



CATCH 

WEBINAR ETIQUETTE

I'll potentially freeze up right in the middle of a gurn



sigh
-the new normal...

Webcams Off



-I'd love to see your faces but it's about Bandwidth



Microphones Muted



Safe from family incursion



Post questions into chat



Also the hand-up feature



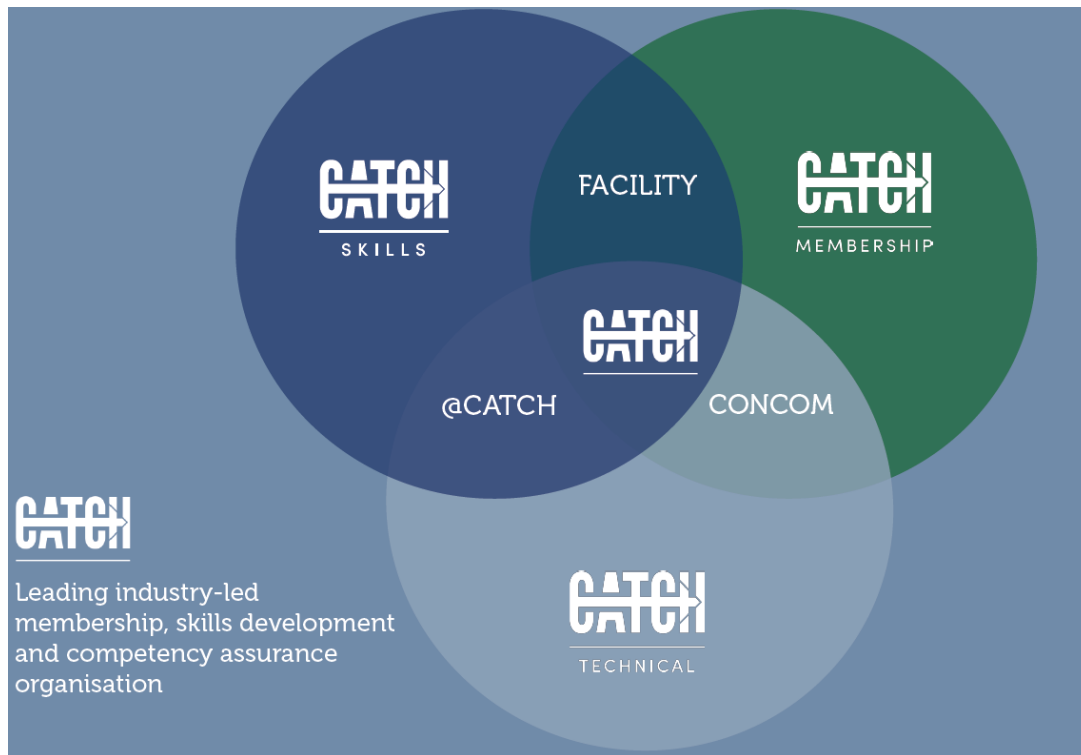
please do ask questions...

We'll pause or take at the end as appropriate



About CATCH

CATCH is a non-profit, industry-led membership, competency assurance and skills development organization supporting industry within the Humber and Yorkshire region and beyond.





Collaborating



Teams

or,



Work
as
Individuals



<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Poll Results

Risk Assessment



	RISK ASSESSMENT IF PRINTED THIS IS AN UNCONTROLLED DOCUMENT	Ref No: 40
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THIS RISK ASSESSMENT IS PRIOR TO ANY CONTROL MEASURES BEING APPLIED.

