

	<p>The temperatures of our staff, visitors and contractors are taken upon arrival at our Bowland View Distribution Centre and manufacturing sites. Anyone with a high temperature is not permitted entry and is also instructed to go home and follow government self-isolation guidelines.</p>	<p>N/A</p>	<p>N/A</p>
	<p>Social Distancing Where possible, staff are working from home.</p> <p>Where this is not possible, all reasonable steps are taken to maintain a 2 metre distance in our workplaces.</p> <p>Where staff cannot be 2 metres apart, local department risk assessments have been completed to ensure everything practical has been done to manage the risk of transmission.</p> <p>Staff who are classed as vulnerable (category 2), through NHS guidance are only permitted to work at a distance of 2 metres.</p> <p>Management are responsible for ensuring staff compliance with our social distancing requirements. 2 Metre distancing signs are displayed at strategic points across our sites.</p> <p>2 metre distance floor markings are in place where there is the potential for people to gather and queue.</p> <p>Floor markings have been placed in corridors, stairs, vending machines and around printing stations. Where possible, physical meetings have been replaced through the use of technology.</p> <p>Meeting room occupancy has been reduced to ensure a 2 metre distance.</p>	<p>Home working Health & Safety checklist required.</p> <p>If any processes change, or require some work having to be undertaken within 2 metres, the manager must ensure this is not undertaken by any of their vulnerable staff.</p> <p>Additional floor markings are necessary in some areas to improve awareness and to identify one-way systems.</p> <p>Improved signage required.</p>	<p>No</p> <p>Yes</p> <p>No</p> <p>No</p>

	<p>Workstation have been re-located to ensure compliance.</p> <p>Lifts have been restricted to 1 person only.</p> <p>The capacity of our canteen areas has been reduced to accommodate social distancing and break times have been adjusted to prevent overcrowding.</p>	<p>Lifts to be removed from use with the exception of those requiring to use them.</p>	<p>No</p>
	<p>Hand Washing and Sanitising</p> <p>Posters displayed to remind everyone of the importance to wash hands frequently for 20 seconds with soap and to dry with paper towels.</p> <p>Electric and dryers have been replaced with paper towels.</p> <p>Correct hand washing posters displayed in toilets.</p> <p>Staff have been allocated hand washing stations in some areas. Some sinks have been removed from use to ensure social distancing.</p> <p>Sanitising stations are provided at the entrance to all our premises and at other strategic locations.</p>	<p>N/A</p>	<p>N/A</p>
	<p>Cleaning</p> <p>The frequency has been increased for the cleaning of multi contact surfaces such as door handles, handrails and photocopiers.</p> <p>Desk based workers have been provided with wipes for their own work stations.</p> <p>Hot desks have been reduced to ensure 2 metre distance. Wipes have also been provided with signage instructing to clean before using hot desks.</p>	<p>N/A</p>	<p>N/A</p>