

Purpose

This policy explains the measures we are actively taking to ensure employees, contractors and visitors are safe whilst conducting their activities on behalf of VSMPO Tirus Ltd during the latest changes made from government guidelines.

You are kindly requested to follow this policy which has been put in place to sustain a healthy and safe place to work for all participants.

It is important that we all act responsibly and with diligence to ensure that the safe working conditions we have are continued and maintained.

This policy is susceptible to change in line with government guidelines, if there are any further changes you may be informed through email or the company website.

Scope

This policy affects all employees, contractors and visitors that continue to conduct their activities.

The information written in this policy will outline the required actions to prevent the spread of the Corona virus throughout the company even though the restrictions have been removed.

We strongly recommend that all individuals that are affected by this policy should read it carefully.

Reporting COVID-19 sickness for employees

In line with government guidelines individuals no longer have to isolate if they are infected with the Coronavirus and can continue with their daily work activities.

However, to ensure consistency with our company handbook and reporting sickness we would like to ensure that we still maintain a safe and healthy environment to protect those that are considered vulnerable.

If you contract the Coronavirus or show symptoms, we would like you to self-determine if you are safe to enter the work premises without spreading your sickness further. Much like contracting a cold or the flu, if you are not well it is preferred that you follow the sickness reporting procedure and contact your line manager.

If have you are not unwell but it is determined that you have a positive result and you are able to attend work, we kindly request that you wear a mask or face shield, wash or sanitize your hands regularly, and maintain social distancing amongst other employees. In this case the decision should be made between yourself and your line Manager.

If it is possible and agreed upon with the Managing Director you can work from home until your symptoms or sickness have subsided.

Customer liaison/meetings reporting sickness

If visitors or contractors are due to attend the premises and have contracted the Coronavirus or are symptomatic, they must either;

Inform their host that they will not be attending and rearrange another date, or,

Inform your host and attend the meeting if agreed but, make every effort to wear a mask or face shield, wash or sanitize hands regularly and retain a social distance of 1 metre for the duration of their visit.

Hygiene

The work place has hand sanitizers placed in various locations: Kitchens, offices, toilets, warehouse work stations, goods-in/out, production and entrance areas. There is hand washing liquid in all kitchen and toilet facilities. These items will remain available in the premises for the foreseeable future.



VSMPO Tirus Ltd COVID-19 Policy

Revision 3

Authorised by: C Whitehouse

Date: 24.02.22

Kitchen areas must be maintained clean and tidy with surfaces being wiped down after use by the users. Washing or sanitizing your hands is required frequently. If you sneeze you must follow the 20-second hand washing rule. You can use tissues or sneeze into your elbow sleeve. Tissues must be disposed of and you must wash / sanitize your hands immediately. Avoid touching your face, specifically your eyes, mouth and nose. Ventilate the room by opening windows.

Current working conditions

There have been a limited number of positive cases from employees. The government guidance was followed, isolation period was completed and return to work was authorised.

Thank you for your co-operation in making VSMPO Tirus Ltd a safe and hygienically clean environment to work in, for now and the future.



COVID-19 Health and Safety risk assessment

DOC: OH&S COV_01

Revision 1

Authorised by: C Whitehouse

Date: 12.03.2020

Risk assessment date:	12.03.20	Process/activity:	COVID-19 Employee safety	Assessor(s):	Colin Whitehouse, Vicky Rogers	Review date(s):	12.03.2020, 20.03.2020, 11.06.2020, 15.06.2020, 29.06.2020, 26.10.2020, 18.01.2021, 01.04.2021, 07.04.2021, 04.08.2021, 24.02.2022
Areas of concern / Hazards?	What is the risk?	Who is at risk?	What are the current controls to reduce the risk	What are the actions required to further control the risk?	Dates expected Responsible persons	Action completed date?	
Reporting of sickness	Employees do not report if symptoms are apparent or proved positive. Vulnerable persons are at risk.	Any employee or visitor	<ul style="list-style-type: none"> ❖ All employees must report if they have contracted the Coronavirus. ❖ Employees should follow the sickness reporting procedure. 	<ul style="list-style-type: none"> ➤ Continue to communicate with employees and others that good practices remain in place for hygiene and cleanliness. 	Week 11 March C Whitehouse, All employees	Week 11 March, for the foreseeable future.	
Entrance and exit doors	Unknown and company personnel touching handles, buttons, panels etc. Unknown cleanliness or contact with the virus.	Any individual that may visit or work at VSMPO Tirus.	<ul style="list-style-type: none"> ❖ Daily cleaning is continuing in all units for all entrances and exits. ❖ Hand sanitizers will remain inside entrances to unit 12 and 6. ❖ Contract cleaners undertake excess cleaning duties including door handles, banisters etc., daily. 	<ul style="list-style-type: none"> ➤ Continua to monitor 	Week 11 March C Whitehouse, All employees	Week 11 March - continuously	
Office desk stations	Other personnel touching/passing items such as documents etc. Other personnel in close proximity of the station.	The process owners Other individuals	<ul style="list-style-type: none"> ❖ Desk stations have been cleaned down whilst personnel have not been at their station by the cleaning contractors. ❖ Employees are asked to maintain the cleanliness of their stations daily. ❖ Employees shall process documentation through digital exchange where possible. ❖ Employees are to adhere to the hygiene and distancing rule if they contract the Coronavirus and enter the work premises. ❖ All unnecessary items, documents, personal accessories etc. must be cleaned or filed away and retained/maintained by the desk station owner. 	<ul style="list-style-type: none"> ➤ Communicate to all employees that the current hygiene regime will continue as good practice. 	Week 11 March onwards C Whitehouse, All employees	For the foreseeable future.	



