

Staying COVID-19 Secure in 2020

We confirm we have complied with the government's guidance on managing the risk of COVID-19

● FIVE STEPS TO SAFER WORKING TOGETHER ●

- ✓ We have carried out a **COVID-19 risk assessment** and shared the results with the people who work here
- ✓ We have **cleaning, handwashing and hygiene procedures** in line with guidance
- ✓ We have taken all reasonable steps to **help people work from home**
- ✓ We have taken all reasonable steps to **maintain a 2m distance** in the workplace
- ✓ Where people cannot be 2m apart, we have done everything practical to **manage transmission risk**

Employer _____ Date _____

Who to contact: Stephen Faulkner - 07515 951284
(or the Health and Safety Executive at www.hse.gov.uk or 0300 003 1647)



Clayton Glass

Covid 19

Return to Work Induction



Welcome back to Clayton Glass

Before commencing work you need to ensure that:-

- You are not exhibiting any symptoms of Covid 19
 - A High Temperature
 - A new persistent Cough
- You are not a vulnerable person
- Living with someone in self isolation or shielding a vulnerable person

Whilst at Work

- Maintain social distance of 2 mtr at all times (look for markers on the floor)
- Avoid face-to-face contact when ever possible, when this isn't possible you should minimize face-to-face contact to no more than 15 minutes.
- USE PPE provided. Face mask are optional, PHE does not advise on using masks in public places and for those at work.
- Clean work surface prior to shift start, during shift and at completion with disinfectant.
- Take staggered meal and toilet breaks. Avoid queuing unless observing social distancing.
- Clean all surface that you touch with your skin after use. (including toilet seats).



Whilst at Work

- Wash hands for at least 20 seconds prior to work, on completion of work, prior to breaks, after toilet visits.
- Maintain the highest levels of cleanliness at all times, disinfect work surfaces, and use bins provided.



Leaving Work

- Clean work area with disinfectant.
- Wash hands for 20 seconds prior to leaving.
- Do not queue on the way out of the building.

- **OBSERVE SOCIAL DISTANCING GUIDELINE AT ALL TIMES**



THANK YOU AND STAY SAFE.

PLEASE REMEMBER DO NOT ATTEND
WORK IF YOU HAVE ANY OF THE
SYMPTOMS OF Covid 19.



Risk Assessment

Company:	Clayton Glass – All Sites	Title:	All Staff – Return to work following Covid 19 pandemic	Date:	30/04/2020	Issue:	2
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Frequency Factor (FF) – Potential Risk			Severity Factor (SF) – Potential Risk			Risk Rating (RR): Frequency Factor x Severity Factor		
1	Improbable	4	Intermittent	1	Trivial Injury	4	Major Injury	RR = FF x SF
2	Possible	5	Frequent	2	Minor Injury	5	Disaster	Risk Rating over 6 is Unacceptable
3	Occasional	6	Continuous	3	Medium Injury	6	Catastrophe	

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			FF	SF	RR		FF	SF	RR
Using Carpark	Employees	Parking close to work colleagues	2	3	6	<ul style="list-style-type: none"> Maintain Social Distancing, whilst parking and walking into work Do not attend work if considered to be a vulnerable person, has a temperature or a persistent cough, is living with someone in self isolation or shielding a vulnerable person. 	1	1	1
Entering Factory Floor	Employees	Walking or entering the factory, queuing at clocking machine	5	3	15	<ul style="list-style-type: none"> Mandatory PPE - Safety Boots, Ear defenders, face mask (optional), gloves Keeping to walkways maintaining social distancing at all times (2 mtr markers placed on floor) Wash hands for 20 seconds with hot water and soap or use hand sanitizer when entering the work area. 	1	3	3
Operating on Factory Floor	Employees	Close proximity working. Social Interaction for communication purposes of work flow.	6	3	18	<ul style="list-style-type: none"> Maintain 2 mtr social distancing guidelines Do not work face to face, if Associates have to do this it should be limited to no more than 15 minutes. Avoid Skin to skin contact – use gloves at all times. Eliminate site meeting briefing should be carried out in very small groups observing social distancing guideline. Workplace should be regular cleaned with disinfectant. Observe signage at all times – hand sanitizer stations, one way systems 	1	1	1



