



(Revised May 20) – Starbank Team Members

Policy and Procedure and Risk Assessment for Coronavirus:

The risk of catching coronavirus (COVID-19) in workplaces is increasing. It is essential that everyone at work follows simple hygiene rules, such as:

- Washing hands thoroughly with hot water and soap
- Using tissues when sneezing or coughing and throwing them away in a bin.
- Effectively using sanitisers as provided and informing management of low stock levels.

Absence due to Coronavirus:

All employees are required to test their own temperature every day prior to setting off to work to ensure that they are not exhibiting signs of a high fever. On site facility for infra-red checking of temperatures via the forehead if individuals consent to this to verify temperature.

Employees should let their employer know as soon as possible if they're not able to come in to work.

What if I cannot work because I am in self-isolation or quarantine

If you are required to self-isolate due to caring for a family member or have been recommended to isolate due to underlying health issues by your GP, you must inform the company of your condition and remain in contact with the company observing emails that are sent out to all employees regarding updates of the current situation. Likewise, you must not attend work if you have had to go into quarantine due to experiencing symptoms of the virus, or a family member in the same household has experienced symptoms of the virus.

This instance will be treated as any other sickness or illness presented by the employee to Starbank management were the existing policy on sick pay will remain. Any employee that takes time off due to suspicion of contracting coronavirus or has been diagnosed with coronavirus will also adhere to the absence ruling above and will also be required to submit a Fit Note confirming they are safe to return by a medical practitioner. (note that SSP commences from day 1 of the illness).

If Starbank is greatly affected by Coronavirus we will communicate further our contingency plans to reduce working whilst maintaining a safe working environment for those unaffected by the virus this may lead to partial closure of the business to reduce loss and to protect its workforce. All employees, customers and suppliers will be notified of any changes to operating hours or personnel for this temporary arrangement.

All visitors, contractors, delivery drivers must have been approved to attend Starbank by management prior to them visiting visits will only be permitted if they are considered essential. If they are permitted to attend site, they must also follow the guidelines and actions in this document and follow the social distancing and PPE requirements at all times.

Assessing the Risks of COVID in the workplace

In order to prevent the spread of Coronavirus in the workplace Starbank have assessed the associated risks in the workplace and we have implemented the following actions to prevent the spread of the virus.

When carrying out the risk assessment we highlighted the following people may be harmed; Staff, visitors to the premises, contractors, cleaners, drivers, vulnerable groups Elderly, pregnant workers, pre-existing health conditions, lease company employees onsite.



Starbank controls carried out to prevent COVID-19 :

