

CHEMIQUE ADHESIVES LTD

CORONAVIRUS HEALTH AND SAFETY POLICY

1. General statement

Chemique Adhesives Ltd (the Company) regards the health, safety and welfare of its staff, interested parties and customers who may be affected by its activities as being of prime importance.

It will take all reasonable steps to ensure that its activities do not put anyone at significant risk of injury or ill health.

The purpose of this Policy is to provide clear guidance during the coronavirus pandemic and the steps the Company will take to limit the spread of the outbreak.

This Policy applies from 1st May 2020 for such time as the directors require it to be in place.

2. Legal position

The Company has specific responsibilities under the **Health and Safety at Work etc. Act 1974** and the **Control of Substances Hazardous to Health Regulations 2002 (as amended)**. Our employees may also be subject to action by the authorities arising under the **Health Protection (Coronavirus) Regulations 2020**.

3. Management arrangements

The Company recognises the risks associated with coronavirus and will take reasonable steps to ensure that it doesn't put the health, safety and welfare of its staff, interested parties or customers at an unacceptable risk. To achieve this:

- the Company will monitor and act upon the latest official guidance produced by the government and the World Health Organisation. Chemique Adhesives Ltd will review and publish all relevant sources of guidance to the rest of the Company on a regular basis
- the Company will work with its suppliers and industry partners to ensure its actions are in line with others in order to promote best practice
- the Company will provide regular updates which identify the current risk levels and appropriate control measures
- all management must follow the instruction of the board and other nominated senior management. Failure to do so will be treated as misconduct and Company disciplinary procedures will be implemented
- all local management to ensure their staff and contractors are aware of the risks and what to do if they believe they have been exposed to coronavirus or may be infected
- any functions which can be carried out via remote working will be considered and accommodated where possible.

Where work at our premises can continue:

- the manager overseeing the cleaning of the premises will liaise with staff and/or contractors as applicable to ensure that appropriate routine cleaning, and where needed deep cleaning, arrangements are in place
- notices will be displayed describing rules for use of the premises such as the use of hand sanitiser at entrances and social distancing measures
- if anyone presents themselves for work or to complete their contracted duties and displays signs of illness, they are to be sent home and to stay at home for at least seven days
- if a staff member reports that someone else in the household has coronavirus symptoms, they are to be instructed to stay at home for at least 14 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin
- for functions not appropriate for homeworking, staggered shift patterns and other measures will be taken to ensure service standards are maintained as much as possible whilst maintaining social distancing
- the Company may implement staggered break times to reduce the number of staff in one area at a time, and may permit different start and finish times where this is convenient and helps staff to avoid the busiest times on public transport
- measures will be taken to enable social distancing to be maintained between staff and customers
- the management team will ensure that regular safety checks are carried out and recorded if the person usually in charge of various duties cannot carry them out. These checks include; testing alarm systems, testing emergency lighting, checking fire doors, checking fire extinguishers, water hygiene testing.

Universal measures:

- statutory sick pay will be paid from day one instead of day four for those employees who need to take time off work due to coronavirus or coronavirus related self-isolation
- so far as practicable, managers must encourage and enforce the application of the rules described in the “*Employee responsibilities*” section below
- the management team will plan to ensure that health, safety and hygiene standards are maintained. Risk assessments will be reviewed to take account of likely changes in the short term, e.g. short staffing, absence of key staff, the need to evacuate premises temporarily and lack of materials. Where work cannot continue safely and with the required standard of emergency back-up, e.g. rescue arrangements, fire safety and first aid, the activity will be stopped until alternative health and safety arrangements can be put in place.
- where statutory examinations of premises or vehicles fall due in a period when such services are scarce or unavailable, the management will put in place plans consistent with government advice, whether that involves a permitted extension to the due date or, as necessary, ceasing the use of an installation, piece of equipment or vehicle until it can be declared safe and compliant
- where all or part of a premises must be temporarily decommissioned, the management will put in place a plan for safely shutting down and subsequent recommissioning
- the Company will review and amend our other policies as required in line with government guidance and temporary legislation during the pandemic. These policies include but are not limited to: driving policy, working from home policy, lone working policy,