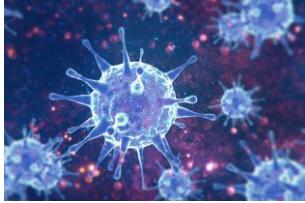
Risk Assessment

Break times, and calls of nature.	Employees	Close proximity working.	6	3	18	<ul style="list-style-type: none"> Maintain 2 mtr social distancing guidelines stagger breaks, and toilet trips Wash hand for 20 seconds with soap and water. Clean work surface prior to and upon completion of all breaks, dispose of all waste in the bins provided 	2	2	4
Leaving work at completion of shift	Employees	Congestion at clocking machines, or close proximity walking to car park	2	3	6	<ul style="list-style-type: none"> Maintain Social Distancing, whilst walking to car park, or leaving work. Wash hands for 20 seconds with hot water and soap or use hand sanitizer when entering the work area. 	1	1	1

Signed originator.....Stephen Faulkner.....Job title.....Operations Director.....

Date completed..... Date for revision.....

Date revised (if applicable).....

<p>Issue Date: May 2020 Review Date: May 2021 Reviewed By:</p>	<p>Page No. 1 of 1</p>
<p>Standard Operating Procedure for: Social distancing when returning to work after furlough due to Covid – 19. To be read in conjunction with the Claytons Glass Covid 19 Employee Booklet.</p>	
<p>PPE Required – (Please type here the required PPE) Safety Boots Safety Glasses Bump Gap (if required) Any additional PPE required for the task – Face mask (optional), Gloves</p>	
<p>Pre Operational Checks Managers/Supervisors should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work, and before they leave. They also need to maintain the same practice after using the toilet, after blowing their nose, sneezing or coughing. When entering and leaving the work area, Managers and Supervisors need to ensure that workers maintain 2 mtrs apart from each other.</p>	
<p>Quality Checks Staff should be assigned to the same shift teams to limit social interaction. Managers/Supervisors should not allow staff to congregate in break times, and breaks should be staggered so that social distancing can be maintained.</p>	
<p>During the Operation Staff should work side by side maintaining a 2mtr gap and facing away from each other rather than face-to-face if possible. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. Throughout the operation social distancing guidelines (maintaining a 2 mtr area between workers) should be maintained.</p>	
<p>Housekeeping Increase the frequency of cleaning procedures, pausing production if necessary for cleaning to be undertaken, wiping down work stations with disinfectant. It is recommended prior to shift start, after breaks, and at the end of shift. Break Areas should be wiped down with disinfectant, prior to, and at completion of each break period.</p>	
<p>Potential Hazards There is currently no distinction between essential and inessential workers in England. The Governments position is that work can continue, provided the worker is not displaying symptoms of Covid 19, does not need to self isolate for another reason, and that the work can be done in a manner consistent with the Guidelines published by Public Health England.</p>	
<p>Additional Information relevant to task To protect staff, Managers and Supervisors should remind colleagues daily to only come to work if they are well and no one in the household is self isolating. Managers and Supervisors should actively ensure that work colleagues are reminded daily for this SOP, and the need to follow these guidelines.</p>	

Written By: **Operations Director**

Approved By: **Managing Director**



Risk Assessment

Company:	Clayton Glass – All Sites	Title:	All Staff – when taking delivery of products from Suppliers or Mail due to Covid – 19. To be read in conjunction with the RtW RA.	Date:	30/04/2020	Issue:	1
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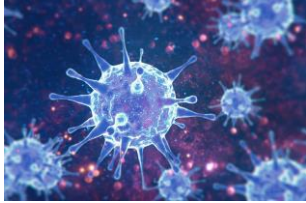
Frequency Factor (FF) – Potential Risk				Severity Factor (SF) – Potential Risk				Risk Rating (RR): Frequency Factor x Severity Factor			
1	Improbable	4	Intermittent	1	Trivial Injury	4	Major Injury	RR = FF x SF			
2	Possible	5	Frequent	2	Minor Injury	5	Disaster	Risk Rating over 6 is Unacceptable			
3	Occasional	6	Continuous	3	Medium Injury	6	Catastrophe				

