

Covid 19 Factories, Plants and Warehouses Questionnaire & Risk Assessment

Company:	Genpower Ltd	Consultant:	Cerith Brawn	Type of Business:	Wholesale Trade/ E-commerce
Number of Employees	67	Date:	18.08.20	Site Contact:	Nicola Garnish
Guidance	Thinking about Risk: All employers should carry out a Covid 19 risk assessment				
	<p>Everyone needs to assess and manage the risks of COVID-19. As an employer, you also have a legal responsibility to protect workers and others from risk to their health and safety. This means you need to think about the risks they face and do everything reasonably practicable to minimise them, recognizing you cannot completely eliminate the risk of COVID-19.</p> <p>You must make sure that the risk assessment for your business addresses the risks of COVID-19, using this guidance to inform your decisions and control measures. A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. If you have fewer than five workers, or are self-employed, you don't have to write anything down as part of your risk assessment. Your risk assessment will help you decide whether you have done everything you need to.</p> <p>Employers have a duty to consult their people on health and safety. You can do this by listening and talking to them about the work and how you will manage risks from COVID-19. The people who do the work are often the best people to understand the risks in the workplace and will have a view on how to work safely. Involving them in making decisions shows that you take their health and safety seriously.</p> <p>Where the enforcing authority, such as the HSE or your local authority, identifies employers who are not taking action to comply with the relevant public health legislation and guidance to control public health risks, they will consider taking a range of actions to improve control of workplace risks. For example, this would cover employers not taking appropriate action to socially distance, where possible. The actions the HSE / local authority can take include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements.</p> <p>Employers have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures. Employers must work with any other employers or contractors sharing the workplace so that everybody's health and safety is protected.</p>				

Guidance	Personal Protective Equipment (PPE) and Face Coverings
	<p>Throughout this document arrangements will be outlined relating to the steps you need to take to manage COVID-19 risk in the workplace. This includes working from home wherever possible and where this cannot be done implementing social distancing within the workplace. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not usually required. This is because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.</p> <p>Face Coverings: There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms</p> <p>A face covering can be very simple and may be worn in enclosed spaces where social distancing isn't possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context. Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.</p> <p>It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimizing time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.</p> <p>Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <ul style="list-style-type: none"> • Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitizer before putting a face covering on, and after removing it.

	<ul style="list-style-type: none"> • When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands. • Change your face covering if it becomes damp or if you've touched it. • Continue to wash your hands regularly. • Change and wash your face covering daily. • If the material is washable, wash in line with manufacturer's instructions. If it's not washable, dispose of it carefully in your usual waste. • Practice social distancing wherever possible. You can make face-coverings at home and can find guidance on how to do this and use them safely here: Face Coverings 															
1. Guidance	Completing the Risk Assessment - Measures in Place / Further Action Required															
	When answering the questions make a note of what measures you have already put in place and / or what further action is required to control the risks associated with Covid – 19.															
1.1	<table border="1"> <thead> <tr> <th>Persons at Risk - Who Should go to Work - That everyone should work from home, unless they cannot work from home.</th> <th>Yes</th> <th>No</th> <th>N/A</th> <th>Measures in Place / Further Action Required</th> </tr> </thead> <tbody> <tr> <td>Are you carrying out the following practices:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>a)</td> <td>X</td> <td></td> <td></td> <td>To ensure that the business operates safely and effectively only essential employees that are unable to undertake their role from home (such as Warehouse operatives and mechanics) will remain safely at work. We have purchased the necessary office equipment</td> </tr> </tbody> </table>	Persons at Risk - Who Should go to Work - That everyone should work from home, unless they cannot work from home.	Yes	No	N/A	Measures in Place / Further Action Required	Are you carrying out the following practices:					a)	X			To ensure that the business operates safely and effectively only essential employees that are unable to undertake their role from home (such as Warehouse operatives and mechanics) will remain safely at work. We have purchased the necessary office equipment
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a)	X			To ensure that the business operates safely and effectively only essential employees that are unable to undertake their role from home (such as Warehouse operatives and mechanics) will remain safely at work. We have purchased the necessary office equipment												

