TT Electronics Risk Management Plan COVID-19

The coronavirus pandemic is expected to continue to impact many aspects of our lives until at least the end of 2020, possibly longer. This document outlines our clear and consistent principles that enable us to operate our workplaces whilst keeping everyone safe.

Our Approach to minimise the risk of transmission

- Achieve Social Distancing
- Temperature Checking and self-isolation if symptomatic
- Provide the means to enable good personal and workplace hygiene

Expectations: everyone is expected to

- Adhere to the guidance for their location
- Respect social distancing at all times
- Seek clarity from your Manager, HSE or HR if the guidance is not clear
- Engage constructively & positively to drive continuous improvement
- Never compromise safety or security

TT Electronics Risk Management Assessment

The 16 point TT Electronics Generic Risk Assessment (Fig 1) was cascaded to all UK Sites to highlight common areas across the TT Electronics Group, where people segregation may be at risk.

Sites were also issued with a TT Electronics self-assessment site audit checklist. Audit questions are provided below (Fig 2) with a copy of the assessment in (appendix 1) that included good practice guidance with example photographs.

The site Operations Manager with support from HSE was required to complete the audit along with compiling a site-specific risk assessment. The findings of the audit and risk assessment were used by the site to identify, prioritise and complete the required actions to guarantee 2m segregation of our employees and subcontractors. Photos of the site measures were captured within the site audit record.

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Once all the measures had been implemented, each Operations Manager signed a copy of the site specific COVID-19 risk assessment as a commitment to people health and safety and bought the findings of the assessment to employees and trade unions to ensure that all controls requirements are understood and followed.

10 Point Daily Confirmation

To ensure daily compliance, the 16-point checklist has been condensed into a simple daily 10 point checklist that each Production Manager and Team Leader must complete and sign at least once per day. This ensures ongoing compliance and allows suitable escalation of any areas of concern that require addressing.

Management Control Status

Each day the Site Operations Leader consolidate all the signed 10-point checklists into a RAG (Red, Amber, Green) table for their site showing the health of the site COVID-19 controls. This file includes comments on any non-conformance allowing trends to be identified and resolved where necessary.

Green – Station assessed, no specific action necessary, or specific action implemented as per checklist recommendations.

Amber – Station assessed, mitigation actions necessary and implementation of measure defined. Area can remain open with action in place.

Red – Station assessed but mitigation actions necessary & implementation date not defined. Area to close immediately until measure implemented

The Covid-19 status site record is forwarded daily to Melanie Evans for collation and distribution to Group Health and Safety and the Group Risk Management Department for review of status and follow up in order that TT Electronics as requested to the Group Risk Management Department for assurance and review of status in order that TT Electronics CEO can be advised on the status of compliance.

Figure 1 - TT Electronics Site Generic Risk Assessment Controls

#	Area	Category	Associated Health & Safety Risk	Implemented measure
1	Facility Entrance	Clock-in / Clock-out/ Visitor/ Contractors	People 2m apart (direct contamination)	- 2m separation between employees clocking in / out, process confirmed each shift by local leadership team. - 2m marking tape applied to floors to identify 2m gap. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. - Communications through signed training pack completed with all employees. - Time between shift changes staggered to minimize waiting. - Employees coming in to shift times staggered with teams leaving shift to prevent crossover where relevant. - One-way systems implemented so that an orderly flow in one direction use the clock machine. - Daily temperature and health checks taken on all employees/ visitor on entering site. - Employees trained/ informed not to come to work if their temperature is above 38c and if they have symptoms to self-isolate for 14 days - Isolation room provided at site if needed for people on site who become ill - Contractors/ Visitors to complete a health questionnaire and be subject to temp checking at site. - Only essential contractor works able to be completed on site. - Reception area to be remote managed or screening provided for receptionist
2	Site	Break / social areas	People 2m apart (direct contamination)	- Defined canteen / social areas for teams across the site. - Table seating reduced to maintain social distancing. - Break times staggered to reduce the number of staff in the break room. - Break times split for employees reducing numbers using facilities concurrently. - Signage and instructions in area to remind employees where they can sit. - Restricted numbers authorized to use smoking shelter with signage and distance markings indicated.
3	Site	Locker room / showers	People 2m apart (direct contamination)	- Communications through signed training pack completed with all employees. - Staggered shift times social distance floor markings - Maximum number of employees allowed in locker room - 2m marking tape applied to floors to identify 2m gap between walkway and locker. - Additional signage installed on wall and floors identifying 2m separation requirement at all clock areas. - Break times split for employees reducing numbers using facilities concurrently.