HAZARD NUMBER	HAZARD IDENTIFICATION	PERSONS at RISK			WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					MATRIX CLASSIFICATION
		U=USER	O=OBSERVER	P=PASSER-BY	1	2	3	4	5	1	2	3	4	5	
46	Potential viral exposure to, employees, delegates, visitors, and contractors.	U	X				x						x		19
		O	X				x						x		19
		P	X				x						x		19
46	Employees and Delegates travelling to and from site.	U	X				x						x		19
		O													
		P													
46	Using welfare facilities -Toilets	U	X				x						x		19
		O													
		P													

	RISK ASSESSMENT IF PRINTED THIS IS AN UNCONTROLLED DOCUMENT	Ref No: 40
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			<ul style="list-style-type: none"> Increased cleaning of all communal areas. Cleaning routines to be established in all areas see specific Covid procedures for instructions/guidance. Regular daily cleaning of handrails, door handles, canteen tables, welfare facilities (fridges, water machine, water boilers etc..) must take place. Staff are encouraged to bring their own cutlery and to take home to clean at the end of the day. If first aid needs to be administered, then a FFP3 face mask and full face visor must be worn by all involved. If delegates are failing to comply place on the CATCH sites they may
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			<ul style="list-style-type: none"> Avoid Public Transport wherever possible, unless with immediate family group you are
			<ul style="list-style-type: none"> Numbers of people in toilets to be restricted on exit. Use hand cleaning or sanitizers if provided Toilets to be thoroughly cleaned on a daily
			<p>Third-party catering services (365) must agree to minimum and align their risk assessments: https://19-guidance-for-food-businesses/guidance-for-19</p> <ul style="list-style-type: none"> Hand cleansing or sanitizers to be provided exit

	RISK ASSESSMENT IF PRINTED THIS IS AN UNCONTROLLED DOCUMENT	Ref No: 40
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Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

FIVE STEPS TO SAFER WORKING TOGETHER

- We have carried out a COVID-19 risk assessment and shared the results with the people who work here
- We have cleaning, handwashing and hygiene procedures in line with guidance
- We have taken all reasonable steps to help people work from home
- We have taken all reasonable steps to maintain a 2m distance in the workplace
- Where people cannot be 2m apart, we have done everything practical to manage transmission risk

Employer: **CATCH** Date: 28/05/2020

Who to contact: **Paul Snowden** 01469 552825

THIS RISK ASSESSMENT IS AFTER ALL CONTROL MEASURES ARE APPLIED

HAZARD NUMBER	HAZARD IDENTIFICATION	PERSONS at RISK			WORST CASE OUTCOME					LIKELIHOOD / PROBABILITY					MATRIX CLASSIFICATION
		U=USER	O=OBSERVER	P=PASSER-BY	1	2	3	4	5	1	2	3	4	5	
46	Potential viral exposure to, employees, delegates, visitors, and contractors.	U	x					x							9
		O	x					x							9
		P	x					x							9
46	Employees and Delegates travelling to and from site.	U	x												
		O													
		P													
46	Using welfare facilities -Toilets	U	x					x							9
		O													
		P													
46	Using welfare facilities -Canteen	U	x					x							9
		O													
		P													
46	Emergency Procedure/ Fire Evacuation	U	x					x							1
		O	x					x							1
		P	x					x							1
		U													
		O													
		P													
		U													
		O													
		P													

Risk Assessment



Cleaning,
handwashing
& hygiene

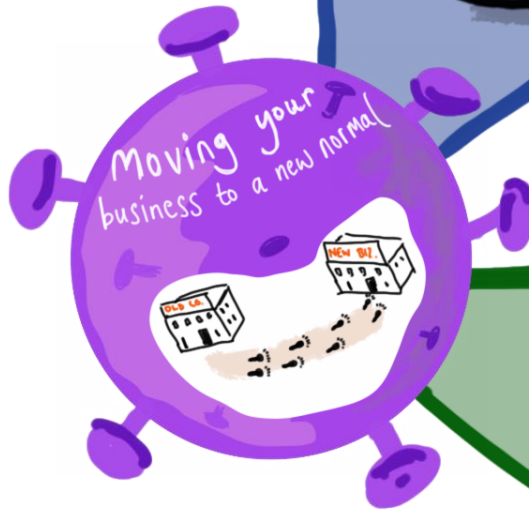




KNAUF



Increased guidance on handwashing has been introduced as well as new hand wash stations.