					to allow colleagues to work at home and put measures in place to ensure that all business essential employees who are to remain at the workplace, are working at safe distance and are adhering to all safe working practices.
b)	Have you planned for the minimum number of people needed on site to operate safely and effectively?	X			
c)	Are you monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site?	X			Due to the nature of the individual employee role we have incorporated technology such as Zoom video conferencing and phone conferencing. We also have produced a conversation channel called Slack which has taken the place of natural conversations that would happen in the workplace. Our department managers are also in contact with their teams on a daily basis.
d)	Are you keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security?	X			All off site workers are supported regularly with

					daily catch ups with the relevant line manager and the H.R. manager. Due to the nature of the business and how the management structure is set up , there is fluid communication between employees, line managers and directors ref the welfare of the individuals.
e)	Is support in place for workers around mental health and wellbeing? <i>This could include advice or telephone support</i>	X			Considerable effort has been made in maintaining support for all staff members and noted that colleagues and managers at times have felt vulnerable and detached from the workplace. It has been recognised that with individuals feeling stressed or anxious in returning to work a phased return has been organised or in some cases postponed to enable the individual to feel supported.
f)	Have you provided equipment for people to work from home safely and effectively, for example, remote access to work systems?	X			Considerable effort has been made with the purchase of equipment such as laptops and installation of phone lines to allow the staff

					member not to run up cost working from home. They all have remote access to their business P.C. at our H.Q.
1.2	Persons At Risk - Protecting People Who are Higher Risk – Protecting clinically vulnerable and clinically extremely vulnerable individuals	Yes	No	N/A	Measures in Place / Further Action Required
a)	Are you providing support for workers around mental health and well-being? <i>This could include advice or telephone support?</i>	X			Considerable effort has been made in maintaining support for all staff members and noted that all staff and managers at times have felt vulnerable. It has been recognised that with individuals feeling stressed or anxious in returning to work a phased return has been organised or in some cases postponed to enable the individual to feel supported.
b)	Are workers who are especially vulnerable to COVID-19 working from home and self-isolating; this would also include workers who are caring for someone who is especially vulnerable to COVID-19 ? <i>See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups.</i>	X			Employees who have found themselves on the self-isolating register and to maintain isolation due to conditions, or due to a vulnerable member of their family have been offered support. In some cases whilst being supported they

					have been left on the furlough scheme to enable them to support the family without the stress and worry of work.
1.3	Persons At Risk - People who need to Self-Isolate	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Are arrangements in place to make sure individuals who are advised to stay at home under existing government guidance do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a household with someone who has symptoms.	X			Staff have been informed within the recognised guidelines that if they feel ill they must not attend work. This includes following legislation for a family member or an individual that they live with falling ill or experiencing Covid 19 symptoms that they must isolate and request a test immediately if they are showing symptoms. The colleague is then requested to forward on their negative test result to the H.R. manager before they are

					allowed to come back to the workplace.
b)	Are you enabling workers to work from home, while self-isolating, if appropriate?	X			We have purchased laptops and other office equipment to allow certain colleagues to work from home when they are self-isolating due to a family member falling ill.
2 Guidance	Social distancing at work - To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites				
	<p>You must maintain social distancing in the workplace wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and, if so, take all the mitigating actions possible to reduce the risk of transmission between their staff. Mitigating actions include:</p> <ul style="list-style-type: none"> • Increasing the frequency of hand washing and surface cleaning. • Keeping the activity time involved as short as possible. • Using screens or barriers to separate people from each other. • Using back-to-back or side-to-side working (rather than face- to-face) whenever possible. • Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). <p>Social distancing applies to all parts of a business, not just the place where people spend most of their time, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing. For people who work in one place, workstations should allow them to maintain social distancing wherever possible. workstations should be assigned to an individual as much as possible. If they need to be shared, they should be shared by the smallest possible number of people. If it is not possible to keep workstations 2m apart then businesses should consider whether that activity needs to continue for the business to operate, and if so, take all mitigating actions possible to reduce the risk of transmission.</p> <p>In an emergency, for example, an accident, fire or break-in, people do not have to stay 2m apart if it would be unsafe. People involved in</p>				

