandemic.</p> | <p>Shift/Office/Health and Safety Manager</p> <p>Supervisors</p> | Ongoing | Ongoing |
| | | <p align="center"><u>Cleaning</u></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> | <p>Increased instances of cleaning have been initiated in the factory, offices and on the premises in general. These include the cleaning/disinfecting of office and factory equipment and surfaces by a designated member of staff with disinfectant wipes at least twice during each shift:</p> <ul style="list-style-type: none"> - Supervisors are responsible for cleaning on the factory floor. They are supplied with their own disinfectant supplies and must always wear latex gloves when cleaning. - Office based staff are responsible for cleaning their own desk and equipment. They are supplied with their own disinfectant supplies and must always wear latex gloves when cleaning. | <p>Shift/Office Manager</p> | Ongoing | Ongoing |

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| | | <p><u>Other Measures</u></p> <p>Other measures that are being taken to prevent the potential spread of the Covid-19 virus</p> | <p>To reduce possible 'touch based' contamination some doors are left open and keypads disengaged where possible (considering fire doors). PIR switches are also being fitted where possible.</p> <p>Evidence suggests that the virus is less likely to be passed on in well-ventilated buildings and outdoors. In good weather office windows are also left open wherever possible.</p> <p>Minimal transit and interaction of people within the factory. This includes the use of drop off points/transfer zones to convey paperwork, materials, etc. where practical.</p> | All Management /Engineers | Ongoing | Ongoing |
| | | <p><u>Symptoms of Covid-19</u></p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises such as domestic premises), (where necessary) the management team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken</p> | <p>Government advice states that people who have COVID-19 are no longer legally required to self-isolate. Workers who have the main symptoms of COVID-19, or a positive test result, should follow the public health advice to stay at home and avoid contact with other people. They should not attend work.</p> <p>The company does not ask workers with any of the main symptoms of COVID-19 or a positive test result to come to work.</p> <p>Workers are enabled to work from home wherever possible when necessary.</p> <p>Staff are referred to the latest COVID-19 guidance for people with COVID-19 and their contacts</p> | All Management Shift Manager/Health & Safety Department | Ongoing | Ongoing |

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| | | <p><u>Mental Health</u></p> <p>Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> | <p>There are several mental health awareness/informational posters situated within the factory and offices.</p> <p>The company also employs a mental health first aider.</p> <p>All employees must be aware that a lot of people that have to come to work are very stressed and concerned for their health please ensure you understand this when interacting with staff.</p> | All Management | Ongoing | Ongoing |
| | | <p><u>Company Drivers</u></p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> | <p>Drivers are allocated to the same specific vehicles and do not deviate from this wherever possible. Every driver is to clean his cab at the end of every shift, wipe down steering wheel etc. Where a driver must use a vehicle other than his own, that vehicle is to be cleaned with disinfectant before use.</p> <p>Drivers are provided with hand sanitiser for their own personal use when leaving the premises on work business.</p> <p>Drivers are to fully comply with the company's current practices regarding Covid-19 and the practices/rules of the site they are visiting.</p> <p>Drivers are to unload without assistance (where safe and practical to do so). Care is to be taken to keep contact to a minimum when dealing with paperwork upon successful delivery.</p> <p>Any driver of a fork truck will be responsible for cleaning their truck down at the end of each use.</p> | <p>Transport/ Health and Safety Manager</p> <p>Shift Manager/ Supervisor</p> | <p>Ongoing</p> <p>Ongoing</p> | <p>Ongoing</p> <p>Ongoing</p> |

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| | | <p><u>Delivery/Collection Drivers</u></p> <p>All non-essential deliveries are presently not being accepted on the premises.</p> | <p>Deliveries/collections are not being accepted on site without prior arrangement and subsequent confirmation from a member of management of the company.</p> <p>Before making a delivery/collection, all suppliers are made aware of the company's current rules and practices regarding Covid-19 and requested to fully comply with them upon arrival on site.</p> <p>During deliveries/collections interaction is kept to a minimum. Delivery/collection drivers are encouraged to stay in their vehicles where this does not compromise their health and safety.</p> | Shift/Office/ Transport/ Health and Safety Manager | Ongoing | Ongoing |
| | | <p><u>Visitors/Contractors</u></p> <p>All non-essential visitors/contactors are currently not being admitted to the premises.</p> | <p>No visitors/contractors are being admitted to site without prior confirmation/permission from a Director of the company.</p> <p>All visitors/contractors to report to reception in the first instance where they will be signed in and given an induction (including specific instruction in the company's current measures regarding Covid-19).</p> | Directors Shift/Office/ Health and Safety Manager | Ongoing | Ongoing |
| | | <p><u>Off Site Activities</u></p> <p>Presently all non-essential visits to other sites (customers, suppliers, etc.) are being postponed.</p> | <p>Employees working from home are reminded to follow the current government advice. Department managers will maintain regular contact with staff members that are working from home and update them on any developments.</p> <p>Any employee performing an essential site visit must fully comply with the company's current practices regarding Covid-19 and the practices/rules of the site they are visiting. The visit must also be approved by a Director of the company in the first instance.</p> | Department Managers Directors Operations Director | Ongoing Ongoing Ongoing | Ongoing Ongoing Ongoing |

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| | | | Any potential overnight accommodation must meet current guidelines. | | | |
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Assessors' Name: Gary Wilton/Jason Day

Signature:



HEALTH & SAFETY RISK ASSESSMENT ACTION PLAN

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| <p>Assessment Ref: EMG_01EAG</p> | <p>Description of Task (duration, no. people involved etc):</p> <p>Dealing with the current Covid-19 pandemic in the workplace</p> <p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe, or fatal.</p> <p>This risk assessment involves the prevention of and dealing with the potential spread of Covid-19 in the workplace at Euroview Architectural Glass.</p> | <p>Date: 28/02/2022</p> <p>Page: 1/9</p> |
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| Ref. | Action Required | By Whom | Signed | By When | Date Completed | Original Assessors Signature |
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Review Date:

Assessors Name:

Signature: _____