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4. Employee responsibilities

- all staff and contractors are to follow the government's published guidance on hygiene
- if anyone believes they have symptoms of coronavirus, however mild, they are to self-isolate for the recommended period of time. If they need clinical advice, they should visit NHS 111 online or call 111 if they don't have internet access. In an emergency, they should call 999. In addition, they are to contact their line manager/Company contact
- if anyone believes they are infected, or infection is confirmed by a medical practitioner, they may not work or complete their contracted duties until they can confirm they no longer present a risk to others.

Employees have a vital role to play in the prevention of coronavirus spreading in the workplace. To achieve this:

- employees must wash their hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing their nose, or after being in public areas. Hand sanitiser should be used if there is no soap and running water
- when employees cough or sneeze, they should cover their mouth and nose with a tissue and throw the tissue away immediately, or sneeze into the crook of their elbow if they do not have a tissue. They should then wash their hands or use a hand sanitising gel
- employees must wear the PPE provided and when working in areas of the Company they must maintain the 2m distance rule and they must try to ensure that they are not working face/face if at all possible. Back to back or side by side is preferable.
- if staff feel unwell or develop symptoms at work, they should immediately inform their line manager who will send them home. If for any reason the individual cannot leave the premises immediately, they will be required to isolate themselves from other members of staff until they leave
- if staff have symptoms of coronavirus, however mild, they must stay at home and not leave their house for seven days (if they live alone) from when symptoms started
- if a staff member lives in a household where someone has symptoms of coronavirus, they must stay at home for at least 14 days, and if they begin to display symptoms themselves, must stay at home for seven days from when the symptoms begin
- staff should practice social distancing as much as possible
- staff must frequently clean and disinfect objects and surfaces that are touched regularly, where they have been instructed to do so, using the materials supplied including site vehicles.
- where possible, employees may be asked to work from home, and they are expected to co-operate to make this work. If for any reason this is not possible, employees should discuss this with their employer to reach a sensible compromise
- employees should follow government guidance at all times.

5. Gatherings and meetings

To limit the spread of coronavirus the following steps will be taken to maximise social distancing:

- all meetings will be carried out via video link or conference call where possible

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- start times and break times may be staggered to avoid overcrowding and enable social distancing to take place
- working from home will be instigated where possible
- non-essential use of public transport by our staff will be avoided
- government social distancing measures will be followed.

CHEMIQUE ADHESIVES

RISK ASSESSMENT – CORONAVIRUS (COVID-19)

Risk assessment - topic/area covered	
Location(s):	Production, Despatch, RM Stores, Quality Control, R&D, Offices, Empire Close, Aldridge WS9 8UR
Department/staff:	All staff
Tasks/activities:	Working during the coronavirus pandemic
Other information:	

Risk assessment sign off					
Prepared by:	A Hutchings	Signature:	A Hutchings	Date:	05/05/2020
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

Distribution schedule				
Registered number	Issue number	Date	Name	Designation

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Key										
L: Likelihood	5	5	10	15	20	25	High risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.		
	4	4	8	12	16	20				
	3	3	6	9	12	15	Medium risk: 8-12	Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.		
	2	2	4	6	8	10				
	1	1	2	3	4	5	Low risk: 1-6	Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.		
		1	2	3	4	5				
S: Severity							DR: Degree of risk		RR: Residual risk	
Guidance.	<ol style="list-style-type: none"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. Calculate a revised RR - assuming the control measures are followed. (Consider changing both the likelihood (L) and the severity (S) ratings.) 									