	the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.				
3.1	Control Measures - Coming to work and leaving work: To maintain social distancing wherever possible, on arrival and departure and to enable handwashing upon arrival.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Are you staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics?	X			Colleagues with protected characteristics have been segregated in their own work space or office to protect their health. We also have certain departments on 3 days in and two days at home on a staggered rota basis
b)	Have additional parking or facilities such as bike-racks to help people walk, run, or cycle to work been put in place where possible?	X			The car park has more than enough empty spaces to accommodate employees operating safely.
c)	Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty?			X	Staff have been requested to follow guidelines which means no car sharing and we have supplied fuel cards to some who previously

					shared to support the increase in fuel costs.
d)	Are you able to reduce congestion, for example, by having more entry points to the workplace / store?			X	The large entrance with number of individuals on site maintains national guidance for the 2 m rule and social distancing. We have stopped all warehouse and workshop colleagues clocking in to prevent too many staff in the upstairs passage ways.
e)	Providing more storage for workers clothes and bags?			X	Staff have their own individual areas of working and have ample storage at that source.
f)	Are you able to mark out and introduce one-way flow at entry and exit points?			X	Due to the vast space available this has not been seen as a high risk as there is ample opportunity for social distancing at all times.
g)	Are handwashing facilities (or hand sanitiser where not possible) located at entry and exit points?	X			Hand sanitiser stations have been provided at entry and exit points as well as a sanitising stations throughout the building.
h)	Providing alternatives to touch-based security devices such as keypads?	X			All staff have been provided with their own equipment such as personal laptops.

					The use of clocking in machines by all employees has been reduced and each employee is given their own personal clocking in card to reduce contact with the machine.
i)	Are you able to define process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance?	X			We have abandoned the clocking in card system for the warehouse and workshop teams and have adopted an honesty policy for staff registering their hours. They also enter and exit the building via a different route. This reduces the footfall through the upstairs offices.
3.2	Control Measures - Moving around buildings and stores: To maintain social distancing as far as possible while people travel through the workplace.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Is movement reduced by discouraging non-essential trips within buildings and stores, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted and cleaning them between use?	X			Staff remain in their assigned areas and we have allowed staff to create mini welfare facilities at location such as kettles, fridges and microwaves to make the break out room / canteen less of a communal area.

					Staff are also issued with radios for communication.
b)	Reducing job and location rotation?	X			Staff have been assigned roles in designated areas.
c)	Introducing more one-way flow through buildings? <i>Providing floor markings and signage should remind both workers and visitors to follow to social distancing wherever possible.</i>	X			We have discouraged visitors where possible. Where individuals from outside the organisation attend the premises they are briefed prior to arrival and met by a member of staff assigned to their visit. They will make sure that they are inducted with expectations of their behaviour towards social distancing and personal safety. Only necessary business meetings will be considered during this time. Any essential visitor meetings are carried out in the boardroom around a 20 foot table, adhering to social distancing policies.
d)	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible?	X			There are hand sanitiser facilities and notices at the entrance to the building. The lift is a single person lift