Risk Assessment



Cleaning,
handwashing
& hygiene



Working
from
home



Display screen equipment (DSE) workstation checklist



This is a web-friendly version of Display screen equipment (DSE) workstation checklist published 06/13

Workstation location and number (if applicable):

User:

Checklist completed by:

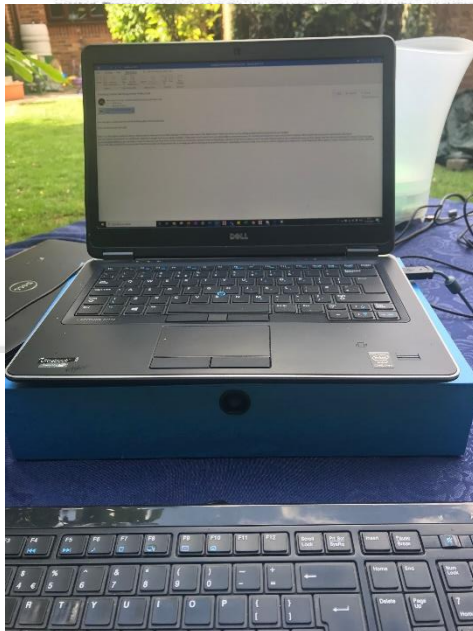
Assessment checked by:

Any further action needed: **Yes/No**

Follow-up action completed on:

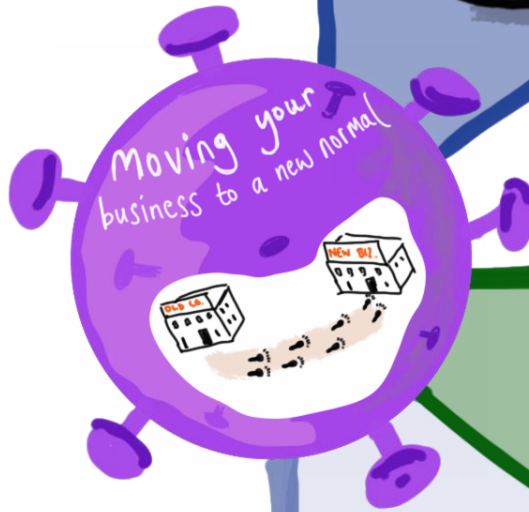
The following checklist can be used to help you complete a risk assessment and comply with the Schedule to the Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.

The questions and "Things to consider" in the checklist cover the requirements of the Schedule. If you can answer "Yes" in the second column against all the questions, having taken account of the "Things to consider" you are complying. You will not be able to address some of the questions and "Things to consider", eg on reflections on the screen, or the user's comfort, until the workstation has been



- 1 Create a Dedicated Workspace
- 2 Focus on Your Wellbeing
- 3 Weekly Team Check-In
- 4 Regular 121 Catch-Ups with Line Manager
- 5 Be Open with Each Other About Commitments – Work and Home
- 6 Trust Each Other to be Working Hard to Deliver

Poll Results



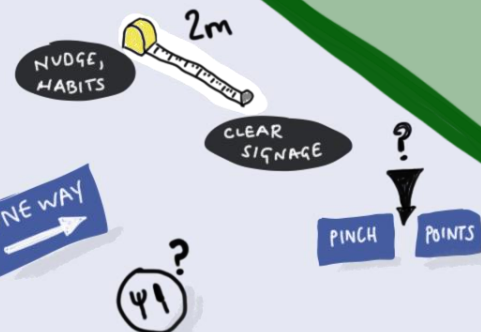
Risk Assessment



Cleaning, handwashing & hygiene



Working from home



Social distancing



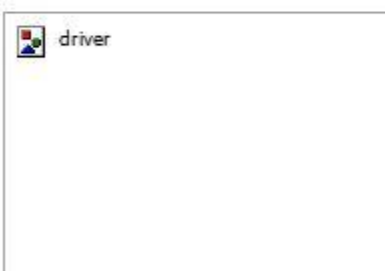


HSE eBulletin

Please see below for details on an open letter to businesses published by The Department for Transport and HSE.

