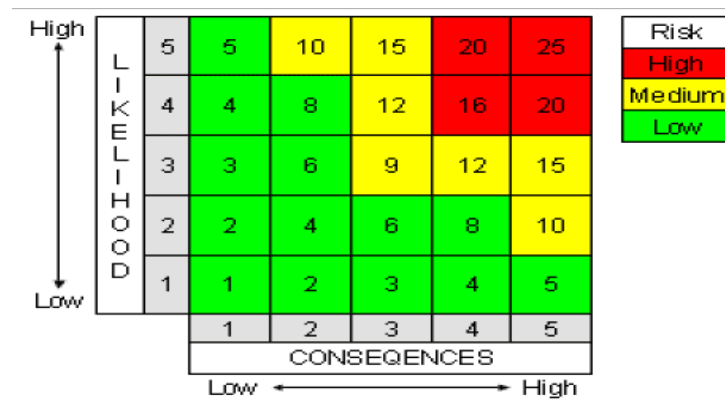


# CLADCO PROFILES

## 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** - following the Government announcement 4-1-2021 homeworking has been adopted with a number of staff able to work from home doing so. IT equipment & access to full Cladco systems made available to staff. There are ongoing routes of communication between staff & managers to safeguard Mental Health.

### Controls in the workplace:

Area of Risk	Procedures/Guidelines
Suffering Symptoms of Covid-19	<p>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.</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>
Someone you live with has symptoms / test positive for Covid. Contact from NHS test & trace	<p>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 10 days from the day that they came into contact. If they are contacted by NHS test &amp; 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</p> <p><a href="https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection">https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection</a></p>

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 being discouraged from entering the building and are being served outside wherever possible. Where the Customer needs to enter our building, they are permitted to enter the reception area but must wear face masks and follow COVID signage at main reception. There is a hand sanitising station outside the front door and further Hand sanitisers, free masks, and protective screens at the serving counter. 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.

## Social Distancing – Workplace

Cladco is observing general social distancing guidelines with all staff who are work. In an effort to reduce the number of staff working together in the workplace Cladco have introduced a policy to spread the working week over 7 days with staff placed into teams working different days.

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 is 1 workstation just under 2m apart at 1.9m - in this instances the occupants are sat back to back. There is no sharing of personal space or work equipment. There is 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 are not been accepted at this time apart from those who provide Essential Safety services to the Company (and those collecting parcels, post etc) Visitors

	<p>allowed will 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.</p>
Hygiene - cleaning	<p>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.</p>
Deliveries to Cladco	<p>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</p>
Deliveries to our customers / External visits	<p>Cladco's drivers are 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.</p> <p>External visits are postponed for the foreseeable future, any urgent Business/Safety essential (e.g. First Aid training) must be authorised by MD, General Manager or Business Development Manager. Before a visit is authorised Cladco will study the COVID secure policy of the Organisation being visited, Cladco staff must follow the COVID secure rules of the Company they are visiting. The precautions being taken by the Drivers will also pertain to staff on external visits.</p>

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

11/01/2021