#	Area	Category	Associated Health & Safety Risk	Implemented measure
4	Site	Toilets / hand washing areas	People 2m apart (direct contamination)	- Communications through signed training pack completed with all employees & All employee brief. - 2m marking tape applied to floors to identify 2m gap between walkway and wash area where required. - Toilet urinals, cubical and sinks made out of use if within 2m of each other. - Break times split for employees reducing numbers using facilities concurrently. - Additional 'port aloo' cabins and hand wash facilities installed where additional capacity is needed.
5	Manufacturing/ Facilities	Personal Protective Equipment (PPE)	Tooling/material/equipment contamination between users	- No PPE is shared between employees. - Additional cleaning regimes implemented by on-site cleaner/ contractor to clean equipment between shifts. - Communications through signed training pack completed with all employees. - Surgical masks provided to employees that cannot avoid <2m working, replaced every four hours.
6	Site	Company Vehicles	Tooling/material/equipment contamination between users	- Cleaning fluids and paper provided to applicable areas. - All common contact points under increased cleaning regime by employee after use. - Wipes provided by Facilities Management for local equipment cleaning, i.e. steering wheels. gearstick - Communications through signed training pack completed with all employees.
7	Manufacturing Facilities/ Warehouse	Handover Areas	People 2m apart (direct contamination)	- Meetings held with a maximum of 5 people. Use of Microsoft teams where possible. - Non-critical meetings cancelled across site - Communications through signed training pack completed with all employees. - 2m separation between employees during start / end of shift meeting, aided through pre-determined floor marking. - Team Leaders sharing duties with Managers to allocate work in smaller groups. - Communications through signed training pack completed with all employees.
8	Site	People flow in common areas (corridors, stairs...)	People 2m apart (direct contamination)	- One-way pedestrian routes implemented where possible. - Stairways made one way, routes communicated with teams locally. - Signage implemented on pedestrian / traffic flows to be observed. - Pinch points observed by Leadership Team and solutions implemented. - Additional entrances used to prevent bottle necks - Communications through signed training pack completed with all employees. - Floor markings applied every 2m for 10m leading up to entrances.

#	Area	Category	Associated Health & Safety Risk	Implemented measure
9	Site	Lunch area	People 2m apart (direct contamination)	- Defined canteen / social areas for teams across the site. - Table seating reduced to maintain social distancing. - Canteens (where available) implement one-way system, reduced menu and packed lunches to avoid waiting times. - Signage and table and floor markings to instruct employees - Break times split for employees reducing numbers using facilities concurrently. -Employees to use their own utensils where possible or system to ensure used crockery is thoroughly washed after use for eating.
10	Site	Collective water supplies / fountains	Tooling/material/equipment contamination between users	- Water fountains closed. Water dispensers remain open with increased cleaning regime by cleaner. - Plastic / paper cups stored on the water dispensers removed. Bring your own bottle / cup implemented. - Communications through signed training pack completed with all employees. Washing hands incl. in comms campaign. - 2m distance tape applied around perimeter of water supplies, vending machines and microwaves.
11	Site	Offices	People 2m apart (direct contamination)	- Employees able to work from home working remotely. Regular check ins with direct Manager. - Rotating teams in office space to reduce office capacity and enable enhanced social distancing - 2m separation between occupied office desks. - Office areas should be adapted to allow 2m social distancing (i.e. diagonal seating) - Use your own equipment, such as pens etc. when in the office - If you use any shared equipment, such as photocopiers, ensure you wash you hands prior and post use - Ensure your desk space is completely clear when you leave the office to enable thorough cleaning - Cleaning fluid and paper provided, and guidance provided on self-cleaning desks twice per day. - Fire Marshall and First Aider information updated locally.