HSE has published a letter with the Department for Transport, to reassure drivers, and to remind businesses of their obligations to provide suitable toilet and hand washing facilities to drivers visiting their premises.

Businesses which make or receive deliveries, must ensure that drivers have easy and safe access to toilets and hand washing facilities to support their health and wellbeing whilst carrying out their important work, which supports the economy.



[View the letter in full at Gov.uk.](#)

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Email was sent to [@_monday@catchuk.org](mailto:info@catchuk.org)

www.hse.gov.uk



Halved spaces



Smaller tables to increase separation



Small, significant changes



+



Visual standards to achieve >2m



External overspill for peak times





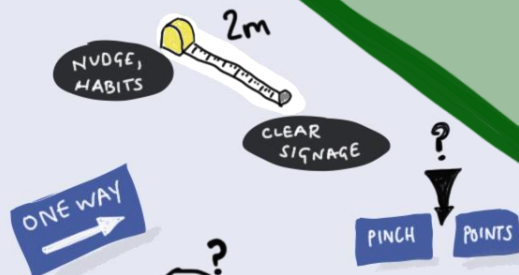
Risk Assessment



Working from home



When social distance not possible
Screens



Social distancing

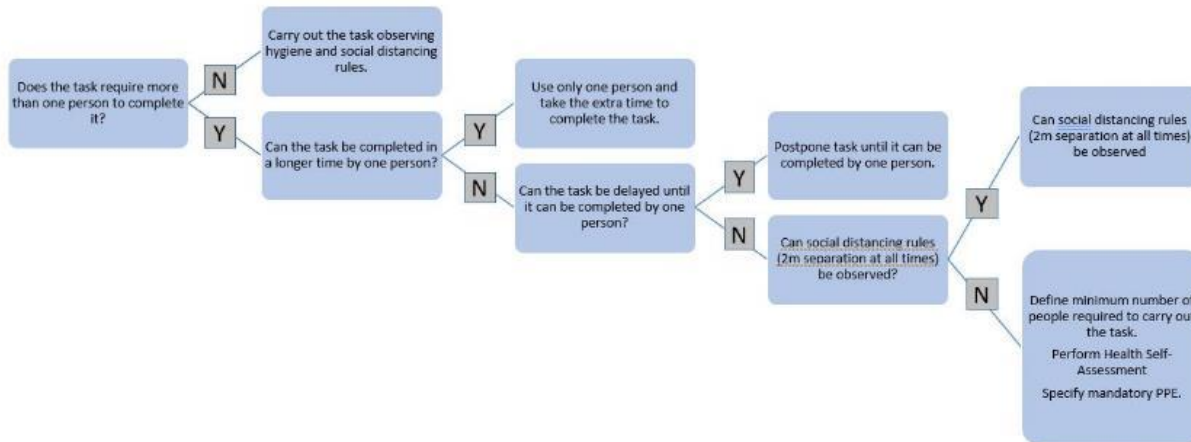


DEDICATE STAFF



Decision Tree – Coronavirus – KNE

(printout)



- Mandatory PPE**
- > Mask (P2, P3 or N95)
 - > Gloves (Nitrile)
 - > Eye protection (goggles or face shield)

Temporary segregation



Permanent segregation



Permanent segregation & PPE (Visor, masks to come)



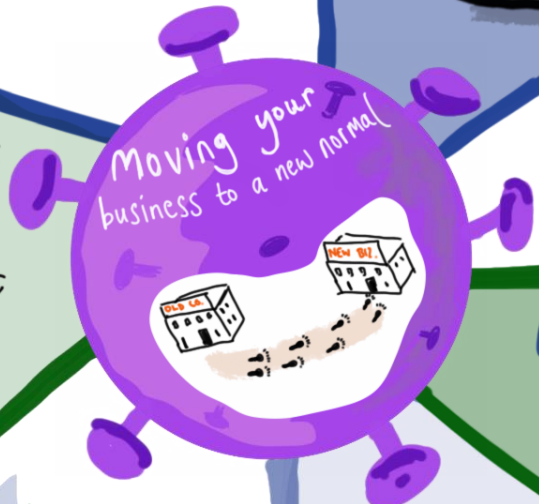
COVID-19

Contact Card & Zoning Plan

1. This contact card must be kept on you AT ALL TIMES.
2. If you are within 2 meters of a person for more than 15 minutes you must name them on this contact card
3. Any entries in your log diary must be given to your Line Manager at the end of your shift.
4. Your line manager will then update their master copy.

