
This checklist is designed to be used in conjunction with the manufacturing guidance. Please ensure you read this guidance. A summary of the key points from the guidance follows this checklist.

Actions to take

Full risk assessment

☐ Must complete and implement full risk assessment across all areas of the workforce (including non-production areas where communal gatherings more likely, such as canteens, staff rooms, corridors, exit/entry area, etc), in consultation with employees, employee representatives or trade unions.

Home working

☐ Undertake process to identify job roles that, if possible, can be undertaken from home and plans in place to support homeworking (e.g. monitoring wellbeing of staff, correct equipment to work successfully, process for keeping in touch and ensuring access to work systems).

Physical distancing measures

☐ Decide upon the number of staff that can reasonably follow 2m physical distancing within the premises. Take into account total floor-space as well as likely pinch points and busy areas and then implement relevant measures.

☐ Physical distance marking:

  o Use tape or paint to mark 2m distances on the floor to help people comply with physical distancing regulations.
- Use 2m floor markings for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues may typically form.

- Signage should be used to communicate key health and safety points, such as hygiene, physical distancing and that there is no unintended impacts on disabled people or people with caring responsibilities. Messages should be clear and easy to understand.

- Lifts should only be used by disabled people, for essential purposes, or on a one person per lift basis where possible.

- If the premises has more than one access point, introduce a one-way system at entry and exit points if possible.

- Stagger arrival and departure times of staff to reduce crowding into and out of the workplace, if this is an issue.

- Where possible, take measures to reduce the potential crowding of people particularly in areas where communal gathering may be more likely (canteens, staff rooms, corridors, exit/entry points, etc) - for example by having more entry points for employees into the workplace or change opening hours.

- Review layouts to let employees work further apart from each other where possible.

- Identify high risk areas such as pinch-points like entrances or stairs where close physical contact is likely and/or obstructions force close physical contact. Take measures to reduce risk, including using drop-off points or transfer zones.

- Consider opportunities to reduce unnecessary movement within buildings, such as restricting access to certain areas and use of technology (e.g. telephones, radio transmitters)

- Corporate vehicles (e.g. work minibuses) – plan in place to ensure adequate physical distancing, such as empty seats, limiting numbers
Physical distancing protocol for on-site visitors:

- Provide clear guidance on physical distancing and hygiene expectation, for example, inbound delivery drivers or safety critical visitors, on arrival, for example, signage, visual aids, and before arrival, for example, by phone, on the website, by email.

- Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.

- Review entry and exit routes for visitors and contractors to maintain physical distancing.

- Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses, including with landlords and other tenants.

Staff Safety: Other methods of reducing transmission

- Provide hand sanitiser if hand washing is not practical.

- Provide a nearby supply of hand sanitiser for employees to use when boarding vehicles or handling deliveries when handwashing is not practical and ensure staff have access to and are able to regularly wash their hands.

- Increase ventilation where possible and where it is safe to do so. i.e. do not keep fire safety doors open.

- Stagger break times and make use of outdoor space for breaks where possible.

- Use a consistent pairing or grouping system where employees work on shifts together.
Enhanced hygiene

- Staff should be encouraged to use contactless or cashless payment where possible, if required in staff canteens.

- If staff have to use touch-based security devices such as keypads to enter the business through controlled areas, either seek alternatives or implement cleaning and diversification arrangements.

- Use signage, tannoy announcements and any other relevant communication tools to remind staff to maintain hygiene standards. i.e. hand washing and coughing etiquette.

- Encourage staff to wash their hands by providing hand sanitation facilities at entry and exit points and in any common areas.

Cleaning

- Work areas, staff rooms, canteens and equipment should be cleaned frequently between uses. A cleaning schedule should be designed and staff trained to implement the schedule.

- Frequent touch points should be identified and disinfected regularly including all objects and surfaces that are touched regularly. Adequate disposal arrangements should be made available for any additional waste created.

- Workspaces should be kept clear and all waste should be removed. All personal belongings must be removed from work areas at the end of a shift, i.e. water bottles, mugs, stationary etc.

- Set clear use and cleaning guidance for toilets to ensure they are kept clean.

- Consider whether additional waste facilities and more frequent rubbish collection can be provided.

- Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they
are kept clean and clear of personal items and that physical distancing is achieved.

Staff support

☐ Plan and implement appropriate engagement structures to ensure employee engagement on testing and modification of site measures is developed collaboratively and regularly informed by shared experience.

☐ Provide written or verbal communication of the latest guidelines to staff, develop communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.

☐ Engage with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.

☐ Take reasonable steps to ensure that disabled people are informed about new procedures, and are able to access facilities, i.e. handwashing facilities at wheelchair height, verbal direction for those unable to see floor markings or signage, etc.

☐ Consider support mechanisms to promote positive mental health and wellbeing in the workforce, supporting employees who may be anxious for many reasons relating to the changes resulting from Covid-19.
Manufacturing Guidance – Summary

To support the manufacturing sector to restart safely under Phase 2 of the Scottish Government’s routemap out of lockdown, specific guidance was published on 26 May. We are working with employers and trade unions from the manufacturing sector to ensure that this ongoing guidance is evidence-based, fair and ethical, clear and realistic. It sets out our expectations on what manufacturers of all sizes and sub-sectors need to consider, based on five key areas for planning:

(1) assessing risk;

(2) workforce planning;

(3) operational guide;

(4) deliveries, distribution and visitors; and

(5) training and compliance.

As a minimum, we expect manufacturers to:

- Take a risk-based approach to protect health and safety of employees and ensure the longer-term economic viability of the business (1);

- Engage employees fully in that process, through trade union or workforce representatives (1);

- Working from home to continue, where possible (2);

- Health factors to be considered in any phasing of who returns to work (2);

- New arrangements to be tested and modified through collaboration between employers and employees (2);

- Companies to take travel to work and childcare considerations into account in decisions around a phased restart (2);
• Enhanced health and safety measures to be in place before staff are asked to return to work (3);

• Safe travel to work arrangements to be considered as part of a risk assessment (3);

• Provide early clarity to their supply chain about honouring of orders in the system (4);

• Treat all site visitors including contractors, suppliers and those making deliveries, as if they were employees (4);

• Training around processes and working environment expectations to be provided for all staff before restarting work (5); and

• Companies to establish measures, in collaboration with trade union or workforce representatives to monitor compliance with relevant regulations and processes put in place to enable a safe return to production (5).

The key message is that it is essential companies undertake a robust risk management approach, developed and actively maintained through collaboration between companies and trade unions or employee representatives.

An operational checklist has been developed as an aid to support efforts to fully consider the range of activities needed to ensure safety in the workplace.

Our approach is a mixture of regulation and guidance. The Health Protection (Coronavirus) (Restrictions) (Scotland) Regulations 2020 came into force on 26 March, imposing the two metre rule on all businesses and service providers that remain open. The Health and Safety Executive (HSE) is treating COVID-19 as a workplace health issue, taking action where necessary to ensure compliance with the relevant public health guidance to control COVID-19 health risks to workers.