e)	Are people with disabilities are able to access lifts?	X			Yes.
f)	Reducing occupancy of vehicles used for onsite travel ,for example, shuttle buses?			X	
g)	Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing?			X	The open nature of the building naturally gives to maintain social distancing. Doors internally will be open to allow limited touch or the need to touch surfaces when navigating through the building. Fire doors into areas such as the warehouse are met with sanitising stations.
3.3	Control Measures - Workplaces and Workstations: To maintain social distancing between individuals when they are at their workstations.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Reviewing layouts to allow workers to work further apart from each other?	X			Work spaces have been adjusted to accommodate safer working practices and social distancing of at least 2 meters during working hours.
b)	Using floor tape or paint to mark areas to help people keep to a 2m distance?	X			Offices have been marked out to allow the 2m rule to be maintained and a central aisle walking system has

					been put in place to keep colleagues away from work stations unnecessarily
c)	Avoiding people working face-to-face? <i>For example, by working side-by-side or facing away from each other.</i>	X			The office layout has been adjusted to take into account side by side working.
d)	Only where it is not possible to move workstations further apart, using screens to separate people from each other?			X	The vastness of the offices has meant that we have not needed to utilise screens. All employee work stations are a minimum of 2 metres apart.
e)	Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned?	X			We have employees who live in the same household and we are able to manage a work bubble. Individuals who have to work in close proximity have been assigned a partner/ work buddy. Masks are worn and they remain in a working bubble for the duration. We have also invested in air fed headwear for close proximity lifting.
3.4	Control Measures - Meetings: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				

a)	Using remote working tools to avoid in person meetings?	X			Zoom video and telephone conferencing . Slack messaging.
b)	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout?	X			Use of the board room and only senior managers attend and they will maintain social distancing and safer working practices. Masks are worn throughout. We are also separated around a 20 foot boardroom table with 2 metre distancing as a minimum
c)	Avoiding transmission during meetings, for example avoiding sharing pens and other objects?	X			All individuals have their own equipment
d)	Providing hand sanitiser in meeting rooms?	X			Wipes and sanitizer is available and encouraged.
e)	Holding meetings outdoors or in well-ventilated rooms whenever possible?	X			Standi up meetings and socially distancing tool box talks are undertaken.
f)	For areas where regular meetings take place, use floor signage to help people maintain social distancing?	X			Rooms have been laid out to accommodate meetings for safer working practices.
3.5	Control Measures - Common areas: To maintain social distancing while using common areas.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				

a)	Staggering break times to reduce pressure on the staff break rooms or places to eat?	X			Staff remain in their own areas for breaks or will return to their vehicles. All departments break at differing times.
b)	Using safe outside areas for breaks?	X			As above
c)	Creating additional space by using other parts of the working area or building that have been freed up by remote working?			X	All offices have been extended into the work spaces of home workers to adopt the safe working policy
d)	Installing screens to protect workers in receptions, serving area or similar?			X	Not required
e)	Providing packaged meals or similar to avoid fully opening staff canteens?			X	N/A
f)	Encouraging workers to bring their own food.	X			Staff are encouraged to bring their own food as vending machines have been turned off and destocked.
g)	Reconfiguring seating and tables to optimise spacing and reduce face-to-face interactions?			X	Staff remain in their own areas for breaks or will return to their vehicles. All departments break at differing times.
h)	Encouraging workers to remain on-site and, when not possible, maintaining social distancing while off-site?	X			Staff remain in their own areas for breaks or will return to their vehicles. All

					departments break at differing times.
i)	Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	X			Staff have been requested to not use locker rooms.
j)	Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers and during shifts.	X			Staff have adequate storage for personal possessions in their individual working stations.
k)	Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form?	X			All staff have been designated an individual toilet. Where staff share a toilet it is with their buddy and all toilets are named. We have also hired 11 portaloos for safety and hygiene reasons and have also hired a toilet for courier drivers so that they do not enter the staff quarters. We have recruited a company that cleans the portaloos on a weekly basis.
3.6	Control Measures - Manage Contacts: To minimise the contact resulting from visits to stores or outlets.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Encouraging visits via remote connection/working where this is an option.	X			If staff are able to work from home they are supported to do so.

