



Pennine Industrial Equipment Limited - COVID-19 risk assessment summary

Our complete risk assessment is available upon request, below is a summary of the five key areas.

Work from home.

Most office staff are working from home with a small number of people carrying out duties that cannot be completed from home. Social distancing rules are in place for these members of staff. Employees that work in our manufacturing areas are unable to work from home; we have followed the Governments guidelines and made these areas as safe as possible.

Consult with workers on COVID-19 risk assessments.

Employees were consulted on the guidelines and the changes that were going to be made. They were encouraged to offer suggestions on how to implement these changes and to speak to line managers about any difficulties that may result from these changes.

Maintain the two meter social distancing 'where possible'.

Floor markings have been painted throughout all manufacturing / warehouse areas. Most doors are left accessible to avoid congestion. Workstations and seating areas have been re-arranged in all areas to encourage two meter social distancing. There is a limit of one person per vehicle. Where social distancing is not possible, face masks are advised to be worn. Procedures are in place for Warehouse staff regarding deliveries.

Managing the risk of transmission.

Barriers are now in place between many work areas, no workstations face each other. There are limits on the number of people allowed to use the canteens. Outside tables have been moved apart. Signs have been placed around the building reminding staff to social distance and wash their hands on a regular basis. Visitors are required to make appointments to keep the number of people on site to a minimum.

Reinforcing cleaning processes.

Extra cleaning staff continually patrol all areas, cleaning door handles, washrooms and any communal areas. Hand sanitizer / wipes are available in all departments, keyboard covers for communal computers / printers are also available. Areas are cleaned down when staff change workstations. Signs advising staff and visitors on the government's guidelines are present in every department.

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