EMS
ELECTRO MECHANICAL SYSTEMS LIMITED

COVID-19 Risk Assessment and Controls
Eros House
11/10/2021

Electro Mechanical Systems has a duty of care to provide a safe working environment for all employees and visitors and in line with government guidelines has completed a risk assessment which can be viewed on the EMS website at: www.ems-limited.co.uk/COVID-19

This risk assessment will be regularly reviewed and updated as necessary, please refer back to the website to ensure you are up to date with changes.

The risk assessment has been completed giving due regard to both the employees safety and the needs of the business, it is the employees responsibility to notify their Team Leader or Line Manager if there are any perceived shortcomings or any issues raised as a result of the controls implemented.

While the company will do all that it can to protect its employees at work there are, however, requirements that employees must follow to keep themselves and others safe:

- Those classified as clinically extremely vulnerable will be individual reviewed for working requirements.
- Face coverings are recommended when having face to face discussions within 1 meter
- Hand sanitisers have been installed at entry points and near timekeeping stations, these are advised to be used immediately upon arrival to reduce the risk of contamination into the workplace
- All employees should refrain from sharing equipment as far as is reasonably practical
- When travelling on company business, vehicle sharing is to be avoided where practical
- Employees are to monitor their own physical and mental wellbeing, if you develop any medical conditions which could pose a higher risk of contracting COVID-19 or increase the severity of the virus you must notify your Team Leader or Line Manager immediately.
- In the event of an emergency, social distancing guidelines should be followed where possible but only if they do not pose a risk to health.
- First aid may be given, however, sanitation of both parties (if possible) should be completed immediately before and after this activity takes place.
- Employees with COVID-19 symptoms must self-isolate until tested in line with government guidance

If you have any concerns regarding the information above or are unable to comply with these requirements for any reason you must notify your Team Lead, Line Manager or the QHSE Manager immediately.

Who should go to work
Objective: that everyone should work from home unless they cannot work from home

Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Consider who is essential to be on site; for example, office staff should work from home if at all possible	Yes	All staff	All staff are permitted back on site where practical	Monitor and review as necessary
Planning for the minimum number of people on site to operate safely and effectively	No		The density of staff on site is low and personnel are adequately space to comply with the current government guidance	None
Monitoring the well-being of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on site	Yes		Regular check-ins for those staff members of staff working remotely	None
Keeping in touch with off site workers on their physical arrangements including their welfare, mental and physical health and personal security	Yes	Employees working from home	Managers of those employees working off site should have regular contact and ensure that staff are OK and happy with the area they are working in	Monitor and review
Providing equipment for people to work from home safely and effectively, for example, remote access to work systems	Yes	Employees working from home	All employees working must be provided with sufficient equipment to fulfil their role before being allowed to work from home.	None

Protecting people who are at higher risk Objective: To protect clinically vulnerable and clinically extremely vulnerable individuals				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Providing support to workers around mental health and wellbeing. This could include advice or telephone support	Yes	All staff	Managers of those employees working off site should have regular contact and ensure that staff are OK and happy with the area they are working in	Monitor and review
See current guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups	Yes	Affected staff	EMS have compiled a list of those who are vulnerable and clinically extremely vulnerable and have allowed those clinically extremely vulnerable to make the decision on attending work as per the government guidance, a record of each persons decision will be kept on file. Any person on site classified as clinically extremely vulnerable must also be advised immediately if any employees have been confirmed positive so that they can re-consider their decision to attend work.	Monitor and review

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People who need to self-isolate				
Objective: To make sure individuals who are advised to stay at home under existing government guidance do not physically have to come to work				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Enabling workers to work from home while self-isolating if appropriate	Yes	All staff	When self-isolating working from home should be permitted if possible, if this is not possible the person should not be allowed to attend work.	Monitor and review
See current guidance for employees and employers relating to statutory sick pay due to COVID-19	Yes	All staff	EMS are aware of the guidance on statutory sick pay and will follow the government guidance as these change	Monitor and review
See current guidance for people who have symptoms and those who live with others that have symptoms	Yes	All staff	Employees with symptoms are to self-isolate until tested in line with government guidance	Monitor and review