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#	Area	Category	Associated Health & Safety Risk	Implemented measure
12	Site	Meeting / emergency points	People 2m apart (direct contamination)	- 2m separation between employees whilst walking through site. - Increased awareness through communication campaign. - Communications through signed training pack completed with all employees. - Emergency points communicated to teams that have relocated. - Desktop emergency drill conducted at site by management to ensure familiarization by key emergency team members
13	Manufacturing/ Warehouse/ Facilities	Start of shift/ Production/ Shift hand-over	People 2m apart (direct contamination)	- Meetings held with a maximum of 5 people. Use of Microsoft Teams where possible. - Non-critical meetings cancelled across site. - Communications through signed training pack completed with all employees. - 2m separation between employees during start / end of shift meeting, aided through pre-determined floor marking. - Team Leaders sharing duties with Managers to allocate work in smaller groups.
14	Site	Simultaneous operations in the same area with less 2m.	People 2m apart (direct contamination)	- Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - Work re-planned where possible. - Where >2 employees within close contact, i.e. 2 man lift, PPE provided i.e. face mask. - Bespoke perspex screens in place to segregate unavoided <2m distanced work areas.
15	Site	Operations executed by several operators with less than 2m but which could be done individually	People 2m apart (direct contamination)	- Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - Work re-planned where possible. - Where >2 employees within close contact masks and face visors provided. - Bespoke perspex screens in place to segregate unavoided <2m distanced work packages.
16	Site	Co-working (Not technically possible to perform the work with 1 person and less than 2m)	People 2m apart (direct contamination)	- Employees asked to highlight tasks that are within 2 meters to local Management then addressed with priority. - Work re-planned where possible. Cycle times increased. - Where >2 employees within close contact i.e. training, PPE provided i.e. face masks and face visors. - Bespoke perspex screens in place to segregate unavoided <2m distanced work packages.

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Covid-19 Daily 10 Point Check	Green: Station assessed, no specific action necessary, or Specific action implemented as per Checklist recommendation (ref ME2006932)
	Amber: Station assessed, mitigations actions necessary and implementation date defined. Area Closed
Location: Date: Site:	Red: Station not assessed or, station assessed but mitigation actions necessary & implementation date not defined. Area Closed

POINT	CRITERIA	REACTION RULES	RAG CONDITION	WHERE OBSERVED	COMMENTS ON CONDITION
1	Observe following is being adhered: **Clock-in / Clock-out** People >2m apart, where possible	Reinforce communication with the individuals.			
2	Observe following is being adhered: **Break / Social Areas** People >2m apart, where possible and inline with local time and segregation rules	Reinforce communication with the individuals.			
3	Observe following is being adhered: **Changing Rooms / Locker** Areas People >2m apart, where possible	Reinforce communication with the individuals.			
4	Observe following is being adhered: **Toilets / Hand Washing Area** People >2m apart, where possible	Reinforce communication with the individuals.			
5	Observe following is being adhered: **Smoking Shelter** People >2m apart, where possible	Stop individuals - tell them to go and wash hands and reinforce communication with the individuals.			
6	Observe following is being adhered: Bottleneck Areas (**Corridors, stairs**.) People >2m apart, where possible	Reinforce communication with the individuals.			
7	Observe following is being adhered: **Co-working Operations (manufacturing/ warehouse/ facilities etc.) respecting People** >2m apart, where possible (if not possible then correct PPE is being worn)	Stop Activity. Reinforce communication with the individuals.			
8	Ensure correct number of Fire Marshals and First Aiders present for Business Compliance	Resource redeployment across site to maintain coverage.			
9	Observe following is being adhered: **Co-working Operations (Offices)** respecting People >2m apart.	Stop Activity. Reinforce communication with the individuals.			
10	Observe following is being adhered: Employees where practicable are working from home	Reinforce communication with site department managers to implement where practicable			

