

# COVID-19 RISK ASSESSMENT



<b>LOCATIONS</b>	31-43 Ravenhill Road, Belfast, BT6 8DP 64-66 Tat Bank Rd, Oldbury, B69 4NH	
<b>RISK</b>	Spread of coronavirus	
<b>WHO MIGHT BE HARMED</b>	Staff, cleaners, drivers, contractors, other visitors such as couriers, Royal Mail	
<b>OBJECTIVE</b>	<b>STEPS TAKEN</b>	
<p><b>WHO SHOULD GO TO WORK – that everyone should work from home, unless they cannot work from home</b></p>	<ul style="list-style-type: none"> <li>• Generally all workers are required on site as all departments are closely integrated.</li> <li>• Office workers who wish or need to work from home will be facilitated where possible.</li> <li>• Night-shift run regularly on Belfast site to minimise numbers on day-shift. The Government’s Coronavirus Job Retention Scheme used as appropriate in line with order levels to further minimise numbers on site.</li> <li>• Home workers stay connected with the rest of the workforce through regular online meetings, telephone calls, texts and WhatsApp groups.</li> <li>• Guidance on good practice when using Display Screen Equipment and Work Station setup sent to all users. Guidance on Mental Health &amp; Well-Being sent to all members of Senior Management Team to be aware of within their teams.</li> <li>• Home workers have been equipped with either laptops or wifi equipment to allow them to take their work PCs home so that they can work effectively from home and have remote access to work systems.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

OBJECTIVE	STEPS TAKEN	
<p><b>PROTECTING PEOPLE WHO ARE AT HIGHER RISK – to protect clinically vulnerable and clinically extremely vulnerable individuals</b></p>	<ul style="list-style-type: none"> <li>• Guidance on who is in the clinically extremely vulnerable and clinically vulnerable groups has been consulted.</li> <li>• There are no clinically vulnerable individuals i.e. no over 70s, no under 70s with any of the listed underlying conditions that have been instructed to get a flu jab.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>PEOPLE WHO NEED TO SELF-ISOLATE – to make sure individuals who are advised to stay at home under existing government guidance do not physically come to work</b></p>	<ul style="list-style-type: none"> <li>• Workers that wish or need to work at home have been equipped so that they can.</li> <li>• Statutory sick pay due to COVID-19 guidance has been consulted.</li> <li>• Current guidance for people who have symptoms and those who live with others who have symptoms is displayed in numerous locations on site. No-one with symptoms of high temperature, new continuous cough or a loss or change in the sense of smell or taste allowed on site. Symptom free &amp; temperature check confirmation on site entry.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>EQUALITY IN THE WORKPLACE – to treat everyone in your workplace equally</b></p>	<ul style="list-style-type: none"> <li>• Company complies with all applicable equality legislation.</li> <li>• Consideration is given to the particular needs of different groups of workers or individuals e.g. flexible working hours / shift work for those having difficulty travelling to work or to cover childcare.</li> <li>• Currently there are no disabled workers or expectant mothers.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b>  <b>COMING TO WORK AND LEAVING WORK – to maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival</b></p>	<ul style="list-style-type: none"> <li>• Arrival times are naturally staggered. Most people arrive by car and are automatically separated by minimum 2 metres. Those that walk generally arrive at different times so it is not considered necessary to mark out 2 metres distances to manage a queue.</li> <li>• Starting and/or Finishing times have been staggered as necessary by instructing some personnel to start/stop work 10 minutes early; some 5 minutes early to avoid</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

OBJECTIVE	STEPS TAKEN	
<p><b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b></p> <p><b>COMING TO WORK AND LEAVING WORK – to maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival</b></p>	<p>overcrowding in changing rooms. This is managed by Site Supervisor / Production Manager.</p> <ul style="list-style-type: none"> <li>• Car parking is not considered to be a pinch point for social distancing. People arrive and leave over a period of time and car parks are large with plenty of space.</li> <li>• No shared corporate vehicles.</li> <li>• Additional entry points are not considered to be necessary as there has been no evidence of congestion.</li> <li>• One-way flow with appropriate floor marking to manage 2m distance at Belfast temperature self-check at entry point. Oldbury check is at clock-in station.</li> <li>• Hand sanitiser available at temperature self-check at entry point. Hand washing facilities available in changing rooms.</li> <li>• Security keypads used by very limited number of staff to set/unset alarms.</li> <li>• Process alternatives for entry/exit points are not considered necessary.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<p><b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b></p> <p><b>MOVING AROUND BUILDINGS AND WORKSITES - to maintain social distancing wherever possible, while people travel through the workplace</b></p>	<ul style="list-style-type: none"> <li>• It has not been considered necessary to restrict access to some areas.</li> <li>• Personnel tend to work in specific areas so job and equipment rotation is minimised. Personnel in factory use disposable gloves. Use of 'hot desks' shared by personnel is minimised. Cleaning materials and hand sanitiser available.</li> <li>• The need for further one-way flow through buildings is monitored but not considered necessary to date.</li> <li>• Only 1 passenger lift on Belfast site which is rarely used. Staff already use the stairs preferentially.</li> <li>• No one on site with disabilities that needs to access the lift.</li> <li>• There are no multi-occupancy vehicles used for onsite travel.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>

