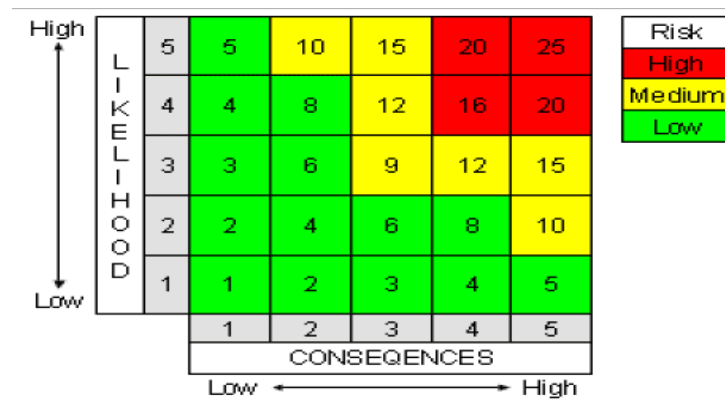


CLADCO PROFILES

Risk Assessment – Workplace COVID 19 Secure

Risk Rating without Controls

Likelihood of Occurrence = 4 (Highly Likely)
 Potential Consequences = 4 (Serious illness /Death)
 Overall Risk Rating without controls – HIGH



Risk Rating with Controls

Likelihood of Occurrence = 3 (Moderately Likely)
 Potential Consequences = 4 (Serious illness /Death)
 Overall Risk Rating with controls – MEDIUM

Persons Affected

Employees, Employee Families, Customers, Service providers, Wider community

Controls in Place

Homeworking - has been adopted for a number of staff for limited periods of time with IT access made available to staff. For the longer term, staff are not able to complete all duties from home. There is ongoing routes of communication between staff & managers to facilitate home working where staff request this.

Controls in the workplace:

Area of Risk	Procedures/Guidelines
Suffering Symptoms of Covid-19	All staff are aware that if they have symptoms of Covid-19 they should stay away from work and contact NHS for a COVID test. Self-Isolating iac with latest NHS advice. In order to encourage this behaviour Cladco is prepared to pay its staff in full for this period. Staff who have been required to undertake a COVID test are required to disclose the result of the test; whether positive or negative to Cladco Management for audit/clarity purposes.
Someone you live with has symptoms / test positive for Covid. Contact from NHS test & trace	All staff are advised that if someone they live with has symptoms of Covid-19 /tests positive they should stay away from work for a minimum of 14 days from the day that they came into contact. If they are contacted by NHS test & trace they must isolate as per the latest NHS advice. In order to encourage this behaviour Cladco is prepared to pay its staff in full for this period. The result of any COVID test either positive or negative for a household member will need to be disclosed to Cladco Management for audit/clarity purposes

Contact with airborne / surface virus

Face masks are not compulsory in normal duties as social distancing can be maintained. However, Cladco has made a supply of gloves and mask available to any staff that feel the need to use them. The company insists that face masks are worn when dealing with members of the public – this list will include (but is not exhaustive) all drivers, staff on collections & staff working on the front counter.

Hygiene - Hand Washing

There are hand washing facilities in place throughout the building with antibacterial soaps provided at all hand washing stations, it is recommended that Cladco staff regularly wash their hands for at least 20 seconds on a regular basis whatever their job role is. Signage is displayed.

Hygiene - Hand Sanitation

Cladco has installed hand sanitisation dispensers throughout the building in high traffic areas and continues to ensure that hand sanitiser is available through these dispensers, all staff are encouraged to use these dispensers whenever they pass them. Drivers have been provided with tubes of hand sanitiser. Ongoing order for sanitiser is in place, sanitisers are placed next to machinery, on office desk & at main customer counter, it is everyone's responsibility to report to Management a hand sanitiser station that requires refilling.

Hygiene - Personal Property/ Work Equipment

Each member of staff is responsible for the ongoing disinfecting of their workstation and personal property/equipment, this should be done every day before they begin work. All staff are instructed that unnecessary use of someone else's workstation is strictly prohibited, where this is necessary the workstation must be disinfected before and after the workstation is used. Vehicles & Fork Lift Trucks are allocated to specific staff, in circumstances when staff use different vehicle / FLT they must disinfect before & after use. Antibacterial wipes have also been provided to all Office staff as an additional method of protection.