PPE assessment		Note. In many instances you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:						
Type of PPE:								
	Head	Foot	Eye	Hand Yes	Hearing	Hi-visibility	RPE Yes	Fall arrest
Additional requirements:		Gloves should be worn whenever it is practicable to do so. FFP3 face masks should be worn whenever it is practicable to do so.						
Note. PPE must only be considered when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Working during the coronavirus pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/coronavirus) You must only travel to your workplace if your work absolutely cannot be done from home. If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. If you are unable to maintain this distance, you must stop working. These rules must be followed at all times. 	1	5	5

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Work on premises controlled by others during the pandemic	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Only attend the premises if it is to complete critical works. You must avoid attending unless your work absolutely cannot be done at home. Before attending, check that the premises have made suitable and sufficient arrangements for managing the risks associated with coronavirus. This includes ensuring there are appropriate washroom and welfare facilities. Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premises controller. All persons to follow these rules at all times. 	1	5	5
If you may be exposed to the Covid-19 virus	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. You must follow the government guidance on coronavirus. (https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/). 	1	5	5
Preventing infection spreading and Access / egress to site	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> Wash your hands with soap and water often - do this for at least 20 seconds. Use hand sanitiser gel if soap and water are not available. Wash your hands regularly throughout the day. Use hand sanitiser regularly throughout the day. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. Dispose of tissues in appropriate waste receptacles as quickly as possible. Maintain the two-metre distance rule at all times. Do not touch your face or eyes if your 	1	5	5

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						<p>hands are not clean.</p> <ul style="list-style-type: none"> Do not work face to face, if at all possible work either side to side or back to back, try at all times to keep the 2m rule, if at all possible. Always wear PPE when in the vicinity of others. All equipment that is handled or manually used by many individuals, including use of fork lift trucks, must be wiped down and sanitised before and after use. Stop all non-essential visitors Introduce staggered start and finish times to reduce congestion and contact at all times Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring Require all workers to wash or clean their hands before entering or leaving the site Allow plenty of space (two metres) between people waiting to enter site Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. screens, telephone handsets, desks, particularly during peak flow times Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials 			
Using welfare facilities / Changing facilities	Staff, contractors and others	Serious ill-health conditions	3	5	15	<ul style="list-style-type: none"> The workforce should also be required to stay on site once they have entered it and not use local shops. Dedicated eating areas should be identified on site to reduce food waste and contamination Break times should be staggered to reduce congestion and contact at all 	1	5	5

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
						times <ul style="list-style-type: none"> • Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area • The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home • Workers should sit 2 metres apart from each other whilst eating and avoid all contact • Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced • Tables should be cleaned between each use • All rubbish should be put straight in the bin and not left for someone else to clear up • All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices • Introduce staggered start and finish times to reduce congestion and contact at all times • Introduce enhanced cleaning of all facilities throughout the day and at the end of each day • Consider increasing the number or size of facilities available on site if possible • Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres • Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal. 			

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	DR		L	S	RR
Following prescribed safe systems of work	Staff, contractors and others	Accident or injury caused by working in an unsafe manner.	3	5	15	<ul style="list-style-type: none"> Under no circumstances are you to complete tasks that you're not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. 	1	5	5
Following prescribed safe systems of work (cont.)	Staff, contractors and others	Accident or injury caused by working in an unsafe manner	3	5	15	<ul style="list-style-type: none"> There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the organisation's disciplinary procedures. If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. If training that has a fixed expiry date runs out, site management will speak to the training provider to seek guidance. In many instances, grace periods are being extended to reflect the lack of available courses. 	1	5	5

Training

Please ensure a manager's brief has been completed alerting to company specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

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Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person .
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred

If in England call **NHS on 111**, NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs

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RISK ASSESSMENT - WORKING FROM HOME (OFFICE-BASED STAFF)

Risk assessment - topic/area covered	
Location(s):	All areas (staffs home)
Department/staff:	All staff defined as working from home
Tasks/activities:	Computer work
Other information:	

Risk assessment sign off					
Prepared by:	A Hutchings	Signature:	A Hutchings	Date:	06/05/2020
Reviewed by:		Signature:		Date:	
Date for review:	This risk assessment should be reviewed if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Document issue record				
Amendment number	Issue date	Date amended	Person amending	Remarks

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Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Severity (S)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> 1. Identify the persons at risk and the significant hazards. 2. Calculate an initial RR for the activity. 3. Identify risk control measures that reduce the risks to an acceptable level. 4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as “low risk”.								

