

# Safe Operating Procedure

<b>Task:</b> Working at APiC UK during the coronavirus (COVID-19) period	<b>Area:</b> Offices and Factory Areas, Beech Court Smethwick B66 1RD
<b>Prepared By:</b> Nicola Stapleton / Simon Summers	<b>SOP REF:</b> Working at APiC UK during the coronavirus (COVID-19) period
<b>Assessment Date:</b> 21/07/2021	Safe operating procedure review period not to exceed 4 weeks

## PPE REQUIREMENTS if applicable

 <b>Mask / Visor</b>	 <b>Hand Sanitiser</b>	 <b>Gloves</b>
--	--	--

## Emergency Action

- Only attend work if you are feeling well and showing no signs of coronavirus. If you are call your manager then arrange for a test straight away.
- **High Temperature** – This means you feel hot to touch on your chest or back (You do not need to measure your temperature)
- **New, continuous cough** – This means coughing a lot more for more than an hour, or 3 or more coughing episodes in 24 Hours (If you usually cough, it may be worst than usual)
- If you feel unwell, go home and get a test.
- To protect others, do not go to places like a GP Surgery, pharmacy or hospital. Stay at home.
- Use the 111 online coronavirus service to find out what to do.

## Supervision Arrangements

- Management and supervisors and all operators are to monitor the social distancing 2-meter rule and report any non-compliance.

## Key Documentation

- Coronavirus risk assessment
- Toolbox talk on coronavirus

## Additional arrangements

- Daily cleaning of toilets and rest rooms
- Cleaning schedule for all hot spots in factories
- Daily temperature testing if required
- Mandatory temperature testing for all visitors
- Hand santiser to be used after using the photocopiers




## Equipment to be used

- Hand washing facilities or hand sanitisers to be available to all on site including visitors.





Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0
--------------------------	----------------------	------------------	-------------

# Safe Operating Procedure

**THIS SAFE SYSTEM OF WORK IS INTENDED TO ASSIST IN THE SAFETY COMPLETION OF THE TASKS.**  
**IF YOU HAVE ANY CONCERNS, REPORT THEM TO YOUR SUPERVISOR IMMEDIATELY**


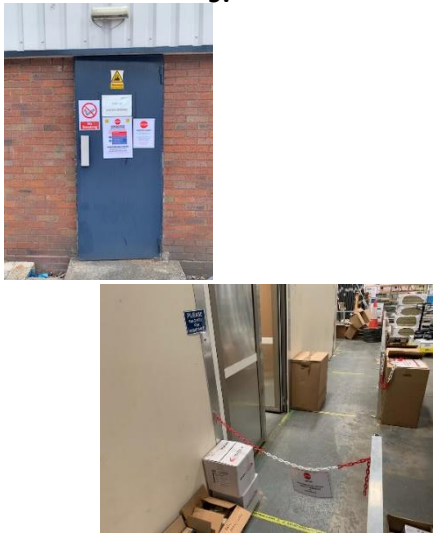


Step (Picture)	Safe Operating Procedure		
<p style="text-align: center;"><b>1.</b></p> <div style="text-align: center;">  </div>	<p style="text-align: center;"><b>General</b></p> <ul style="list-style-type: none"> <li>Government guidance on social distancing rule of 2 m must be adhered to (Where possible) in all areas – production, office, kitchen and welfare</li> <li>NOTE: where this is not possible or you feel <b>unsafe</b> then you must seek guidance from your <b>supervisor or manager</b>.</li> <li>Clear communication must always be exercised to maintain the minimum 2m social distancing during the working task, where required Visors/face coverings must be worn if in close proximity working is required</li> <li>Where possible, minimise touch contact with items or areas</li> <li>Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible with additional PPE (face covering or visor. Examples of this – reading drawings, crimping or any close assembling.</li> <li>Wash your hands regularly and try not to touch your face.</li> </ul>		
<p style="text-align: center;"><b>2.</b></p> <div style="text-align: center;">  </div>	<p style="text-align: center;"><b>Access to the Factory to and from the car park</b></p> <ul style="list-style-type: none"> <li>Signage in place reminding employees to keep social distancing of 2 m walking to and from the car park</li> <li>Employees to walk following the social distancing rules</li> </ul>		
<p style="text-align: center;"><b>3.</b></p> <div style="text-align: center;">  </div>	<p style="text-align: center;"><b>Rest Rooms</b></p> <ul style="list-style-type: none"> <li>Wash your hands before and after eating</li> <li>All waste food and cups must be disposed of in lined waste bins</li> <li>Clean eating area before and after use</li> <li>Under no circumstances are employees to sit next to each other, all must maintain the 2m social distancing rule at all times while in the rest room</li> </ul>		
Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0

# Safe Operating Procedure

<p><b>4.</b></p> 	<p style="text-align: center;"><b>Arriving and Leaving</b></p> <ul style="list-style-type: none"> <li>• Stagger arrival entrances</li> <li>• Signage in place to show 2-metre distancing tape on the floor</li> </ul>
<p><b>5.</b></p> 	<p style="text-align: center;"><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Wash hands before and after using the facilities</li> <li>• Always follow government guidelines on washing your hands – this should take at least 20 seconds</li> <li>• Hand sanitiser, hot water and soap are available to locations throughout the offices and factories.</li> <li>• If soap dispensers are running low, report to supervisor/manager</li> <li>• Ensure you follow social distance rules of 2m. (This may mean a one in one out procedure)</li> <li>• No mobile phones in the toilet</li> </ul>
<p><b>6.</b></p> 	<p style="text-align: center;"><b>Kitchen</b></p> <ul style="list-style-type: none"> <li>• Wash your hands before and after eating</li> <li>• <b>DO NOT</b> make food or drinks for anyone else or share utensils</li> <li>• All waste food and cups must be disposed of in lined waste bins</li> <li>• Clean eating area before and after use</li> <li>• 1 person at a time in the kitchen</li> <li>• Kitchen to be cleaned daily and daily check completed</li> </ul>
<p><b>7.</b></p> 	<p style="text-align: center;"><b>Factory working environment</b></p> <ul style="list-style-type: none"> <li>• Government guidance on social distancing rule of 2 m must be adhered to in all production areas – if you feel that this cannot be achieved, YOU must report this to your supervisor/manager so it can be re-assessed and re-planned where required</li> <li>• Under no circumstances are employees to sit next to anyone, all must always maintain the 2m social distancing rule</li> </ul>

Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0
--------------------------	----------------------	------------------	-------------

# Safe Operating Procedure

<p><b>8.</b></p> 	<p style="text-align: center;"><b>Office working</b></p> <ul style="list-style-type: none"> <li>• Adhere to the 2m social distancing rule</li> <li>• Employees to be responsible for cleaning and maintaining their own work area – desk, telephone etc.</li> <li>• Always dispose of all general waste in the lined bins provided and keep workspace clean and tidy.</li> <li>• Site meetings to be avoided if possible or held outside</li> <li>• No hot desking</li> </ul>
<p><b>9.</b></p> 	<p style="text-align: center;"><b>Deliveries/Visitors</b></p> <ul style="list-style-type: none"> <li>• All delivery drivers to contact the information displayed to avoid entering production areas &amp; despatch office</li> <li>• Additional control measures in place to restrict visitors from entering</li> <li>• Bell fitted to attract attention</li> <li>• Gloves to be worn when off loading materials</li> </ul>
<p><b>10.</b></p> 	<p style="text-align: center;"><b>Transport Office</b></p> <ul style="list-style-type: none"> <li>• No access to transport office from visitors</li> <li>• One person at a time in this office. Use hand sanitiser before and after using the computer equipment.</li> </ul>
<p><b>11.</b></p> 	<p style="text-align: center;"><b>Stores</b></p> <ul style="list-style-type: none"> <li>• Signage reminding employees of the 2m social distancing rule to be displayed in prominent areas.</li> <li>• Hand sanitiser available</li> <li>• Stand behind yellow line indicating 2m when waiting for PPE or equipment</li> <li>• When using an FLT, ensure you wipe it down before and after use.</li> </ul>

Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0
--------------------------	----------------------	------------------	-------------

# Safe Operating Procedure

12.



## Maintenance

- All maintenance jobs and breakdowns are to be assessed before work commences.
- 2-metre distance must always be kept and face coverings used
- All visitors to sign in
- Temperature testing and hand sanitiser to be used

13.



## Reception

- All to adhere to the social distancing
- All Non APiC employees to sign in using the signing in book using hand sanitizer before and afterwards.
- Mandatory temperature testing for all visitors.

**IF YOU HAVE ANY CONCERNS ABOUT THE OPERATING PROCEDURES OR ANY SUGGESTIONS FOR IMPROVEMENT, PLEASE DISCUSS WITH YOUR SUPERVISOR/MANAGER**

Reviewed By: N Stapleton

Approved By: S Tycer

Date: 21.07.2021

Version 1.0

## Safe Operating Procedure

<b><u>DO</u></b>	<ul style="list-style-type: none"> <li>Wash your hands with soap and water often – Do this for at least 20 seconds</li> <li>Use hand sanitiser gel if soap and water are not available</li> <li>Wash your hands as soon as you get home</li> <li>Cover your mouth and nose with a tissue or your sleeve (Not your hands) when you cough or sneeze</li> <li>Put used tissues in the bin and immediately wash your hands</li> <li>Report any issues to your supervisor/manager</li> <li>If you display any symptoms STAT AT HOME and GET A TEST</li> </ul>
<b><u>DON'T</u></b>	<ul style="list-style-type: none"> <li>Do not touch your eyes, nose or mouth if your hands are not clean</li> <li>Do not get closer than 2 meters to anyone unless risk assessed.</li> </ul>
<b><u>WHAT TO DO IF A COLLEAGUE TESTS POSITIVE</u></b>	<p>There is no need to self-isolate or get a test unless you have had immediate <b><u>close contact</u></b> with that person or are showing symptoms.</p> <p>A '<b><u>close contact</u></b>' is a person who has been close to someone who has tested positive for COVID-19 :-</p> <ul style="list-style-type: none"> <li>spends significant time in the same household</li> <li>is a sexual partner</li> <li>has had face-to-face contact (within one metre), including:             <ul style="list-style-type: none"> <li>being coughed on</li> <li>having skin-to-skin physical contact, or</li> <li>contact within one metre for one minute</li> </ul> </li> <li>has been within 2 metres of someone who has tested positive for COVID-19 for <b>more</b> than 15 minutes</li> <li>has travelled in a small vehicle, or in a large vehicle or plane</li> </ul> <p style="text-align: center;"><b>If you are worried that any of the above apply. Self isolate and get tested straight away.</b></p>

Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0
--------------------------	----------------------	------------------	-------------

<h1>Safe Operating Procedure</h1>
-----------------------------------

I have read and understood the above safe operating procedure and accompanying documentation relating to COVID-19 dated 3/11/2020.

Name:..... Sign: ..... Date:.....

Reviewed By: N Stapleton	Approved By: S Tycer	Date: 21.07.2021	Version 1.0
--------------------------	----------------------	------------------	-------------