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Equality in the workplace Objective: To treat everyone in your workplace equally				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Understanding and taking into account the particular circumstances of those with different protected characteristics.	Yes	Various	Ensure those people with protected characteristics are suitably protected and information is available in a medium that they can understand	Monitor and review
Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk or might make any steps you are thinking about inappropriate or challenging for them.	Yes	Various	Ensure controls to cater for risks are discussed with these individuals and ensure that they can and are happy to comply with these requirements	Monitor and review
Considering whether you need to put in place any particular measures or adjustments to take account of your duties under the equality's legislation.	No		No measures or adjustments are expected at this time	None
Making reasonable adjustments to avoid disabled workers being put at a disadvantage and assessing the health and safety risks for new or expectant mothers.	Yes	Various	Ensure that protected characteristics are considered when implementing controls and that staff are made aware to notify their line manager if they have or develop any of these characteristics	Monitor and review
Making sure that the steps you take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	Yes	Various	The negative impact of controls has been considered during the completion of this risk assessment, all staff will have access to this risk assessment and be able to review the controls being applied	Monitor and review

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Social Distancing at work				
Objective: To maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work, and when travelling between sites.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.	Yes	All staff	Due to the low density of staff on site the arrival\departure times are not point of overcrowding however staggering is occurring through natural arrivals	None
Providing additional parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.	Yes	All Staff	EMS have sufficient bike parking to cover all staff	No further action
Limiting passengers in corporate vehicles, for example, work minibuses. This could include leaving seats empty.	No		There are currently no corporate vehicles for transportation purposes and carsharing is currently prohibited	Monitor and review
Reducing congestion, for example, by having more entry points to the workplace.	No		There is only one feasible entry point into the building.	None
Using markings and introducing one-way flow at entry and exit points.	No		As there is only one entry point this is not feasible	None
Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points.	Yes	All staff	EMS have installed hand sanitisers at the main staff entry point and instructed staff to use these upon arrival	Monitor and review
Providing alternatives to touch-based security devices such as keypads.	Yes	All staff	EMS have a touch-based clocking in machine, while touch bases systems are not advised they are accompanied by a hand sanitiser for before and after by staff therefore is considered to be OK to use	Monitor and review
Defining process alternatives for entry/exit points where appropriate, for example, deactivating pass readers at turnstiles in favour of showing a pass to security personnel at a distance.	No		EMS do not have turnstiles of security gates therefore this requirement is not applicable	None

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Moving around buildings and worksites				
Objective: To maintain social distancing wherever possible, while people travel through the workplace.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted, and cleaning them between use.	Yes	All staff	It is encouraged that conversations occur via phone where possible, however it is understood that it may not always be practical for workshop issues,	Monitor and review
Reducing job and equipment rotation.	Yes	All staff	Job rotation does not occur, equipment is not shared other than major office supplies, the photocopies is accompanied by cleaning facilities	Monitor and review
Introducing more one-way flow through buildings.	Yes		Due to the office layout a one way system would not be practical	None
Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts, and encouraging use of stairs wherever possible.	No		EMS do not have any lifts on site	None
Making sure that people with disabilities are able to access lifts.	No		EMS do not have any lifts on site	None
Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses.	No		EMS do not operate any shuttle busses	None
Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	No		Due to the low density of staff on site there is no significant benefit of this action however regular signage has been displayed	None

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Workplaces and workstations Objective: To maintain social distancing between individuals when they are at their workstations.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Reviewing layouts, line set-ups or processes to allow people to work further apart from each other.	No	All Staff	Workstations are suitably spaced out therefore this is not applicable	None
Using floor tape or paint to mark areas to help workers keep to a 2m distance.	No	All Staff	Due to the low density of staff this is not considered to be relevant	None
Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face.	No		Workstations are suitably spaced out therefore this is not applicable	None
Only where it is not possible to move workstations further apart, installing screens to separate people from one another.	No		Workstations are suitably spaced out therefore this is not applicable	None
Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.	No		There are no actions completed requiring pairing of staff therefore this is not applicable	None