Personal protective equipment (PPE) assessment								
In many instances, you will be able to reduce risks further by asking staff/others to wear/use PPE. You should identify which items are required for the task here:								
Type of PPE:								
	Head	Foot	Eye)	Hand	Hearing	High-visibility vest	RPE	Fall arrest
Additional requirements (list here):								
Note. PPE must only be considered as, when other control measures, such as guarding, local exhaust extraction, preventing noise at source, eliminating the need to work at height etc. are not possible. PPE should always be considered as a last resort option. PPE should only be worn when there is reasonable justification for doing so.								

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Manual handling of office equipment	Staff	Physical injury caused by incorrect techniques when handling items such as desktop computers, printers etc. at home	4	3	12	<ul style="list-style-type: none"> All homeworkers to be given training relevant to their work and a generic assessment to be carried out. 	3	1	3
As above	As above	Insufficient workspace leading to poor lifting techniques	4	3	12	<ul style="list-style-type: none"> Staff to be made aware of the correct handling techniques in the home environment and their personal lifting capabilities. 	3	1	3
As above	As above	New and expectant mothers more susceptible to injury	4	4	16	<ul style="list-style-type: none"> New and expectant mothers must notify their manager of their condition and have their work capabilities reviewed. 	3	2	6
Use of display screen equipment (DSE)	As above	Work related upper limb disorders caused by inappropriate workstation layout	4	3	12	<ul style="list-style-type: none"> All DSE users to be given a workstation self-assessment form to complete after basic DSE awareness training. Information to be given to all DSE users on the importance of workstation layout, correct seating and taking rest breaks etc. 	3	1	3
Working at home in general	Staff and others who may be present	Fire hazards resulting in serious injuries and property damage	3	5	15	<ul style="list-style-type: none"> Homeworker to be made aware of the general principles of fire prevention including: good housekeeping practices, ensuring electrical equipment is well maintained, electrical sockets not to be overloaded and maintaining a means of escape in the event of fire. 	3	2	6
As above	Staff	Working in isolation may lead to stress-related illnesses as a result of working long hours, work demand etc.	3	4	12	<ul style="list-style-type: none"> Regular face-to-face contact to be maintained between homeworker and supervisor/manager to ensure work patterns and workloads are appropriate or to deal with any other concerns. Homeworkers to be encouraged to take regular breaks. Homeworkers to be made aware of the causes of work-related stress and their role in controlling such risks. 	3	2	6
Working with electrically operated equipment, e.g. PCs, printers, shredders etc.	Staff	Failure to maintain electrically operated equipment may lead to fires or electric shock causing burns or fatality	3	5	15	<ul style="list-style-type: none"> Homeworkers to ensure that all cables and plugs fitted to equipment are regularly checked for damage. An extension cable only to be used as a temporary measure until a permanent socket outlet is fitted. If cables are unavoidably run across walkways then they are to be fitted with cable protection devices. 	2	2	4

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Risk assessment									
Activity	Persons at risk	Significant hazards	Initial			Risk control measures	Residual		
			L	S	RR		L	S	RR
Working with electrically operated equipment, e.g. PCs, printers, shredders etc.	Staff and others who may be present	Coming into contact with moving parts of equipment may lead to hands, hair etc. becoming entangled causing injuries	3	3	9	<ul style="list-style-type: none"> • All work equipment to be supplied suitable for its purpose. • The homeworker to ensure that no unauthorised persons use the equipment provided. • No investigation of faults or repairs to be carried out whilst equipment is still powered up. 	2	2	4