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			FF	SF	RR		FF	SF	RR
Taking delivery of product or post from 3 rd party suppliers	Employees	Close proximity working. Social Interaction for communication purposes of work flow.	6	3	18	<ul style="list-style-type: none"> Maintain 2 mtr social distancing guidelines Do not work face to face, if Associates have to do this it should be limited to no more than 15 minutes. Avoid Skin to skin contact – use gloves at all times. Workplace should be regular cleaned with disinfectant. Observe signage at all times – hand sanitizer stations, one way systems Staff may wear nitrile disposable gloves whilst handling items delivered from 3rd parties. If non disposable gloves need to be worn then they should be wiped with anti-bacterial wipes after handling product. Delivery notes should not be signed or other hand-held devices. Throughout the operation social distancing guidelines (maintaining a 2 mtr area between workers) should be maintained. 	1	1	1

Signed originator.....Stephen Faulkner.....Job title.....Operations Director.....

Date completed..... Date for revision.....

Date revised (if applicable).....

<p>Issue Date: May 2020 Review Date: May 2021 Reviewed By:</p>	<p>Page No. 1 of 1</p>
<p>Standard Operating Procedure for: Social distancing when taking delivery of products from Suppliers or Mail due to Covid – 19. To be read in conjunction with the Claytons Glass Covid 19 Employee Booklet.</p>	
<p>PPE Required – (Please type here the required PPE) Safety Boots (if required) Safety Glasses (if required) Bump Gap (if required) Any additional PPE required for the task – Face mask (optional), Gloves</p>	
<p>Pre Operational Checks Managers/Supervisors should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work, and before they leave. They also need to maintain the same practice after using the toilet, after blowing their nose, sneezing or coughing. When entering and leaving the work area, Managers and Supervisors need to ensure that workers maintain 2 mtrs apart from each other.</p>	
<p>Quality Checks Staff should be assigned to the same shift teams to limit social interaction. Managers/Supervisors should not allow staff to congregate in break times, and breaks should be staggered so that social distancing can be maintained.</p>	
<p>During the Operation Staff may wear nitrile disposable gloves whilst handling items delivered from 3rd parties. If non disposable gloves need to be worn then they should be wiped with anti-bacterial wipes after handling product. Throughout the operation social distancing guidelines (maintaining a 2 mtr area between workers) should be maintained.</p>	
<p>Housekeeping Increase the frequency of cleaning procedures, pausing production if necessary for cleaning to be undertaken, wiping down work stations with disinfectant. It is recommended prior to shift start, after breaks, and at the end of shift. Break Areas should be wiped down with disinfectant, prior to, and at completion of each break period.</p>	
<p>Potential Hazards Public Health England and the World Health Organisation advises that the likelihood of an infected person contaminating commercial good is low. The risk of catching the virus that causes Covid-19 from a physical package is also very low.</p>	
<p>Additional Information relevant to task To protect staff, Managers and Supervisors should remind colleagues daily to only come to work if they are well and no one in the household is self isolating. Managers and Supervisors should actively ensure that work colleagues are remind daily fo this SOP, and the need to follow these guidelines.</p>	

Written By: **Operations Director**

Approved By: **Managing Director**



Risk Assessment

Company:	Clayton Glass – All Sites	Title:	Drivers – delivering product during the Covid-19 pandemic	Date:	30/04/2020	Issue:	1
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Frequency Factor (FF) – Potential Risk			Severity Factor (SF) – Potential Risk			Risk Rating (RR): Frequency Factor x Severity Factor		
1	Improbable	4	Intermittent	1	Trivial Injury	4	Major Injury	RR = FF x SF
2	Possible	5	Frequent	2	Minor Injury	5	Disaster	Risk Rating over 6 is Unacceptable
3	Occasional	6	Continuous	3	Medium Injury	6	Catastrophe	