Date	Primary Zone	Sub-zone	Name of person in contact with	Comments (task, reason)

Poll Results



Risk Assessment



Cleaning, handwashing & hygiene



PPE



SECURE SUPPLIES



Re-use?

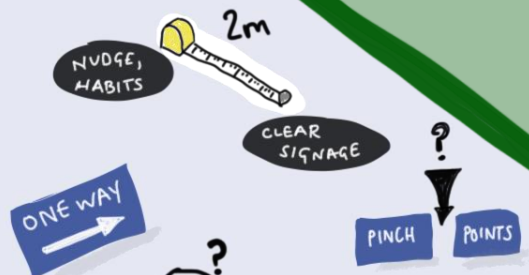


When social distance not possible
Screens



DEDICATE STAFF

Working from home



Social distancing



N95/FFP2

- Thermal Screeners
- SMC/SIC
- Warehouse
- Canteen
- Security
- Vulnerable People from OH referral

Surgical

- Everyone else

FFP3 (COSHH)

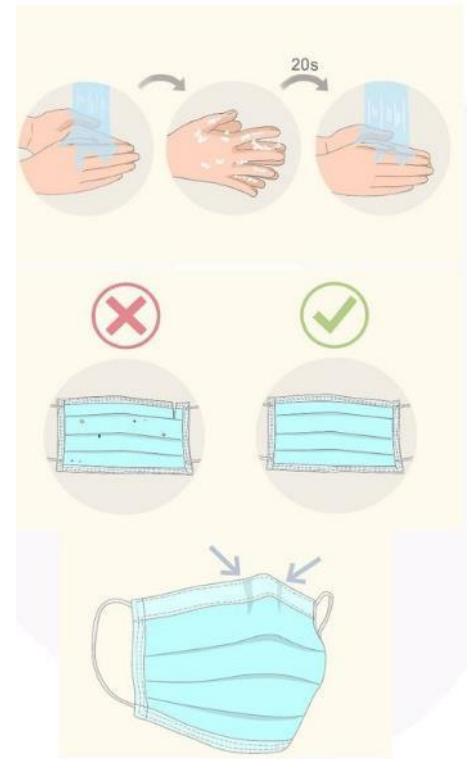
- Process

N95/FFP2/KN95

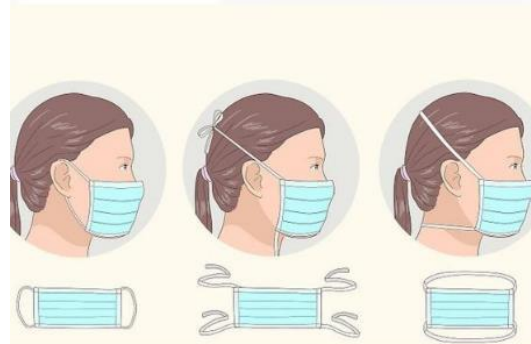
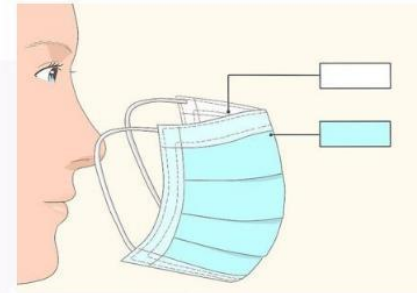


Surgical

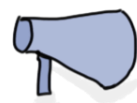
FFP3



Dedicated Mask and glove disposal



Communication



Risk Assessment



Cleaning, handwashing & hygiene



PPE

SECURE SUPPLIES



Re-use?