Meetings Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Using remote working tools to avoid in-person meetings.	Yes	All Staff	Regular meetings are being held remotely where possible, face-to-face meetings are only permissible where alternatives are not possible or practical	Monitor and review
Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Yes	All staff	When face-to-face meetings are required social distancing is to be observed	Monitor and review
Avoiding transmission during meetings, for example, from sharing pens and other objects.	Yes	All staff	When face-to-face meetings are required social distancing is to be observed	Monitor and review
Providing hand sanitiser in meeting rooms.	Yes	All staff	Portable hand sanitiser is available as and when required	Monitor and review
Holding meetings outdoors or in well-ventilated rooms whenever possible.	Yes	All staff	When face-to-face meetings are required social distancing is to be observed	Monitor and review
For areas where regular meetings take place, using floor signage to help people maintain social distancing.	Yes	All staff	Social distancing signs have been placed at various places around the business	Monitor and review

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Common areas Objective: To maintain social distancing while using common areas.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Staggering break times to reduce pressure on break rooms or places to eat.	Yes	All Staff	EMS operate split break times to reduce overcrowding of common areas	Monitor and review
Using safe outside areas for breaks.	Yes	All Staff	Staff are not restricted to have breaks in one area therefore have access to the entire estate	Monitor and review
Creating additional space by using other parts of the worksite or building that have been freed up by remote working.	Yes	All Staff	EMS have utilised 'spare' workspace which has become available for social distancing of employees	Monitor and review
Using protective screening for staff in receptions or similar areas.	No		EMS do not have a designated reception area which is always occupied therefore reception duties are carried out mostly via phone communications	None
Providing packaged meals or similar to avoid opening staff canteens, where possible.	No		EMS do not have an onsite canteen providing food therefore this control is not necessary	None
Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Yes	All Staff	EMS currently have the ability to space out the work environments therefore seating reconfigurations are not required at this time however will need to be considered as staffing levels return to normal	Monitor and review
Encouraging staff to stay on-site during working hours.	Yes	All Staff	Line managers to advise staff that they should stay on site for the entirety of their shift unless this is not practical	Monitor and review
Considering use of social distance marking for other common areas such as toilets, showers, lockers and changing rooms and in any other areas where queues typically form.	No	All Staff	EMS have adequate social distancing signage around the building and staff density is low therefore adhering to social distancing guidelines is easily achievable. Ques do not generally form on site therefore social distance markers are not considered to be effective.	None

| Accidents, Security and other incidents | | | | |
| Objective: To prioritise safety during incidents. | | | | |
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
In an emergency, for example, an accident, fire, or break-in, people do not have to stay 2m apart if it would be unsafe.	Yes	All Staff	Line managers to advise staff that social distancing should be observed at all times unless in case of emergency where is may be unsafe to do so	Monitor and review
People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands.	Yes	All Staff	First aiders notified that social distancing rules are to be observed unless treating an injury or investigating and incident at which point personal sanitation must occur immediately after contact with persons	Monitor and review

Manage Contacts
Objective: To minimise the number of unnecessary visits to factories, plants and warehouses.

Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Encouraging visits via remote connection or remote working for visitors where this is an option.	Yes	All Staff	Remote meetings are preferred to on site meetings, where necessary onsite visits will not be discouraged	Monitor and review
Limiting the number of visitors at any one time.	Yes	All Staff	So long as appropriate social distancing can be observed there is considered to be no need to limit site visitors	Monitor and review
Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Yes	All Staff	So long as appropriate social distancing can be observed there is considered to be no need to limit site visitors	Monitor and review
Maintaining a record of all visitors if this is practical.	Yes	All Staff	EMS have a visitor book for recording visitors	None

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Providing and explaining available guidance Objective: To make sure people understand what they need to do to maintain safety.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Providing clear guidance on social distancing and hygiene to people, 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.	Yes	All Staff	EMS have signed areas for employees only, delivery drivers are not permitted into the general factory and must stop at the door to be seen with a sanitising station close by Visitors are greeted through reception and temperature checked/sanitised prior to being allowed into the building	Monitor and review
Establishing host responsibilities relating to COVID-19, providing any necessary training for people who act as hosts for visitors.	Yes	All Staff	Line managers to specify hosts for specific areas when dealing with visitors	Monitor and review
Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.	Yes	All Staff	Visitors must use the general entrance and exit as this is provided with sanitising equipment, visitors to be scheduled outside of start, finish and break times to limit staff interaction in these areas. Contractors are to be treated the same as EMS staff while on site.	Monitor and review
Coordinating and cooperating with other occupiers for those working in facilities shared with other businesses including with landlords and other tenants.	No		EMS operate on a shared estate but not in shared units	None