ACTIVITY	PERSON AT RISK	SIGNIFICANT HAZARDS	RISK*			RISK CONTROL MEASURES	RESIDUAL RISK**		
			FF	SF	RR		FF	SF	RR
Start of Shift	Drivers	Contamination within Cab area	2	2	4	<ul style="list-style-type: none"> Mandatory PPE - Safety Boots, Hi Vis Jacket, face mask (optional), gloves Wash hands for 20 seconds with hot water and soap or use hand sanitizer when entering the work area. Clean surface in cab with disinfectant prior too, during and on completion of shift. 	1	3	3
On delivery at Customers Premises	Driver	Close proximity working. Social Interaction for communication purposes of work flow.	2	3	6	<ul style="list-style-type: none"> Maintain 2 mtr social distancing guidelines Do not work face to face, if Associates have to do this it should be limited to no more than 15 minutes. Avoid Skin to skin contact – use gloves at all times. Do not pass paperwork nor use handheld signature capture devices. Cabs should be regular cleaned with disinfectant. 	1	1	1
Leaving work at completion of shift	Employees	Contamination within Cab Area	2	2	4	<ul style="list-style-type: none"> Maintain Social Distancing, whilst walking to car park, or leaving work. Wash hands for 20 seconds with hot water and soap or use hand sanitizer when entering the work area. Clean surface in cab with disinfectant prior too, during and on completion of shift. 	1	1	1

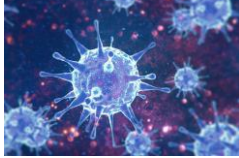
Signed originator.....Stephen Faulkner.....Job title.....Operations Director.....

Date completed..... Date for revision.....



Risk Assessment

Date revised (if applicable).....

<p>Issue Date: May 2020 Review Date: May 2021 Reviewed By:</p>	<p>Page No. 1 of 1</p>
<p>Standard Operating Procedure for: Social distancing delivering product to customers premises due to Covid – 19. To be read in conjunction with the Claytons Glass Covid 19 Employee Booklet.</p>	
<p>PPE Required – (Please type here the required PPE) Safety Boots Hi-Vis Jacket Safety Glasses (if required) Bump Gap (if required) Any additional PPE required for the task – Face mask (optional), Gloves</p>	
<p>Pre Operational Checks Managers/Supervisors should communicate to all staff that they should wash their hands with soap and water for 20 seconds or more at the beginning and end of every break, when they arrive at work, and before they leave. They also need to maintain the same practice after using the toilet, after blowing their nose, sneezing or coughing. When arriving at customers premises Drivers need to ensure that they maintain 2 mtrs apart from the customer.</p>	
<p>Quality Checks Staff should be assigned to the same vehicle to limit social interaction and cab cleanliness if possible. Vehicle cabs should be cleaned down with disinfectant prior to and on completion of each run/shift.</p>	
<p>During the Operation Drivers should work side by side with Customers if required too but maintaining a 2mtr gap and facing away from each other rather than face-to-face if possible. Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. If non disposable gloves need to be worn then they should be wiped with anti-bacterial wipes after handling product. Throughout the operation social distancing guidelines (maintaining a 2 mtr area between workers) should be maintained. There should be no exchange of paperwork between the driver and the consignee, nor should hand held handheld signature capture devices be used.</p>	
<p>Housekeeping Increase the frequency of cleaning procedures, It is recommended prior to shift start, after breaks, and at the end of shift. Cab areas should be wiped down with disinfectant, prior to, and at completion of each break period, and driving shift.</p>	
<p>Potential Hazards Public Health England and the World Health Organisation advises that the likelihood of an infected person contaminating commercial goods is low. The risk of catching the virus that causes Covid-19 from a physical package is also very low.</p>	
<p>Additional Information relevant to task To protect staff, Managers and Supervisors should remind colleagues daily to only come to work if they are well and no one in the household is self isolating. Managers and Supervisors should actively ensure that work colleagues are remind daily fo this SOP, and the need to follow these guidelines.</p>	

Written By: **Operations Director**.....Approved By: **Managing Director**.....