Customer Collections

Customers are permitted to enter the Cladco reception but must wear face masks and follow COVID signage at main reception. Customers must respect social distancing whilst on Cladco premises. Customers are directed back to their vehicles once transactions are complete and advised to wait for collection staff to bring products to their vehicle. Staff are instructed to keep a 2m distance from the customer at all times and that we are not currently requiring the customer to sign for the goods, were noting registration numbers, times and dates instead ourselves. There is a hand sanitising station outside the main entrance, bottles of hand sanitising gels on the reception counter along with disposable masks that are available to all persons staff or non- staff within the reception vicinity

Social Distancing – Workplace

Cladco is observing general social distancing guidelines with all staff who are work.

Staff enter premises via different entrances – yard/production staff need to start together as they working small teams but the number of staff involved means there is no lines of staff waiting to enter. Sales staff have standard starting/leaving times but do not need to line up to enter /leave the building. Other staff have different starting/leaving times.

Many departments are wide spread and not densely populated with staff who move from place to place, these staff are aware of social distancing guidelines and management are constantly observing whether these guidelines are being adhered to.

Staff keep within their own small teams i.e. yard staff , manufacturing, sales, transport, other support roles so there is not much mixing of teams.

For office staff Cladco is ensuring that all workstations (seating positions) in use are spaced a minimum of 2m apart (appendix 1). There are 2 workstations just under 2m apart (1.9m & 1.7m respectively) in these instances the occupants are sat back to back and there is no sharing of personal space or work equipment; there is also good levels of air circulation with 4 access/egress doors regularly opening.

There are limits on number of people allowed in smaller enclosed offices: General Managers Office, Managing Director Office & transport Office is max 3 persons. New site office & smaller transport office is max 2 persons. Yard staff handle 2.4m & 4m and so 2 metres distancing is automatically built into much of their work. Only 2 staff work on a manufacturing machine at a time, they manufacture sheets to specific lengths so again by default they are aware of 2m. The machines are in excess of 4m apart.

The central toilet in gents has been taken out of service to create safe distancing.

Social distancing signage in place.

Staff are discouraged from sharing vehicles unless absolutely necessary.

Social Distancing - Breaks

All breaks within working hours at Cladco are staggered to ensure minimum congestion within the staff canteen etc., there is ample space for the numbers of people on break at the same time to be able to be socially distant from each other. All staff are asked to observe social distancing whilst on break to an absolute minimum and to observe all other guidelines (i.e. Disinfecting their workstation) when returning to work once their break is over. The sofas have been restricted to one person at a time. Cladco has also relaxed the rules around eating at desks as this helps ensure fewer people in the canteen at key times.

Visitors

Visitors to the Cladco site (other than those customers who are collecting goods) should be expected and be met by their Cladco Contact at reception. Visitors book is not to be completed at this time and Cladco contact advises visitor of local rules.

Hygiene - cleaning

Cladco's cleaners will regularly clean and disinfect the offices, this is being done outside of office hours to minimise the numbers of people on site at any time. On top of this Cladco staff are regularly using disinfectant wipes to disinfectant all door handles, the trade counter and anywhere that is regularly touched by all staff in general.

Deliveries to Cladco

Cladco continue to accept deliveries, all staff are instructed to observe general social distancing rules when accepting deliveries, these rules include a minimum gap of 2m between them and the delivery driver. Deliveries are taken either at main reception or at the entrance to the warehouse

Deliveries to our customers

Cladco's drivers and customers are instructed that all deliveries being made "contactless" and all social distancing guidelines are to be observed, Cladco is not requiring the customer to sign for the goods and the driver can sign on the customers' behalf. All drivers have been instructed that they are the only person allowed in the cab of their vehicle, the cab is to be regularly disinfected and all drivers have been supplied with face masks which are mandatory when dealing face to face with customers. Hand sanitiser is provided and drivers are aware that more is available on request from management.

Anthony Ward - Health & Safety Manager
Peter Williams - General Manger
Lawrence Trescher - Managing Director

03/11/2020