OBJECTIVE	STEPS TAKEN	
<b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b> <b>MOVING AROUND BUILDINGS AND WORKSITES - to maintain social distancing wherever possible, while people travel through the workplace</b>	<ul style="list-style-type: none"> <li>Corridors, stairs and walkways are not considered to be particularly high traffic areas and it has not been considered necessary to introduce further regulating measures to maintain social distancing.</li> </ul>	<p style="text-align: center;">✓</p>
<b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b> <b>WORKPLACES AND WORKSTATIONS - to maintain social distancing between individuals when they are at their workstations</b>	<ul style="list-style-type: none"> <li>Plant layout is naturally well spread out so changes are not considered necessary. The existing layout allows people to naturally maintain a 2m distance. Protective screening is not considered necessary as side-by-side production line is not involved.</li> <li>Numbers in labs are considered sufficiently low to allow social distancing (6 max in 6 distinct areas).</li> <li>No jobs are to be started that require people to be within 2m of each other – refer to Operations Manager for further consideration (screening, PPE, keeping activity time as short as possible).</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b> <b>MEETINGS - to reduce transmission due to face-to-face meetings and maintain social distancing in meetings</b>	<ul style="list-style-type: none"> <li>Remote working tools are used to avoid in-person meetings.</li> <li>Only necessary participants attend meetings maintaining 2m distance.</li> <li>No objects, such as pens, are shared and hand sanitiser is available.</li> <li>Meetings are not held in meeting rooms but in more open areas e.g. outdoors or in the plant or in large open office spaces.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b> <b>COMMON AREAS - to maintain social distancing while using common areas</b>	<ul style="list-style-type: none"> <li>Break times are already staggered.</li> <li>It is not considered necessary to use outdoor areas for breaks.</li> <li>It is not considered necessary to use other parts of the site that have been freed up by remote working.</li> <li>Protective screening is not considered necessary in receptions or similar areas. Desks have been moved to maintain 2m distance and screening in use between adjacent desks.</li> <li>Canteen does not serve meals, used only for bring-your-own lunches.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

OBJECTIVE	STEPS TAKEN	
<p><b>SOCIAL DISTANCING AT WORK – to maintain 2m social distancing wherever possible</b></p> <p><b>COMMON AREAS - to maintain social distancing while using common areas</b></p>	<ul style="list-style-type: none"> <li>• Tables and seating have been reconfigured to reduce face-to-face interactions plus signage about maintaining 2m distance. Belfast Smoking Hut restricted to one user at a time.</li> <li>• Large majority of staff remain on-site during working hours.</li> <li>• Signage in toilets and changing rooms to maintain social distance.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>MANAGE CONTACTS – to minimise the number of unnecessary visits to factories, plants and warehouses</b></p>	<ul style="list-style-type: none"> <li>• No visits to customers, no visits by customers, customer meetings using remote working tools, IT support by remote working tools.</li> <li>• The number of visitors is restricted to business critical to support operations and by appointment only.</li> <li>• Essential services and contractor visits are infrequent so not considered necessary to revise schedules.</li> <li>• Visitors are by appointment and temperature checks (includes confirmation that visitor is symptom free) with track &amp; trace details keeps a record.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
<p><b>PROVIDE AND EXPLAINING AVAILABLE GUIDANCE – to make sure people understand what they need to do to maintain safety</b></p>	<ul style="list-style-type: none"> <li>• Instructions for drivers are posted in gatehouse in multiple languages, stores have instructions for drivers in multiple languages.</li> <li>• Main visitor hosts (stores and maintenance) have instructions for temperature checks, track &amp; trace and that visitor is symptom free.</li> <li>• There is a single entry &amp; exit route, visitors are requested to remain in vehicle until approached by TTC staff.</li> <li>• TTC is sole occupier of Belfast site but a sister company uses part of one store – this is largely a separate area.</li> <li>• TTC occupies a separate area of the Oldbury site managed by sister company BIP – shared space is a large car park and process ovens.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