Score / %

Site Manager Signature:

Fig 2 - Site Self- Assessment Covid-19 Audit

	COVID-19 Site Internal Audit	TT Group Good Practice Guidance
1	Risk Assessment Does the site have a local Covid-19 Risk assessment that covers as a minimum the following:	
a	Local Country/ Government Guidance Controls?	UK - www.gov.uk, USA - www.usa.gov, USA - Center of Disease Control and Prevention. Www.cdc.gov, China - www.gov.cn, Malaysia - malaysia.gov.my,
b	Cleaning Regimes/frequencies identified, clearly communicated and records kept and reviewed to ensure frequency is maintained. Plus, action to take if a confirmed case is reported?	Good practice to clean common areas twice per day i.e. hand rails, door plates etc. Also, good practice to provide additional disposable towel and cleaning agent stations to allow employees that wish to implement additional cleaning of their workstation.
c	Personal Cleanliness/Hygiene facilities for employees for hand washing and drying at site? *Note social distancing needs to also be maintained in these areas.	Minimum of running hot and cold water and soap. Good practice is additional hand sanitisation stations positioned around site and restrictions for maximum persons that can use toilet facilities. Provide a closed bin for tissues and disposable face masks and dispose in a sealed bag per local/ government guidance
d	Personal Protective Equipment (PPE) for Covid-19 identified, sourced, provided and communicated and trained how to use for individuals where government required?	As per local government guidance, See TT Guidance attached on face masks.
e	Employee temperature checking and records of temperature prior to starting work?	Temperature checks using a temperature gun should be taken on entry to work before work commences utilising local government requirements of distance control. The Temperature must be below 38 degrees Celsius. If above the employee should be sent direct to the self-isolation room on site for an additional check and then sent home if temperature stays elevated and or additional symptoms are present.

	Visitor/ Contractor controls for essential work are in place at site	Essential Visitors i.e. Local Authority Visits for checking site controls or essential contractors for essential safety maintenance i.e. pressure systems, fire alarms must complete the Health screen form (attached), be subject to and abide by the site COVID-19 HSE controls and ensure they maintain social distance always.
f	Isolation room provision on site for employees who may become ill whilst at work?	A room designated (Not the First Aid Room in case of need) that can be used for unwell employees that feel they have symptoms to self-isolate on site. This room should either not be used for other use during the COVID-19 pandemic or cleaned after use if used for other activities i.e. a meeting room if a separate room cannot be designated.
g	Clear guidance and communication including posters on what persons experiencing symptoms should do and action to take if a confirmed case is reported?	Sites can compile their own and utilise the WHO posters to support.
h	Social distance controls on site implemented as per government guidance for Workstations, common areas, canteens, changing areas?	Follow government guidance for implementation of minimal social distance requirement - WHO minimum distance 1metre, UK minimum 2 metre
i	Visual marker controls implemented on site to ensure social distancing is maintained always? *Note some sites have implemented one-way systems for personnel movement to maintain social distance to the government guidance.	Ensure common area's toilets, wash areas, clocking in and out areas

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j	Regular communication protocols for cascade and raising areas of concern to include, regular employee update meetings, poster communication on Covid-19 controls, how employees can raise concerns	Daily, weekly and all hands briefs in small teams to be completed. Inform employees who they can raise issues to if they have concerns.
k	Vulnerable Individuals Identification and controls to protect those individuals i.e. TT Global guidance and local government guidance detailed and implemented with records maintained by HR.	As per TT group guidance and local government lists
l	Travel for work and Offsite meeting controls i.e. TT Global control protocol in place plus any additional local travel controls to allow employee to travel to and from work safely	Follow local government guidance and TT policy. Until further notice no international of site travel is permitted without first approval from EVP
m	Emergency response plan review and any temporary amendments needed i.e. fire, first aid, emergency spill controls and associated communication.	Ensure social distance is applied to fire muster point. Sites could utilise their daily employee temperature records as a fire warden roll call if needed due to the employee onsite staff daily changes. Sites should create a simple way such as in/out board to ensure sufficient first aid and fire warden cover is on site at any given time.
n	Mental Health considerations and support for employees i.e. Mental first aid support, Employee assistance programs, contact names/ numbers for assistance support.	Provide information to local employees of who to contact for support. Provide posters on supporting mental health from WHO. Source https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public

