

## Hand Cleaning and Handling Materials or Shared Equipment

Ensure your hands are washed and cleaned at the beginning and end of all tasks.

If you will be handling shared tools, or materials as part of your task use gloves if possible. If it is not possible to wear gloves use hand sanitiser to clean your hands at the beginning and end of the task.

Hand sanitising stations have been provided next to shared computer terminals and machinery.

When a task is completed make sure you dispose of the gloves in one of the special bins provided.



## Chairs, Stationary and Social Distancing

Each operative will be designated a chair at their production station if required.

Operative should not share chairs.

If you require stationary Pen, Tape Guns, etc as part of your task these will be individually issued to you and should not be shared.

Wherever practical observe social distancing of 2m while moving around the factory.

Production work stations should be spaced out to avoid staff working within 2m of each other. If this is not possible screening will be erected.

Certain work stations, such as extractors fans and computer terminals can only be used by a single person at a time.



## Wipe Down / Cleaning Electrical Equipment

Where possible electrical tools, such as scanners, phones, etc will be individually issued.

It may not be practical for all tools such as glue guns, drills, etc to be individually issued and so these items may have to be shared.

If possible try to use gloves if you are regularly using a shared tool.

When sharing electrical tools between staff/tasks appropriate cleaning should be done before using the equipment.

Always assume when picking up a shared tool that it has not been cleaned and therefore it is your responsibility to clean it before use.

Electrical equipment / operational controls should be cleaned with Anti-Bacterial wipes provided at the start of each working day. For PC Workstations this will include the keyboard, mouse, other operational controls for the screen, processor and printers.

Try to avoid getting the device too wet.

If no wipes are available a small amount of cleaning spray can be applied to paper towel to wipe down the equipment / tool.

Wipes, gloves and paper towels should be disposed of in the bins provided.

All Operatives to maintain 2M Social Distancing at all times.





## Wipe Down / Cleaning Machines, Access and Work Stations

Shared equipment such as Pump Trucks, Racks, Tubs, etc. must be wiped down before use.

Focus on clean parts of the equipment that will be regularly touched, e.g. pump truck handles, top edges of tubs, upright sections on racks.

Shared work stations such as Benches, Cutting Machines, Sewing Machines, Jigs and Winding Handles should be wiped down using Anti-Bacterial spray before use.

Access routes and equipment such as door handles, handrails, or aircraft stairs should be wiped down using Anti-Bacterial spray before use.

Never assume any equipment has been cleaned by the previous person and therefore it is your responsibility to clean it before use.

Use a small amount of Anti-Bacterial spray applied to a paper towel, if necessary use more than one to clean all normal contact areas.

Use gloves to protect your hands when wiping down a large area.

Wipes, gloves and paper towels should be disposed of in the bins provided.

All Operatives to maintain 2M Social Distancing at all times



## Raw Materials, Production Batches and Inspections

All stock will be pick and kitted from “new” clean materials.

Any excess stock in the production area should be quarantined for an appropriate period and only placed back into stock when it is considered to be clean.

Where possible kitting and all inspections should be done using gloves, so that the only person handling the materials/product is the production operative.

If not using gloves the staff conducting kitting and inspections should regularly sanitise their hands.

First off inspections will be conducted on designated marked benches in the production area and not at your work station.

All Operatives to maintain 2M Social Distancing at all times.





## Deliveries / Goods Inwards

Drivers must wait outside the building and ring for assistance.

Goods Inward side door must be locked.

Drivers are only allowed into the building to use the toilet and must follow green access routes.

Encourage drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice.

Warehouse Operatives **MUST NOT** sign for despatch of parcels using hand-held devices / other methods to include paper documents.

One Operative at anyone time to load / unload vehicles.

Where possible avoid handling deliveries while unloading. If possible use fork lift, or pump trucks to move deliveries.

Gloves should be worn at all times while unloading deliveries.

Dispose of the gloves in the appropriate bins afterwards.

Deliveries should be placed into a holding area before being transferred to stores, or the production area.

Cardboard 24 hours

Plastic 3 days

Materials required urgently should only be transferred to production if the packaging has been sprayed down (Anti-Bacterial Spray) when received at goods inwards.

All Operatives to maintain 2M Social Distancing at all times