OBJECTIVE	STEPS TAKEN	
<p><b>BEFORE REOPENING – to make sure that any site or location that has been closed or partially operated is clean and ready to restart</b></p>	<ul style="list-style-type: none"> <li>No sites or location have been closed or partially closed. TTC is part of the essential supply chain and continues to supply manufacturers of packaging and printing inks for food, beverages, paper products, fertilisers, and other essential products used by the food and agriculture industry; packaging and special coatings for pharmaceutical, medical, and related products, including biologics, vaccines, diagnostic test kits and other temperature sensitive products used by the healthcare and consumer goods industry; manufacturers of NHS uniforms &amp; bedding; manufacturers of non-wovens used for the production of protective masks.</li> </ul>	<p style="text-align: center;">✓</p>
<p><b>KEEPING THE WORKPLACE CLEAN – to keep the workplace clean and prevent transmission by touching contaminated surfaces</b></p>	<ul style="list-style-type: none"> <li>Users clean desks and tables before and after use in offices and canteen.</li> <li>Door handles and light switches are included in regular cleaning schedule.</li> <li>Clearing workspaces and removing waste from the work area is already part of the 5S daily checks. Clear desk policy for offices so that surfaces can be cleaned.</li> <li>External contractor available if cleaning is required after a known or suspected case of COVID-19.</li> </ul>	<p style="text-align: center;">✓ ✓ ✓ ✓</p>
<p><b>HYGIENE – HANDWASHING, SANITATION FACILITIES AND TOILETS – to help everyone keep good hygiene through the working day</b></p>	<ul style="list-style-type: none"> <li>Signage around site for good handwashing technique; increase hand washing frequency; cough or sneeze into a tissue which is binned immediately or into your arm if a tissue is not available.</li> <li>Hand sanitiser is available in multiple locations. Individually at Oldbury.</li> <li>Signage at toilets to maintain social distancing</li> <li>Additional cleaning materials available in offices, labs, canteen, changing rooms and workshop to enable enhanced cleaning for busy areas.</li> </ul>	<p style="text-align: center;">✓ ✓ ✓ ✓</p>

OBJECTIVE	STEPS TAKEN	
<b>HYGIENE – HANDWASHING, SANITATION FACILITIES AND TOILETS – to help everyone keep good hygiene through the working day</b>	<ul style="list-style-type: none"> <li>• No portable toilets on site.</li> <li>• There are already numerous waste facilities around site. Additional facilities or more frequent collection is not considered necessary.</li> <li>• Paper towels are available for hand drying. Electric hand dryers have been isolated.</li> </ul>	<p style="text-align: center;">✓ ✓ ✓</p>
<b>CHANGING ROOMS AND SHOWERS – to minimise the risk of transmission in changing rooms and showers</b>	<ul style="list-style-type: none"> <li>• Staggered finish times at end of the day have been introduced to reduce numbers in showers and changing rooms to maintain social distancing</li> <li>• Additional cleaning materials available to enable enhanced cleaning. Periodic disinfection.</li> </ul>	<p style="text-align: center;">✓ ✓</p>
<b>HANDLING GOODS, MERCHANDISE AND OTHER MATERIALS, AND ONSITE VEHICLES – to reduce transmission through contact with objects that come into the workplace and vehicles at the worksite</b>	<ul style="list-style-type: none"> <li>• Disposable gloves are worn when using shared equipment, tools, pallet trucks, forklift trucks, telephones in common areas. Periodic cleaning introduced.</li> <li>• Hand sanitiser is available in numerous locations</li> <li>• No company vehicles leave the site</li> <li>• Reusable delivery boxes are not applicable</li> </ul>	<p style="text-align: center;">✓ ✓ ✓ ✓</p>
<b>PERSONAL PROTECTIVE EQUIPMENT AND FACE COVERINGS</b>	<ul style="list-style-type: none"> <li>• PPE already used in operations to protect against non-COVID-19 risks includes disposable gloves; chemical resistant gauntlets, overalls, dust suits (coveralls), full &amp; half face respirators with ABEK1P3 filters and safety footwear.</li> </ul>	<p style="text-align: center;">✓</p>
<b>PERSONAL PROTECTIVE EQUIPMENT AND FACE COVERINGS</b>	<ul style="list-style-type: none"> <li>• The use of face coverings is not mandatory on site, however, the company supports anyone in using face coverings safely which includes hand washing before putting it on and after removing it. It is still important to wash hands regularly and practice social distancing wherever possible.</li> </ul>	<p style="text-align: center;">✓</p>
<b>WORKFORCE MANAGEMENT SHIFT PATTERNS AND WORKING GROUPS – to change the way work is organised to create distinct groups and reduce the number of contacts each worker has</b>	<ul style="list-style-type: none"> <li>• 2 persons on a regular nightshift on Belfast site rotating week 1/week 2 to minimise numbers on site during day shift.</li> <li>• Drop off point set up for couriers &amp; Royal Mail so that items are not handed directly from person to person</li> </ul>	<p style="text-align: center;">✓ ✓</p>

