

# Nylacast Group COVID-19 risk assessment

We are continually looking to reduce and manage all risks across our business however COVID-19 has presented a completely different risk to our business. By following our new policies and procedures and keeping a 2-metre distance to your colleagues, demonstrating excellent hygiene, stopping non-essential travel and self-isolating for 14 days if you develop symptoms then together we will prevent the spread.



## 1. Reducing density across the business

We have significantly reduced the overall number of people on-site at any one time. This has been achieved through different working shift patterns, restricted visitor policy, working from home where possible, Shielding and Furlough.



## 3. Travel

Following the government guidelines, we have advised all team members not to car share and if possible walk or bike to work. We have stopped all business travel both international and domestic. We are also limiting travel around sites.



## 5. Daily checks

We are operating daily checks across all shifts, on all employees. This includes a temperature check and health questionnaire. It is everybody's social responsibility to complete these honestly daily.



## 7. Supporting vulnerable workers

We have identified team members who fall within the vulnerable group due to underlying health issues or age. We have advised them of the health and safety precautions as recommended by the UK Government. We will provide advice and information around mental well-being and working with our Occupational Health & our Mental Health 1st Aiders we will provide support to team members.



## 9. Canteen & breaks

We have restricted canteen use to limit the number of people in canteens at any given time. This includes updated seating layouts and removal of chairs. We are also increasing the number of outdoor eating areas across the business. Additional to this we have staggered breaks and implemented self-cleaning canteens.



## 11. Personal protective equipment

The best form of protection is to stay 2-metres away from others and to practice excellent hygiene – washing your hands frequently. However, we are providing PPE such as visors, masks & gloves in order to try and reduce risk in certain areas or across specific tasks.



## 13. Enforcing these policies & continuous improvement

We are conducting dedicated COVID-19 Management Observations to ensure that these new practices and procedures are strictly adhered to. We have implemented a COVID-19 hazard alert form and we encourage every team member across all sites to raise any concerns. Safety is everybody's responsibility.

## 2. Social distancing

We have implemented social distancing measures across all our sites. This has been through visual management, signage, toolbox talks, education and face-to-face communication. In some areas, we have created screens and barriers to prevent the spread of the virus.



## 4. Access and egress

Social distancing to be observed at all times especially at the start and end of the shift. Where applicable we have introduced one-way systems and where this is not possible to use back-to-back or side-to-side working rather than face-to-face when moving past or working with others.



## 6. Work processes / review

As part of our Risk Assessment, we have extensively reviewed all processes across our business. This has enabled us to comprehensively change the way that we are working to prevent the risk of spreading the virus. These changes can be seen from the minute you step into the facility to the moment you leave. Please adopt COVID-19 best practice in your personal life.



## 8. Cleaning & hygiene

We have increased the housekeeping team at Nylacast to increase cleaning regimes and frequencies. Also, we have implemented self-cleaning of areas at machines and provided additional cleaning/hygiene products. We also want you to wash your hands every 60 minutes for at least 30 seconds and we have provided all individuals with personal hand sanitiser. Do not share food, drinks, cups or cutlery.



## 10. Meetings & rooms

We are limiting meetings and where possible we are holding these via Zoom or TEAMS. If possible we will look to hold meetings outdoors however if this is not possible then we will significantly reduce the duration of meetings. There are restrictions on the number of people that are allowed in rooms & areas at any one time. These numbers have to be strictly adhered to, to prevent the risk. Do not share pens, computers or phones.



## 12. Communication & training

We will provide clear, consistent and regular communication to ensure there is a consistency to the new ways of working. We will only provide essential training and this will be completed in small groups. All employees returning to work will have a comprehensive COVID-19 induction.