o	Remote/ Working i.e. Home worker controls considered and implemented i.e. workstation controls	See working from home DSE guidance and assessment and home working guide on TT COVID-19 intranet. The self-assessment form should be used by home workers to assess their needs to be able to undertake home working safely. Items identified to work form home safely should be raised and discussed with your manager for provision.
o	Risk Assessment is reviewed signed and dated by Operations Head and updated regularly as new government/ TT Electronics of local controls evolve, noting the updates with amended dates/ Operational sign off.	The Site Operational Manager owns the risk assessment control requirements with support from their management team including HSE.
2	Documentation Control/ Retention	
a	Document and retain local covid-19 risk assessments to ensure that we are following the latest public health guidance. These must be dated and signed by local Operations Head. This must be able to be reviewed and updated as government and TT Electronic guidance changes in order to show the dates and changes implemented.	Maintain all updates to the site risk assessment and site controls
b	Document and retain any decision-making processes regarding measures implemented to manage COVID-19 and safeguard our employee's health, such as Business continuity meeting notes and actions, emergency planning meeting notes and actions and employee/ union feedback response and actions.	Hold all documents in case of authority or audit/ insurance inspection.
c	Ensure there is a documented plan in the event of a COVID-19 incident setting out the steps and decisions the site would expect to take	See TT Guidance on COVID-19 case for guidance.

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d	Document and retain any decision-making processes and authorisations around temporary changes to internal control procedures that need to be put in place due to COVID-19 working restrictions. This could include things like Delegation of Authority changes, signatories and approvers or frequency of control.	Maintain all updates to the site risk assessment and site controls
e	Retain any communication documentation (dated) to staff at a site level concerning safeguarding measures.	Hold all documents in case of authority or audit/ insurance inspection.
f	Retain any complaints from employees in relation to safeguarding measures and our responses	Hold all documents in case of authority or audit/ insurance inspection.
g	Retain employee daily temperature checking records.	Hold all documents in case of authority or audit/ insurance inspection.
4	Leadership/ Management Monitoring	
a	Does the site supervision ensure that they are monitoring the social distance controls are being adhered to at all times and when necessary taking action to rectify?	Copy of briefing given to all supervisors and noted checks from HSE walks to ensure supervisors are monitoring this.
b	Does the site Management team undertake Safety walks to check that the COVId-19 controls from the risk assessment are in place at a minimum frequency of one per week and documented?	Site management team member signed and dates that the site areas have been checked that all risk assessment controls are being followed.
c	Has all staff communication included that as well as employers, employees also have a legal 'Duty of Care' to abide by the social distance site controls in place. Have employees have been made aware of how to comply of these controls.	All hands note, training briefings

Site:
Audit Date:
Auditor:

