



Typhoon Redcar Review of workplace risks in relation to Covid 19 – updated 15/09/2021

| Area of Concern / Risk | Notes | Further Comments |
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| <p>Government Guidance</p> | <p>Typhoon International is committed to keeping their staff and visitors safe and to following the government guidelines regarding safe working practices.</p> <p>Suitable and necessary adjustments to working practices have been made to ensure the business can remain operational in a safe and efficient manner.</p> <p>Government guidance given to supervisors to pass on to employees, all staff advised to consult Gov.uk for further updates.</p> <p>Employees notified of further government guidance regarding Coronavirus Testing eligibility if showing symptoms or in self isolation.</p> <p>Employees briefed on self- isolation rules / requirements.</p> <p>Employees advised to take personal responsibility and not attend work if showing symptoms or a member of their immediate household is showing symptoms</p> <p>Employees advised to look out for each other and escalate to supervisor / manager if they have concern for a colleague who may be showing symptoms</p> <p>Test and Trace Government Guidance relayed to staff/employees and displayed on notice board; lateral flow tests (LFT) are recommended for staff at least weekly (These are free from the local authorities and or pharmacy), if anyone tests positive, they should book in for a polymerase chain reaction test (PCR) isolate and wait until the results are received.</p> | <p>Constantly reviewed by senior management</p> <p>To be reviewed weekly by management walkaround –PM</p> |



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| Hygiene | <p>All employees reminded of the need for good hand hygiene. Canteen tables recommended to be cleaned after each use.</p> <p>Hand Sanitizer is provided and distributed throughout the company.</p> <p>Additional cleaning time allocated each morning and afternoon.</p> <p>Door handles / work surfaces to receive additional focus from Cleaner</p> <p>Cleaning cover will always be maintained even during holiday / absence.</p> | |
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| <p>Social Distancing</p> | <p>The Government, have advised people can return to workplace, we are slowly bringing all staff back into the workplace</p> <p>Workstations are still reviewed to provide recommended safe working distances, wherever possible.</p> <p>Restricted access in Production stores, advised all staff not to use as thoroughfare to other sections.</p> <p>Most workstations are positioned so that staff work facing away from each other or side by side wherever possible, all office staff are segregated by desk top partitions.</p> <p>Break times are staggered; however, lunch times have returned to the normal one sitting, this has been made possible by the canteen being made larger to accommodate more staff at any one time safely.</p> <p>Employees leaving at the end of the working day also staggered to maintain social distancing.</p> <p>Meetings observe social distancing guidance and Video Calling is recommended and is widely utilized. Hand sanitiser is provided in all meeting rooms.</p> | <p>Most office staff are now back on site. The wearing of masks in certain areas is mandatory and desk screens remain in operation so that everyone is segregated. We still have several staff working from home until such time that more office space is made available by Q3 2021.</p> <p>Employees still leave staggered, but timings altered slightly more in line with traditional finish times.</p> |
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| <p>General</p> | <p>Employees have been advised to raise any further concerns / issues to supervisor / managers</p> <p>Additional arrangements in place for stores/warehouse due to frequent driver contact.</p> <p>Physical contact ceased.</p> <p>Staff have been instructed to not physically sign for any deliveries. Hand sanitiser provided for stores/warehouse.</p> <p>Anti-bacterial wipes issued to warehouse to regularly wipe down equipment, F.L.T., Pallet trucks etc.</p> <p>Employees advised of “Bike to Work” scheme in operation.</p> <p>Use of floor tape to mark out 2-meter distancing in walkways.</p> <p>Regular clean down of shared tools/equipment within workplace.</p> <p>Introduced controlled attendance register for office/management staff who cannot work from home and need to attend work periodically (to monitor and minimize attendance). Those staff who do attend are advised of social distancing guidelines and to limit contact with factory floor staff wherever possible.</p> <p>Advised all staff of availability of protective face masks should they wish to wear one at work. Issued WHO instructional guidance of how to use.</p> <p>Introduced/installed Hand Sanitiser units/stands throughout premises.</p> | <p>Mask wearing when moving from one area to another in certain areas of the building as areas still maintained.</p> |
| <p>Next Review</p> | <p>Next Review 10/01/2022</p> | <p>TBB</p> |