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Before Opening				
Objective: To make sure that any site or location that has been closed or partially operated is clean and ready to restart,				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Checking whether you need to service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	No		No action required	None
Most air conditioning systems do not need adjustment, however where systems serve multiple buildings or you are unsure, advice should be sought from your heating ventilation and air conditioning (HVAC) engineers or advisers.	No		No action required	None
Positive pressure systems can operate as normal.	No		No action required	None

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Keeping the workplace clean				
Objective: To keep the workplace clean and prevent transmission by touching contaminated surfaces.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Yes	All Staff	Cleaning products available for shared equipment and for general use throughout the day Twice daily cleaning of all potentially shared surfaces	Monitor and review
Frequent cleaning of objects and surfaces that are touched regularly, such as door handles, pump handles and printers, and making sure there are adequate disposal arrangements.	Yes	All Staff	Regular cleaning occurs of frequently touched surfaces Twice daily cleaning of all potentially shared surfaces	Monitor and review
Clearing workspaces and removing waste and belongings from the work area at the end of a shift.	No		No action required	None
If you are cleaning after a known or suspected case of COVID-19 then you refer to the specific guidance.	Yes	All Staff	In the event of a confirmed or suspected COVID-19 case the government guidance will be followed, a deep clean will be instigated if contact occurred less than 48 hours ago and PHE will be informed as required.	Monitor and review

Hygiene – handwashing, sanitation facilities and toilets
Objective: To help everyone keep good hygiene through the working day.

Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and the need to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Yes	All Staff	COVID-19 posters have been printed and fixed in various positions around the business to stress the importance of thorough and regular hand sanitisation	Monitor and review
Providing regular reminders and signage to maintain hygiene standards.	Yes	All Staff	COVID-19 posters have been printed and fixed in various positions around the business to stress the importance of thorough and regular hand sanitisation	Monitor and review
Providing hand sanitiser in multiple locations in addition to washrooms.	Yes	All Staff	Hand sanitisers have been placed at key personnel points around the business	Monitor and review
Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Yes	All Staff	EMS have single occupancy toilets therefore social distancing within toilets is not an issue	Monitor and review
Enhancing cleaning for busy areas.	No		Not applicable	None
Special care should be taken for cleaning of portable toilets.	No		EMS do not have any portable toilets	None
Providing more waste facilities and more frequent rubbish collection.	No		Bins are emptied regularly	None
Providing hand drying facilities – either paper towels or electrical dryers.	No		Paper towels are available, and the bins are emptied regularly	None

Changing rooms and showers Objective: To minimise the risk of transmission in changing rooms and showers.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
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 social distancing is achieved as much as possible.	No		EMS do not have any showering facilities on site.	None
Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	No		Not applicable	None

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Handling goods, merchandise and other materials, and onsite vehicles Objective: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Cleaning procedures for the parts of shared equipment you touch after each use, thinking about equipment, tools and vehicles, for example, pallet trucks and forklift trucks.	Yes	All Staff	The benefit of this action is limited by the resource it takes, as a company the risk is considered acceptable with the current government guidance in mind	Monitor and review
Encouraging increased handwashing and introducing more handwashing facilities for workers handling goods and merchandise or providing hand sanitiser where this is not practical.	Yes	All Staff	Goods inwards limited to one area and hand sanitiser facilities provided at this location	Monitor and review
Regular cleaning of vehicles that workers may take home.	No		EMS do not own any vehicles which are taken off site by staff	None
Regular cleaning of reusable delivery boxes.	No		No action required	None