b)	Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	X			Vistors will be briefed prior to visit.as 3.2C outlines
c)	Limiting the number of visitors at any one time.	X			All visitors are by appointment only.
d)	Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	X			By appointment only
e)	Maintaining a record of all visitors, if this is practical.	X			Staff member will enter details in the visitor book and we have a register and the NHS scan sheet. Sanitiser is encouraged to be used prior and after entry is made.
f)	Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	X			As above plus there is a hand sanitiser station in that area.
3.7	Control Measures - Providing & Explaining Available Guidance: To make sure people understand what they need to do to maintain safety	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage and visual aids and before arrival, for example, by phone, on the website or by email.	X			Email and phone call will be held with all individuals prior to any meeting being undertaken.
b)	Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.	X			The facilitator will always meet the visitor and the facilitator is always a

					manager or Director who is briefed on responsibilities.
c)	Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	X			Gates are closed and stops unsolicited visitors or non-briefed individuals gaining entry.
d)	Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example, shared working spaces.			X	N/A
3.8	Control Measures – Workplace Cleanliness: Cleaning the Workplace prior to reopening to make sure that any site or location that has been closed or partially operated is clean and ready to restart.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	An assessment for all sites or parts of sites that have been closed before restarting work, including cleaning procedures and providing hand sanitizer?			X	A cleaning regime has been maintained throughout. We have also taken on an extra cleaner to allow us to step up and do further deep cleans. We now have 40 hours of cleaning per week every week.
b)	Make sure that any site or location that has been closed or partially operated is cleaned and ready to restart.			X	As above
c)	Establishing and documenting comprehensive cleaning procedures and having arrangements in place for maintaining hand sanitizer levels.	X			Both cleaners and staff have been briefed on the levels expected of the cleaning process. Hand sanitiser

					levels are controlled by the department managers.
d)	<p>Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels - <i>Most air conditioning systems do not need adjustment, however where systems serve multiple buildings, or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers. Positive pressure systems can operate as normal.</i></p>	X			Heating system works on a fan system and as such is under review. Currently there is no requirement to heat the building and the air conditioning system has been switched off.
e)	<p><i>Check your water management system to establish whether you need to flush through all water outlets prior to the reopening of any building. Also where applicable check with landlords that any communal water outlets are serviced and managed properly when reopening the building. Controls for reopening the store would usual include:</i></p> <ul style="list-style-type: none"> • <i>Setting the thermostat as close to 60 °C as is practicable without exceeding it.</i> • <i>Using a thermometer at hot water outlets when running them through to ensure that they maintain a minimum temperature of 50°C, additional cold water outlets should be run through to ensure that they maintain a temperature of below 20°C.</i> • <i>Shower heads should be subject to a thorough clean (as per your water management system guidelines – this would usually involve removing showerheads and hoses and placing them into a diluted de-scaler solution) prior to any reuse. Once cleaned run the shower through to remove any stagnated water in the system.</i> <p><i>Please contact your water management company if you have one, or contact HSM for further guidance.</i></p>	X			The building does not have a header tank. Water is drawn from mains supply to the building.
3.9	<p>Control Measures – Workplace Cleanliness: To keep the workplace clean and prevent transmission by touching contaminated surfaces.</p>	Yes	No	N/A	Measures in Place / Further Action Required

	Are you carrying out the following practices:				
a)	Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	X			All desks have antibacterial wipes and hand cleaner
b)	Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements	X			We have cleaners every day – 40 hours per week.
c)	Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	X			A clean desk policy has been encouraged for all employees
d)	If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance	X			This has not yet been needed but is noted.
4.0	Control Measures - Hygiene: Handwashing, Sanitation facilities and toilets: To help everyone keep good hygiene through the working day.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Are signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available, posted within the premises?	X			We have signs throughout the building
b)	Are you providing regular reminders and signage to maintain hygiene standards?	X			We have signs throughout the building.
c)	Are you providing hand sanitiser in multiple locations, in addition to the washrooms?	X			We have sanitiser in all departments plus washrooms.