OBJECTIVE	STEPS TAKEN	
<b>WORKFORCE MANAGEMENT WORK-RELATED TRAVEL – to avoid unnecessary work travel and keep people safe when they do need to travel between locations</b>	<ul style="list-style-type: none"> <li>• All travel to customers and between sites has been stopped.</li> <li>• No travelling in shared vehicles</li> <li>• No overnight accommodation</li> <li>• Cleaning shared vehicles – gloves worn when using forklift trucks, periodic cleaning introduced.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>
<b>WORKFORCE MANAGEMENT WORK-RELATED TRAVEL – to help workers delivering to other sites such as factories, logistics sites or customers’ premises to maintain social distancing practices</b>	<ul style="list-style-type: none"> <li>• TTC does not do deliveries to other sites. Goods are collected from TTC.</li> <li>• TTC does not handle cash payments and delivery paperwork is handled remotely or electronically as much as possible to minimise direct person to person handover.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>COMMUNICATIONS AND TRAINING – to make sure all workers understand COVID-19 related safety procedures</b>	<ul style="list-style-type: none"> <li>• Clear, consistent and regular communication throughout the workforce by means of signage, notices and verbal communication.</li> <li>• Engagement with all parts of the workforce to agree changes to working arrangements.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> </ul>
<b>COMMUNICATIONS AND TRAINING – to make sure all workers are kept up to date with how safety measures are being implemented or updated</b>	<ul style="list-style-type: none"> <li>• Ongoing engagement with all parts of the workforce to understand any unforeseen impacts of changes to working environments.</li> <li>• Mental Health &amp; Well Being guidance circulated to all members of Senior Management Team to be aware of within their teams.</li> <li>• Clear signage with pictures used in several locations around site and translated into several languages particularly for drivers.</li> <li>• The use of whiteboards or signage to explain changes to production schedules is not considered practical.</li> <li>• Approaches and procedures have been shared with customers and suppliers to share experience as well as participating in various webinars to learn of the experiences of other companies.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>



OBJECTIVE	STEPS TAKEN	
<p><b>INBOUND AND OUTBOUND GOODS – to maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.</b></p>	<ul style="list-style-type: none"> <li>• Signage at gatehouse, stores &amp; entrance to stairs to office. New drop-off point for Royal Mail &amp; couriers at bottom of stairs to office.</li> <li>• Gatehouse security is already minimised. Contact office by phone and gate operated from office. Despatch documentation is handled remotely or electronically as much as possible to minimise direct person to person handover.</li> <li>• Order quantities are already considered to maximise delivery capacity and minimise frequency of deliveries.</li> <li>• Normal practice is to have single worker load or unload vehicles.</li> <li>• Dedicated welfare facility set aside for use by visitors only (drivers &amp; contractors).</li> <li>• Procedure is for drivers to remain in their vehicles as much as practical apart from opening &amp; closing up.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>

VERSION	DATE	REASON	REVIEWED BY
1	30/03/2020	Original Issue	Operations Manager
2	09/04/2020	Temperature checks started in Belfast and Oldbury	Operations Manager
3	22/04/2020	Layout for temperature checks in Belfast revised	Operations Manager
4	29/04/2020	Circulated Guidance for Display Screen Equipment & Workstation Layout and Mental Health and Well Being	Operations Manager
5	14/05/2020	Reformatted in line with Government guidance for Working safely during COVID-19 in factories, plants and warehouses	Operations Manager
6	21/05/2020	Coronavirus symptoms amended following Government update	Operations Manager
7	26/05/2020	Incorporated comments after review with foreman, supervisors, team leaders & union representative.	Operations Manager
8	06/01/2021	General review & update on home-working	Operations Manager