

COVID-19 HAND STATIONS POLICY & PROCEDURE

Purpose

The purpose of this policy is to outline the responsibilities of employees and visitors using Hand Cleaning Stations. Summary of areas covered by this policy is detailed below.

Should you have any questions in relation to this document please speak to your line manager, or your point of contact:

Introduction

As people are aware we are currently going through a pandemic and it is our responsibility both as employees and employers to keep each other as safe as possible.

One of the ways is introducing Cleaning Hand Stations, these have been placed around the building for use by employees and visitors.

Cleaning Stations

- Reception
- Goods In/Out
- Production Office
- Production Lab
- Canteen
- Top of Office Stairs
- Staff Entrance
- End Colour Lab

Responsibility

When you see one of these hand stations we are asking you to ensure you use the hand sanitiser provided, this is to help keep the spread of Covid-19 down. We have also provided gloves and masks in some areas to help keep you and others safe.

A comprehensive risk assessment has also been completed. Please refer to this document for further details of precautions Hellyar have taken to safe guard employees and visitors