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Shift patterns and working groups Objective: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
As far as possible, where people are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	No		No action required	None
Identifying areas where people have to directly pass things to each other, for example, job information, spare parts, samples, raw materials, and find ways to remove direct contact, such as through the use of drop-off points or transfer zones.	Yes	All staff	Goods inwards presents the biggest risk and has designated storage, spare parts and raw materials are not kitted only stock for sale therefore transfer zones are not applicable	Monitor and review

Cars, accommodation, and visits objective: To avoid unnecessary work travel and keep people safe when they do need to travel between locations.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Minimising non-essential travel – consider remote options first.	Yes	All Staff	Remote communication is encouraged over face-to-face meetings	Monitor and review
Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.	Yes	All Staff	Car sharing to be avoided where practical	Monitor and review
Cleaning shared vehicles between shifts or on handover.	No		EMS do not currently have any shared vehicles	None
Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	No		EMS are not currently allowing overnight stays away from home/the factory.	None

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Deliveries to Other Sites objective: To help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Putting in place procedures to minimise person-to-person contact during deliveries to other sites.	No		EMS do not operate deliveries to other sites but have instigated controls when dealing with delivery and collection drivers	Monitor and review
Maintaining consistent pairing where two-person deliveries are required.	No		EMS do not operate deliveries to other sites but have instigated controls when dealing with delivery and collection drivers	Monitor and review
Minimising contact during payments and exchange of documentation, for example, by using electronic payment methods and electronically signed and exchanged documents.	No		EMS do not process payments in person	None

Returning to Work				
objective: To make sure all workers understand COVID-19 related safety procedures.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Yes	All Staff	EMS will review and update this risk assessment regularly; this review will be published on the website and available to be viewed by staff.	Monitor and review
Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.	Yes	All Staff	Major changes to working practices are discussed with staff through their team leaders, documented on notice boards and from the health and safety representative	None
developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Yes	All Staff	EMS have a handout for staff returning to work or starting at a new site to detail the COVID-19 precautions and controls in place alongside this risk assessment.	None

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Ongoing communications and signage
objective: To make sure all workers are kept up to date with how safety measures are being implemented or updated.

Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Ongoing engagement with workers, including through trades unions or employee representative groups to monitor and understand any unforeseen impacts of changes to working environments.	Yes	All Staff	This review and subsequent reviews will be available for all staff to review on the website, specific controls will be determined and advised to team leaders for distribution to their staff, concerns will be raised through team leaders in the usual way	Monitor and review
Awareness and focus on the importance of mental health at times of uncertainty. The government has published guidance on the mental health and wellbeing aspects of coronavirus (COVID-19).	Yes	All Staff	Staff to consider their own and their colleagues mental health and raise any concerns with their direct line manager, EMS managers and team leaders will monitor the situation and seek further advice as necessary	Monitor and review
Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Yes	All Staff	All staff at EMS are fluent in English even if this is not their native language therefore the information distributed is sufficient	None
Using visual communications, for example, whiteboards or signage, to explain changes to production schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.	No		No further action	None
Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience.	Yes	All Staff	Customer and suppliers are able to access this risk assessment via the EMS website	Update with each revision

Inbound and outbound goods objective: To maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.				
Steps needed	Applicable	People Affected	Controls and justification	Further controls needed?
Revising pick-up and drop-off collection points, procedures, signage, and markings.	Yes	All Staff	Collections and deliveries are from a designated area, delivery drivers are not allowed free access to the building. Hand sanitising facilities are nearby for use after dealing with drivers.	Monitor and review
Minimising unnecessary contact at gatehouse security, yard, and warehouse. For example, non-contact deliveries where the nature of the product allows for use of electronic prebooking.	No		No further action	None
Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Where possible and safe, having single workers load or unload vehicles.	Yes	All Staff	Delivery schedules are planned far in advanced and or large quantities therefore this would provide limited benefit	Monitor and review
Where possible, using the same pairs of people for loads where more than one is needed.	Yes	Dispatch staff	Dispatch/goods in is being completed by a small group of people and will remain with them.	Monitor and review
Enabling drivers to access welfare facilities when required, consistent with other guidance.	Yes	All Staff	Delivery drivers are not permitted to use the facilities/canteen at EMS.	Monitor and review
Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.	No		No further action	None