- Provide and maintain a supply where possible of face masks, face shields, temperature thermometers, sanitiser and bacterial wipes.
- Provide indicators of 2 metre spacing to keep everyone a safe distance apart by social distancing. Signage or tape may be used to as a reminder to keep 2 metres distance.
- Ensure that the on-site cleaner is thoroughly cleaning and sanitising all of the surfaces, doors and handles in both the factory and offices each day.
- Ensure that all staff are keeping to the social distancing, anyone failing to do so will be subject to a management decision to be sent home for breach of H&S conditions in the workplace.
- Ensure that everyone increases their hygiene standards making sure that hands are washed with hot water and soap, and they are washed regularly.
- Keep everyone updated on actions being taken to reduce risks of exposure in the workplace
- Make sure everyone's contact numbers and emergency contact details are up to date
- Inform people how to spot the signs of the virus. (see Below)
- Encourage the use of the various sanitizer dispensers around the workplace on regular occasions.
- Ensure that all delivery drivers remain at a 2-metre distance, and do not enter the premises to use the canteen facilities. They have only access to the original building's toilet blocks not the portacabin.
- All paperwork as far as reasonably practicable should be sent electronically.
- Meetings should be held only when necessary, with appropriate people only, the room should be well ventilated i.e. windows open, surfaces sanitised and social distancing. Alternatively, meetings may be held outside when appropriate especially for large groups i.e. Production.
- No hot desking allowed, and all workstations should be wiped at the start and end of each day's shift.
- Ensure that all First Aiders are aware of the correct procedure of NOT performing mouth to mouth when required to give CPR, just to perform chest compressions and to maintain the 2 metres safe distance to anyone assisting in the First Aid treatment. All usual PPE i.e. gloves, face mask etc should be maintained and double bagged when finished. The treatment area should be fully sanitised along with the first aider ie shower and change of clothes etc. New guidance is displayed on notice boards.
- No sharing of mobile phones.
- Where possible use paper plates or own utensils and drinking vessels and take home to wash or dispose of in the bins provided.
- Separate office desks to more than 2 metres apart
- Restrict break times to ensure only a small amount of people are in the canteen at any one time
- Accommodate working from home where practical
- Rotate the shift patterns to reduce the number of staff on site at any one time
- Do not allow any unnecessary visits on site by contractors or visitors, if they do visit ensure that they are inducted electronically, and sign induction packs hygienically put together.
- Maintain safety through PTW and other safe systems of work.
- If someone is feeling unwell whilst at work, they must take themselves to an open space, find a suitable rest point and telephone a member of a management to await further instruction.
- Office to use a one-way approach to the upstairs offices utilising both staircases one for up and one for down.
- Utilise the downstairs meeting rooms for offices ensuring the maximum number of people is not exceeded to provide a safe social distance.
- Post/mail to be wiped with an antibacterial wipe prior to issuing to individuals, recipients of the post must use antibac or handwash prior and after opening mail.
- Provide immediate resource for Mental Health issues, telephone counselling as well as socially distance 1-2-1 meetings with the Mental Health First Aider if required. Provide resource material linking people suffering from mental health issues with website address and foundations who can support www.mind.org.uk www.smaritans.org www.nhs.uk/oneyou/every-mind-matters



Additional Controls, timescales & responsibilities to follow if a person develops COVID in the workplace.

- Once a member of management has been notified of a potential instance of coronavirus being present the individual must immediately be isolated, preferably outside or in their own car.
- The individual's temperature should be taken by the infra-red gun, if agreed by the individual, both individuals must wear protective masks and face shields at this point if not already worn.
- The individual must indicate to the management which areas they have been in contact with i.e. canteen, toilets workplace etc.
- These areas must be sanitised immediately by someone wearing protective clothing, paper overalls, respirators, nitrile gloves, face shields and use antibacterial sanitiser, leaving the surfaces to dry before used.
- All remaining employees should be sent home until further notice if indicated by the management in charge or if the instance occurs at the start of the shift with little or no contact on surfaces the staff may remain in their own cars until the area is made safe.
- Anyone car sharing with the potentially contaminated individual must also leave work at the same time and be treated as if they were also showing signs of the virus.
- Anyone sent home with signs of COVID will be required to self-isolate for the recommended period, of which the sick pay ruling will apply as detailed above.

Common signs of infection include:

- respiratory symptoms,
- fever, cough,
- shortness of breath and breathing difficulties.
- Loss of taste and smell

In more severe cases,

- pneumonia, severe acute respiratory syndrome, kidney failure, potential death.

Generally, more severe cases occur in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer and chronic lung virus.

Employees' health, safety and well-being during a global health emergency like the coronavirus outbreak should be paramount. We have a statutory duty of care for people's health and safety and to provide a safe place to work, but there's also a strong moral responsibility to ensure that employees feel safe and secure in their employment.

If it is discovered that you have knowingly attended Starbank whilst carrying the coronavirus or have been in direct contact with someone with coronavirus, or have visited a reported high risk area which puts you at risk of catching the virus you will be suspended pending investigation, under the company disciplinary rules and procedures, initially for failing to carry out your duty of care to yourself and others, by potentially putting your colleagues and their families at risk. Additional sanctions may also apply.

We would greatly appreciate your honesty and cooperation on the matter, if you feel that you may be at risk of coronavirus please exercise your duty of care and remain in self-isolation until medically cleared.

Starbank have issued a Risk Assessment for COVID-19 explaining the risks and actions taken to prevent further spreading of the virus and to assist in protecting our employees, visitors, delivery drivers, cleaners and contractors.

If you have any concerns, recommendations or ideas to help and assist Starbank to improve the protection of everyone please speak to Paul Atkinson, Phil Darbyshire or Lis Burrow