Ref: AUDCOV1202004

COVID-19 Site Internal Audit	Implemented		If answered No to any controls				If Answered Yes to the controls	TT Group Good Practice Guidance	Photograph Examples				
Risk Assessment	Yes	No	Action identified to be taken where not in place	By Whom	By When	Date Complete	Please log a photograph of control or record or evidence	Reference					
1 Does the site have a local Covid-19 Rick assessment that covers as a minimum the following:	Yes	No											
a Local Country/ Government Guidance Controls?								UK - www.gov.uk, USA - www.usa.gov, USA - Center of Disease Control and Prevention. Www.cdc.gov, China - www.gov.cn, Malaysia - malaysia.gov.my,	NA	NA	na	na	na
b Cleaning Regimes/frequencies identified, clearly communicated and records kept and reviewed to ensure frequency is maintained. Plus action to take if a confirmed case is reported?								Good practice to clean common areas twice per day i.e. hand rails, door plates etc. Also good practice to provide additional disposable towel and cleaning agent stations to allow employees that wish to implement additional cleaning of their workstation.					
c Personal Cleanliness/Hygiene facilities for employees for hand washing and drying at site? *Note social distancing needs to also be maintained in these areas.								Minimum of running hot and cold water and soap. Good practice is additional hand sanitisation stations positioned around site and also restrictions for maximum persons that can use toilet facilities. Provide a closed bin for tissues and disposable face masks and dispose in a sealed bag per local/ goverment guidance					
d Personal Protective Equipment (PPE) for Covid-19 identified, sourced, provided and communicated and trained how to use for individuals where government required?								As per local government guidance, See TT Guidance attached on face masks.	na	na	na	na	na
e Employee temperature checking and records of temperature prior to starting work?								Temperature checks using a temperature gun should be taken on entry to work before work commences utilising local goverment requirements of distance control. The Temperature must be below 38 degree celcius. If above the emplyee should be sent direct to the self isolation room on site for an additional check and then sent home if temperature stays elevated and or additional symptoms are present.					
Visitor/ Contractor controls for essential work are in place at site								Essential Visitors i.e. Local Authority Visits for checking site controls or esential contractors for essential safety maintenance i.e. pressure systems, fire alrams must complete the Health screen form (attached), be subject to abide by the site COVID-19 HSE controls and ensure they maintain social distance at all times.	na	na	na	na	na
f Isolation room provision on site for employees who may become ill whilst at work?								A room designated (Not the First Aid Room incase of need) that can be used for unwell employees that feel they have symptons to self isolate on site. This room should either not be used for other use during the COVID-19 pandemic or cleaned after use if used for other activities i.e. a meeting room if a seperate room cannot be designated.	na	na	na	na	na
g Clear guidance and communication including posters on what persons experiencing symptoms should do and action to take if a confirmed case is reported?								Sites can compile their own and also utilise the WHO posters to support.					
h Social distance controls on site implemented as per government guidance for Workstations, common areas, canteens, changing areas?								Follow government guidance for implementation of minimal social distance requirement - Who minimum distance 1metre, UK minimum 2 metre					
i Visual marker controls implemented on site to ensure social distancing is maintained always? *Note some sites have implemented one way systems for personel movement in order to maintain social distance to the government guidance.								Ensure common area's toilets, wash areas, clocking in and out areas			Vmano floor one way system		
j Regular communication protocols for cascade and raising areas of concern to include, regular employee update meetings, poster communication on Covid-19 controls, how employees can raise concerns								Daily, weekly and all hands breifs in small teams to be completed. Inform employees who they can raise issues to if they have concerns.					
k Vulnerable Individuals Identification and controls to protect those individuals i.e. TT Global guidance and local government guidance detailed and implemented with records maintained by HR.								As per TT group guidance and lcoal govement lists	na	na	na	na	na
l Travel for work and Offsite meeting controls i.e. TT Global control protocol in place plus any additional local travel controls in order to allow employee to travel to and from work safely								Follow local government guidance and TT policy. Until further notice no intenational of site travel is permitted without first approval from EVP	na	na	na	na	na
m Emergency response plan review and any temporary amendments needed i.e. fire, first aid, emergency spill controls and associated communication.								Ensure social distance is applied to fire muster point. Sites could utilise their daily employee temperature records as a fire warden roll call if needed due to the empliyee onsite staff daily changes. Sites should create a simple way such as in/out board to ensure sufficent first aid and fire warden cover is on site at any given time.					
n Mental Health considerations and support for employees i.e Mental first aid support, Employee assistance programs, contact names/ numbers for assistance support.								Provide information to local employees of who to contact for support. Provide posters on supoprting mental health from WHO. Source https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public					
o Remote/ Working i.e. Home worker controls considered and implemented i.e. workstation controls								See working from home DSE guidance and assessment and home working guide on TT COVID-19 intranet. The self assessment form should be used by home workers to assess their needs to be able to undertake home workign safely. Items identified to work from hoem safely should be raised and discussed with your manager for provision.					
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