



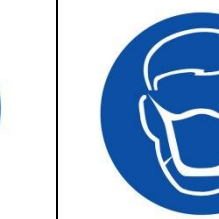


Safe Operating Procedure

Task: Working at APiC UK during the coronavirus (COVID-19) period	Area: Office/Factory
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Prepared By: Jake Gibbons	SOP REF: Working at APiC UK during the coronavirus (COVID-19) period
Assessment Date: 11/05/2020	Safe operating procedure review period not to exceed 3 weeks

PPE Required (Factories)				
				
Safety Footwear EN ISO 20345	Gloves EN 388	Eye Protection EN 166F	Hearing Protection EN 352	Dust Mask EN149 FFP3
✓	✓	✓	✓	✓ Task Specific

Emergency Action

- Only attend work if you are feeling well and showing no signs of coronavirus.
- 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.
- 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

- Hourly cleaning rota for offices
- Cleaning schedule for all hot spots in factories

Equipment to be used

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



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Please Note:

Before attempting anything always know the exact task you are trying to achieve, plan ahead, select the correct tools, consider the best access and egress and discuss the task with your Manager/Supervisor.

This system is intended to assist in the safe completion of the tasks. If you have any concerns, report them to your supervisor immediately

Step (Picture)	Safe Operating Procedure
<p>1.</p> 	<p style="text-align: center;">General</p> <ul style="list-style-type: none"> Government guidance on social distancing rule of 2 meters must be adhered to (Where possible) in all areas – production, office, kitchen and welfare NOTE: where this is not possible or you feel unsafe then you must seek guidance from your supervisor or manager. Clear communication must always be exercised to maintain the minimum 2m social distancing during the working task, where required altering the process of the operation to ensure the 2m distance. Where possible, minimise touch contact with items or areas Possible occasions were adhering to the social distancing of 2 meters cannot be achieved, face masks will be available. If in doubt, discuss with your manager/supervisor Plan work to minimise contact between workers and avoid skin-to-skin and face-to-face contact Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible (See new guidance) Wash your hands regularly and try not to touch your face.
<p>2.</p> 	<p style="text-align: center;">Access to the Factory to and from the car park</p> <ul style="list-style-type: none"> Signage in place reminding employees to keep social distancing of 2 meters walking to and from the car park Employees to walk following the social distancing rules

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3.



Locker Room

- Try not to touch your face when changing into/out of work clothes
- Use hand sanitizer before and after work to minimise risk

4.



Arriving and Leaving

- Stagger arrival times at entrances
- Employees must follow the social distancing rule of 2 meters when using the changing room. This may require a one in one out procedure.
- Signage in place to show 2-meter distancing tape on the floor.

5.



Reception

- All to adhere to the social distancing rule and stand behind the hazard floor marking
- All Non APiC employees to sign in using the signing in book. This has been placed 2 meters away from reception, with hand sanitizer available before using.







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<p>6.</p> 	<p style="text-align: center;">Toilets</p> <ul style="list-style-type: none"> • Wash hands before and after using the facilities • Always follow government guidelines on washing your hands – this should take at least 20 seconds • Hand sanitiser, hot water and soap are available to locations throughout the offices and factories. • If soap dispensers are running low, report to supervisor/manager • Ensure you follow social distance rules of 2m. (This may mean a one in one out procedure)
<p>7.</p> 	<p style="text-align: center;">Kitchen</p> <ul style="list-style-type: none"> • Wash your hands before and after eating. • Break times to be staggered, and 1 person only in the kitchen at one time • All waste food and cups must be disposed of in lined waste bins • Clean eating area before and after use • Under no circumstances are employees to sit next to each other, all must maintain the 2-meter social distancing rule at all time while in the kitchen
<p>8.</p> 	<p style="text-align: center;">Factory working environment</p> <ul style="list-style-type: none"> • Government guidance on social distancing rule of 2 meters 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 • Under no circumstances are employees to sit next to anyone, all must always maintain the 2-meter social distancing rule
<p>9.</p> 	<p style="text-align: center;">Office working & office areas</p> <ul style="list-style-type: none"> • Adhere to the 2-meter social distancing rule • Restricted to all non-office-based employees • Cleaning products to be provided • Office manager to oversee implementation of cleaning rota • Individuals to wear disposable gloves when cleaning objects and surfaces. • Employees to be responsible for cleaning and maintaining their own work area – desk, telephone etc. • Always dispose of all general waste in the lined bins provided and keep workspace clean and tidy. • Site meetings to be avoided if possible or held outside

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10.



Transport Office

- No access to transport office
- All delivery notes are to be stored in a box situated at the front of the office.

11.



Stores

- Signage reminding employees of the 2-meter social distancing rule to be displayed in prominent areas.
- Hand sanitizer available
- Stand behind yellow line indicating 2 meters when waiting for PPE or equipment
- When using an FLT, ensure you wipe it down before and after use.

12.



Deliveries

- All delivery drivers to contact the information displayed to avoid entering production areas & despatch office

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13.



Maintenance

- All maintenance jobs and breakdowns are to be assessed before work commences.
- 2-meter distance must always be kept

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

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<u>DO</u>	<ul style="list-style-type: none"> Wash your hands with soap and water often – Do this for at least 20 seconds Use hand sanitiser gel if soap and water are not available Wash your hands as soon as you get home Cover your mouth and nose with a tissue or your sleeve (Not your hands) when you cough or sneeze Put used tissues in the bin and immediately wash your hands Report any issues to your supervisor/manager
<u>DON'T</u>	<ul style="list-style-type: none"> Do not touch your eyes, nose or mouth if your hands are not clean Do not get closer than 2 meters to anyone unless risk assessed.

Date:	Training Conducted by:	Training Acknowledgement (sign)	
		Trainer	Supervisor/Manager

I have read and understood the above safe operating procedure and accompanying documentation. When carrying out this process I will adhere to the operational, safety, quality & environmental points.

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

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