****

**Coronavirus (Covid-19) Site Brief - advice for Johnsons Service Group**

Johnsons Service Group will be requesting that all operating plants follow the information and guidance that is included within the COVID-19 information packs the information contained has been reviewed in line with government guidelines.

This will allow for JSG to protect all employees, visitors’ public customers and contractors attending their sites.

**COVID Pack**

* Operating Plants Procedure
* Site Risk Assessment
* Attending Customer Premises Risk Assessment
* Face Covering/Face Visor Training Document
* Posters /Signage
* Daily Check List T100
* Example COSHH for hand gels.
* Site Plan
* Government Guidance -Working safely during **COVID-19** in factories, plants, offices and vehicles
* Staying COVID-19 Secure – Plant Declaration

1. **Operating Plants Procedure -** all General Managers and their team shall review current procedure to ensure suitable controls are applied to safe- guard all our employees, visitors’ public customers and contractors attending their plants.
2. **Example Site Risk Assessment –** all operating plants are required to review draft documentation and undertake site specific assessment, all employees within in plant should be consulted during this process.
3. **Example Attending Customer Premises Risk Assessment-** this should be reviewed as example to allow plants to undertake site specific risk assessment for attending OPD/Drivers/Account Managers.
4. **Face Covering/Face Visor Training Document –** all users of PPE should be briefed in their safe use, disposal and storage.
5. **Posters /Signage –** these should be displayed in appropriate areas i.e. entrances to plants, office’s, welfare and production areas.
6. **Example Daily Check List T100** – this should be undertaken by supervisors/shift managers to ensure all controls are in place and being followed.
7. **Example COSHH for hand gels**- this should be undertaken for all hand gels, sanitisers for their safe use storage and disposal.
8. **Site Plan –** this should be undertaken to allow for government guidance on social distancing i.e. 2 metre rule, floor marking, one-way systems and protective screens.
9. **Government Guidance-** the information contained will give guidance on how to set up safe working practices aligned with JSG paperwork.
10. **Staying COVID-19 Secure – Plant Declaration –** should be completedby General Manager **to** confirm their commitment in making their workplace safe in managing **COVID-19** and displayed in reception, clocking areas and on health and safety information boards.
11. It will be vital to have a re-orientation or re-induction process for all returning staff who have undertaken furlough or self- isolating.
12. All assessments must be completed by 20th May with points arising and addressed by 22nd May these must be readily available to be reviewed at any time.

13. All appropriate signage, protective barriers and floor tape can be sourced either locally or engineered on site if possible.

14. If you require further assistance please contact **Technical Department**

**VISUALS ARE MUST TO ENSURE EMPLOYEE CONFIDENCE IN THE MANAGEMENT OF COVID -19**