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Welfare facilities (toilets, hand washing basins)	Personal hygiene/cleanliness Unknown if the corona virus contact is affecting an employee	Any individual that may visit or work at VSMPO Tirus.	<ul style="list-style-type: none"> ❖ Visual assessment confirms hands soap or sanitizer is placed appropriately and hand soap available in all welfare facilities. ❖ All personnel shall wash their hands thoroughly and regularly during or after utilizing welfare facilities including after sneezing or coughing. ❖ Visual notification is placed appropriately in welfare facilities and will remain as good practice. 	<ul style="list-style-type: none"> ➤ Communicate to all staff that regular washing and/or sanitizing of hands will remain for the foreseeable future. 	Week 11 March V Rogers	Week 11 March, 10.06.20 and for the foreseeable future.
Kitchen facilities and rest break areas.	Unknown personal hygiene/cleanliness Kitchen cleanliness	Any individual that may visit or work at VSMPO Tirus	<ul style="list-style-type: none"> ❖ Personnel shall make their own decisions if other personnel handle their personnel cups/dishes etc. ❖ The dishwasher shall continue to be run at the end of each working day to hot/steam clean cutlery. ❖ Employees hosting contractors and visitors shall ensure cutlery used is placed into the dishwasher when use is complete. ❖ Visual notification sourced and placed appropriately. ❖ Masks shall be worn if individuals choose to. ❖ Employees must wash hands frequently especially after eating, using welfare facilities, touching their face, coughing and sneezing. ❖ No rubbish or excess items are to be left on surfaces. 	<ul style="list-style-type: none"> ➤ Communicate to all employees. 	Week 11 March All employees	Week 11 March, 10.06.20, Week 27 June and for the foreseeable future.
Internal Meeting / training rooms	Spatial awareness when inside enclosed areas for training or meetings with employees.	VSMPO employees Outsourced training companies and other visitors.	<ul style="list-style-type: none"> ❖ Virtual meetings can continue if requested. ❖ Physical meetings can be conducted. However, if a person is known to be symptomatic or has contracted the Coronavirus, they are requested to wear a mask or face shield and distance themselves from other individuals. ❖ Meeting/training rooms must be left clean and tidy by the users. ❖ Drinking cups, glasses etc. are the responsibility of the user for being washed and placed away. ❖ Employees hosting contractors and visitors shall ensure cutlery used is placed into the dishwasher when use is complete. ❖ Masks or face shields can be worn if individuals choose to wear them. 	<ul style="list-style-type: none"> ➤ Communicate to all employees. 	Week 12 March C Whitehouse	For the foreseeable future.



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Virus aerosols in working environments	Catching the corona virus at work (if unknown) from poorly ventilated rooms	VSMPO employees and visitors	<ul style="list-style-type: none"> ❖ Employees or visitors that are aware or have symptoms of the Corona virus must contact their host or line Managers for guidance before entering the business. ❖ Rooms with natural ventilation should have some open windows or air vents where possible to allow natural air flow through each room this will be maintained for good practice. ❖ Do not over occupy rooms. ❖ Continue virtual meetings where possible. ❖ Use fans if there is stagnant air in the room. ❖ Use air-conditioning units to stabilize temperatures and a flow of air through the room from the open windows and/or vents. ❖ Do NOT prop open fire doors in any situation. ❖ Masks or face shields shall be worn if individuals choose to. ❖ Wash hands regularly. 	<ul style="list-style-type: none"> ➤ Ventilation assessment no longer needed. ➤ Communicate that ventilating rooms is a good practice. 	<p>16.04.21</p> <p>V Rogers, S Harris, D Tedstone, R Flynn, K Kearney, C Whitehouse</p>	For the foreseeable future.