d)	Is there clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible?	X			Allocation of toilets for individuals or in the buddy system
e)	Do you have enhanced cleaning for busy areas?	X			We have recruited an extra cleaner to support this.
f)	Special care should be taken for cleaning of portable toilets?	X			This is undertaken by the toilet provider on a weekly contractual basis in line with guidelines
g)	Do you provide hand drying facilities, either paper towels or electrical dryers?	X			Yes
h)	Do you provide/require additional waste facilities and more frequent rubbish collection?	X			Due to the nature of the business significant waste capacity is collected twice per week.
4.1	Control Measures – Staff Changing Rooms and Showers : To minimise the risk of transmission in changing rooms and showers.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.			X	Locker rooms have been closed
b)	Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	X			All staff have been briefed and the necessary anti-bacterial wipes and sanitiser has been supplied.

4.2	Control Measures - Handling Goods, Merchandise and Other materials: – To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	X			All staff use own equipment or designated equipment where applicable and all fork lifts and pallet trucks are encouraged to be cleaned after each use
b)	Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	X			This is encouraged and hand sanitiser is provided in every department
c)	Regular cleaning of vehicles that workers may take home			X	No vehicles are shared
d)	Regular cleaning of reusable delivery boxes.			X	N/A
e)	Restricting non-business deliveries, for example, personal deliveries to workers.	X			Staff are requested not to have deliveries.
4.3	Control Measures - Shift Patterns and Working Groups - To change the way work is organised to create distinct groups and reduce the number of contacts each employee has.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	As far as possible, where workers are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people?	X			Use of the buddy system

b)	Identifying areas where people have to directly pass things to each other and finding ways to remove direct contact such as by using drop-off points or transfer zones?	X			A couple of areas exist wipes are provided and hand sanitizer are present to lower the risk
4.4	Control Measures - Work Related Travel: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Minimizing non-essential travel? <i>Please consider remote options first.</i>	X			Where possible home working has been instigated
b)	Minimizing the number of people (outside of your household) travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face?	X			Staff discouraged from car sharing financial assistance has been afforded to promote single occupancy travel via a fuel card issue.
c)	Cleaning shared vehicles between shifts or on handover?			X	N/A
d)	Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines?			X	
e)	Putting in place procedures to minimise person-to-person contact during deliveries to other sites			X	Use of external couriers
f)	Maintaining consistent pairing where two-person deliveries are required?			X	Family members of the same household are utilised where applicable. When this is not available, air fed headgear has been purchased for use.

g)	Minimizing contact during payments and exchange of documentation, for example by using electronic payment methods and electronically signed and exchanged documents?	X			Customers will be requested to use card machine or remote payment card machine wiped down prior and after every use and sanitiser for customer and staff member provided. Use of cash has been omitted.
4.5	Control Measures - Inbound and Outbound Goods: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres or despatch areas.	Yes	No	N/A	Measures in Place / Further Action Required
Are you carrying out the following practices:					
a)	Revising pick-up and drop-off collection points, procedures, signage and markings?	X			Agreed guidelines with courier companies instigated.
b)	Minimizing unnecessary contact at gatehouse security, yard and warehouse? <i>For example, non-contact deliveries where the nature of the product allows for use of electronic pre- booking.</i>	X			Products are palletised and use of fork lifts limits contact. We do not currently sign for deliveries where applicable.
c)	Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often?	X			Logistics discussed with couriers to utilise optimum capacity lowering required courier service.
d)	Where possible and safe, having single workers load or unload vehicles?		X		Employees will work in buddy system where they live in the same household or single workers load and unload.