DEDICATE STAFF



Moving your business to a new normal



Working from home



2m
NUDGE, HABITS

CLEAR SIGNAGE



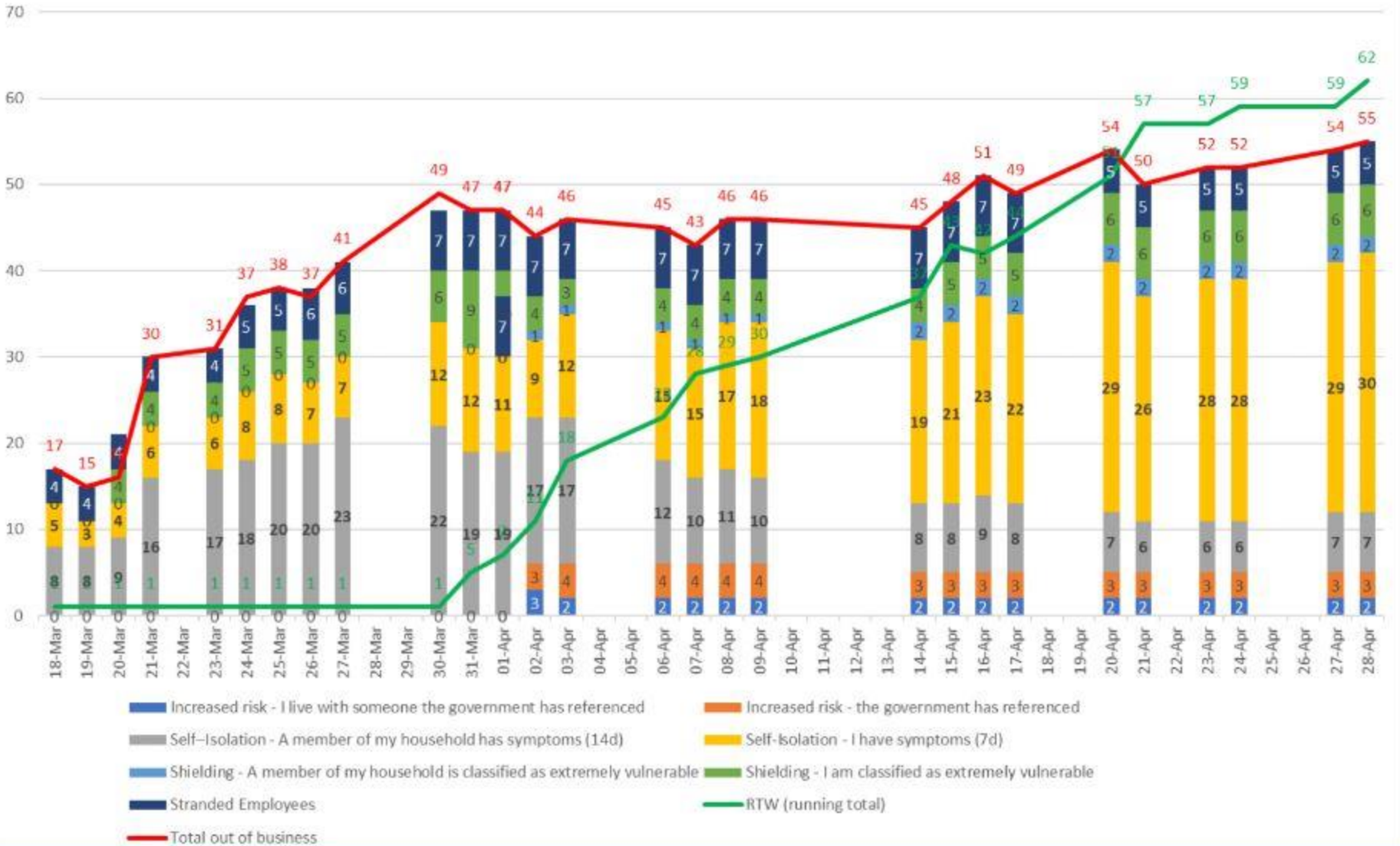
PINCH POINTS



Social distancing



COVID-19 Business impact





Dedicated team(s) established



KNAUF

Agenda

1. Background
2. PPE
3. Cleaning
4. Contact tracing and Zoning
5. Thermal Screening
6. Visitors
7. Social distancing
8. Canteen
9. Positive Case or Symptomatic

