

TOOL BOX TALK

DATE:	18/05/2020	GIVEN BY:	Jolene Taylor
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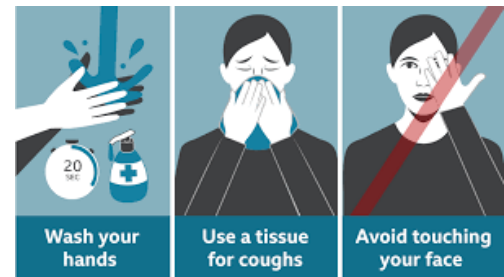
LOCATION:	Batley, Sherburn & Peterborough offices
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AGENDA:	CORONAVIRUS – COVID-19 – Office Procedures
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It is extremely important that we all follow the government guidelines consistent with the Chief Medical Officer's advice when travelling to and from work and whilst at work. In this latter regard we have specific procedures here at site which you must follow. Persistent offenders will unfortunately be asked to leave the site.

Firstly it is important to state that the **THREE** key controls for limiting our potential exposure apply at ALL times, irrespective of all the other supplementary controls which may be in place. They are: -

- 1) Keep your distance, that is 2m (6'6") from everyone as far as is practicable to do so.
- 2) Wash your hands as often as possible (minimum 20 seconds with soap and hot water), and in particular when you touch any surfaces, e.g. in the toilets or canteen, before you eat, handle food or smoke / vape. (It goes without saying that sneezing, blowing your nose, coughing etc. requires strict hygiene practice also.)
- 3) Avoid touching your faces as much as possible.



So, what are the other specific procedures?

Travel To / From Work

- 1) DON'T ATTEND if you are displaying any of the following symptoms: -
 - Fever / High temperature (over 38°C)
 - Dry, persistent cough
 - Shortness of breath / common flu like symptoms
 - Loss of Smell/Taste

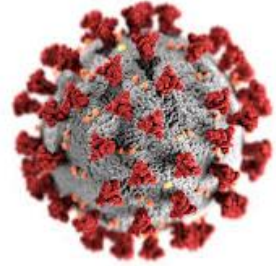
If you display any of the above whilst at work or after leaving work, do not return and let the Line Manager know, along with whom you may have been in contact with.

- 2) DON'T ATTEND if you fall into the published vulnerable categories on medical grounds: -
 - Over the age of 70
 - Have had an organ transplant
 - are having chemotherapy or antibody treatment for cancer, including immunotherapy
 - are having an intense course of radiotherapy (radical radiotherapy) for lung cancer
 - are having targeted cancer treatments that can affect the immune system (such as protein kinase inhibitors or PARP inhibitors)
 - have blood or bone marrow cancer (such as leukaemia, lymphoma or myeloma)
 - have had a bone marrow or stem cell transplant in the past 6 months, or are still taking immunosuppressant medicine
 - have been told by a doctor they you have a severe lung condition (such as cystic fibrosis, severe asthma or severe COPD)
 - have a condition that means they have a very high risk of getting infections (such as SCID or sickle cell)
 - are taking medicine that makes them much more likely to get infections (such as high doses of steroids)
 - were born with a serious heart condition and are pregnant

This includes if you are living with a person in one of the above groups.

3) When **travelling to / from work**, you should: -

- Travel alone whenever possible; or
- Travel with the same individuals whenever possible
- Where two people travel, one should travel in the back seat.
- Keep the windows open, face away from each other.
- Ensure the relevant vehicle surfaces are routinely wiped down with cleaning products whilst using gloves, i.e. door handles (inside and out).



4) When **driving at work** ensure only one person is in the cab at any one time. Maintain good ventilation. If you can wash your hands (or use hand sanitizer) before you get in and when you get out. Wipe the surfaces down which are likely to have been touched when you leave it, i.e. handles.

5) **Toilet Facilities**

Only one person at once is allowed in the toilet facilities, therefore: -

- Leave the external / entry door open to allow effective communication.
- Maintain a 2 metre distance whilst queuing to use the facility.
- Wash your hands before and after using the facilities.

6) **General Work Practice**

- Try to stay away from other workers as far as possible.
- Keep in small groups as far as possible
- Don't face people whenever practicable
- Don't change your teams/ work mates
- Keep that distance
- Don't share **ANY** PPE whatsoever.



Any problems, speak to your line Manager.

If you feel people are flouting the procedures **speak up**.

The bottom line is, if an activity you are required to undertake does not feel safe then DON'T DO IT.

REMEMBER, STAY SAFE – KEEP YOUR DISTANCE