e)	Where possible, using the same pairs of people for loads where more than one is needed?	X			As above
f)	Enabling drivers to access welfare facilities when required, consistent with other guidance?	X			We have issued designated welfare facilities for courier drivers and contractors.
g)	Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways?		X		Nature of business does not allow this to occur. Social distancing and use of masks maintained and encouraged.
5.0	Communications and training in relation to returning to work and ongoing information and signage: To make sure all workers understand COVID-19 related safety procedures and to make sure that all workers are kept up to date with how safety measures are being implemented or updated	Yes	No	N/A	Measures in Place / Further Action Required
	Are you carrying out the following practices:				
a)	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working?	X			There are posters in every department around the building. Every employee has been sent an email with guidelines around working safely during the pandemic.
b)	Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements?	X			Communication with line managers and email communications . Utilise Slack as a separate form of internal communication
c)	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work?	X			Return to work meeting is carried out by the H.R. manager.

d)	Ongoing engagement with workers (including through trade unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments?	X			Open door policy and staff have opportunities to discuss issues with the health and safety team (committee)
e)	Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19)?	X			Part of the return to work preparation and welfare checks. Staff are forwarded and directed to self-help and support organisations if they feel they are unable to converse with the HR department.
f)	Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language and those with protected characteristics such as visual impairments.	X			Posters with images are included around the building
g)	Using visual communications, for example whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	X			Slack messaging is utilised and whiteboard communication is adopted.
h)	Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	X			Suggestion boxes have been established to allow staff to raise concerns anonymously.
i)	Has the organisation posted the risk assessment on its website – if over 50 employees?	X			
6.0	<p>Equality in the Workplace: To treat everyone in your workplace equally. To treat everyone as individuals and to allow them the same opportunities in providing them with the help and assistance they need to meet the role that they undertake within the work place.</p> <ul style="list-style-type: none"> In applying this guidance, employers should be mindful of the particular needs of different groups of workers or individuals. 	Yes	No	N/A	Measures in Place / Further Action Required

	<ul style="list-style-type: none"> • It is breaking the law to discriminate, directly or indirectly, against anyone because of a protected characteristic such as age, sex or disability. • Employers also have particular responsibilities towards disabled workers and those who are new or expectant mothers. 				
	<p>Are you carrying out the following practices:</p>				
<p>a)</p>	<p>Understanding and taking into account the particular circumstances of those with different protected characteristics.</p>	<p>X</p>			<p>Recognition that Genpower maintain a diverse employee base. Great effort is made to meet the needs of its workforce at individual level without prejudice and providing the best environment for individuals to undertake their role safely and to the best of their abilities. All employees are provided with the assistance where necessary allowing them to undertake their roles and responsibilities of their particular job specification. The organisation actively challenges misrepresentations or negative bias towards any individual in line with all current legislation. Our H.R.</p>

					department, managers and directors all adopt an open door policy for all colleagues at any time.
b)	Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.	X			As above
c)	Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	X			As above
d)	Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	X			As above
e)	Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example those with caring responsibilities or those with religious commitments.	X			It is recognised that some individual employees will need help and assistance in maintaining commitments outside of work and where ever possible Genpower will actively work with individuals to reach a workable solution.
Guidance	Definitions of Terms				
Common Areas	The term 'common area' refers to areas and amenities which are provided for the common use of more than one person including canteens, reception areas, meeting rooms, areas of worship, toilets, gardens, fire escapes, kitchens, fitness facilities, store rooms, laundry facilities.				

Clinically extremely vulnerable	Clinically extremely vulnerable people will have received a letter telling them they are in this group or will have been told by their GP. Guidance on who is in this group can be found here: 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
Clinically vulnerable people	Clinically vulnerable people include those aged 70 or over and those with some underlying health conditions, all members of this group are listed in the 'clinically vulnerable' section here: 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
Guidance	Further Information
	<p>COVID-19: what you need to do https://www.gov.uk/coronavirus</p> <p>Support for businesses and employers during coronavirus (COVID-19) https://www.gov.uk/coronavirus/business-support</p> <p>General guidance for employees during coronavirus (COVID-19) https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19</p> <p>COVID-19: guidance for food businesses on coronavirus https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</p>