All employees welcomed back to workplace with new work wear & PPE starter pack that is replenished as frequently as required. All PPE packs also included a copy of new social distancing working procedures and local area controls. Manager present to answer any questions or concerns regarding adjustments to ways of working and cultural change requirements.



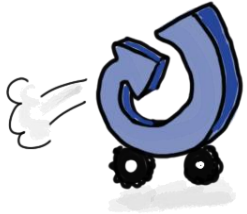
WELCOME BACK

You or your family may have some questions or concerns about returning to work following your period of furlough

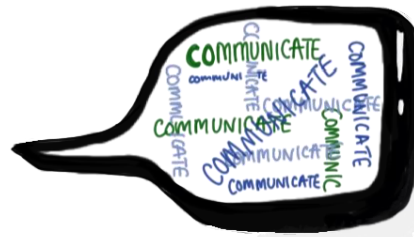
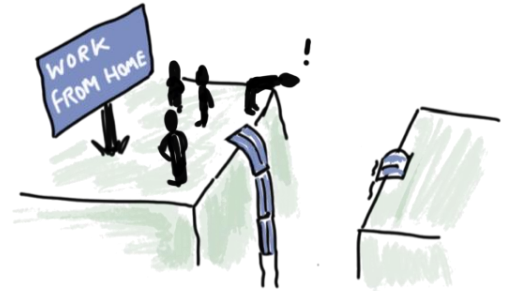


We have created this booklet to advise you of the measures in place to help to safeguard you, your colleagues & your family

In Summary



It's iterative & moving



But Approve



Staying Safe at CATCH

& preventing the spread of Covid-19



Two metre markers present in communal areas to highlight strict two metres social distancing measures



Implement regular hand wash breakout sessions



One-way system in operation within CATCH buildings which must always be followed



Use hand sanitiser gel or soap and water on a regular basis, available in all communal areas and toilets

COVID-19 advice will be displayed throughout the CATCH site



CLASSROOM AND MEETING ROOMS

5. Course Tutor

		A	B	C	D
		Poor	Average	Good	Excellent
5.1	Course tutor presentation style				
5.2	The course was professionally organised and staged				✓

6. Course Materials

		A	B	C	D
		Poor	Average	Good	Excellent
6.1	Content of Course Handouts				✓
6.2	Quality of Course Handouts				✓
6.3	Quality of Visual Aids				✓

7. Training Environment and Catering

		A	B	C	D
		Poor	Average	Good	Excellent
7.1	Training Environment and Facilities				✓
7.2	Catering and Refreshments (if applicable)				✓

8. Overall Feedback

8.1 Please state the areas of the course / programme that you felt were beneficial to yourself and your job.

* layout of buildings + class room for Covid precautions were excellent -

sanitizers and cleaning facilities available -

acceptable distance kept at all time -

Well executed.

Thank you -

How Can **CATCH** Technical Services HELP YOU?

- TECHNICAL EXPERTISE • ADVICE •
- TRAINING • SYSTEMS & PROCEDURES •
- STUDIES & FACILITATION •

HAZID (eg HAZOP) • LOPA • ASSET MANAGEMENT • RBI • FMEA • RCA
HUMAN FACTORS • EMERGENCY RESPONSE • LEAN
PROJECT SCOPE & DELIVERY and more . . .

see catchuk.org
jill.mooney@catchuk.org

Don't forget CATCH Technical are offering
30 minutes of free telephone consultation.

Please fill in Feedback questionnaire that
you will receive later today



Any Questions?

Do you have any COVID-19 response
ideas implemented at your workplace
you would like to share?