

Purpose

Coronavirus (COVID-19) is classified as a pandemic and is affecting lives and work around the globe. We want you to know what we are doing as a company to protect you and your families and mitigate the spread of this illness. This subject will explain these measures and how you can assist us in our efforts to promote a safe and healthy environment both at work and at home.

This policy applies to all employees regardless of where or in what capacity they work.

You can learn more about the prevention of COVID-19 at the following addresses:

- <https://gov.wales/coronavirus>
- <https://gov.uk/coronavirus>
- <https://nhs.co.uk/coronavirus-covid-19>

2. What is Coronavirus?

Per the World Health Organization (WHO), Coronaviruses are a large family of viruses that cause illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome and Severe Acute Respiratory Syndrome. A novel coronavirus is a new strain that has not been previously identified in humans.

Coronaviruses are zoonotic, meaning they are transmitted between animals and people. Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

Standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing, thoroughly cooking meat and eggs. Avoid close contact with anyone showing symptoms of respiratory illness such as coughing and sneezing.

Source: <https://www.who.int/health-topics/coronavirus>

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalization. The most common symptoms:

- Fever.
- Dry cough.
- Loss of taste and smell

3. Prevention & Protection against Coronavirus

The following required actions should be observed by all employees in order to protect themselves and others from Coronavirus. To prevent infection and to slow transmission of COVID-19, do the following:

- Wash your hands regularly with soap and water for 20 seconds, or clean them with alcohol-based hand rub.
- Maintain at least 2 metre distance between you and people.
- Avoid touching your face.
- Cover your mouth and nose when coughing or sneezing.
- Stay home if you feel unwell.
- Refrain from smoking and other activities that weaken the lungs.
- Practice physical distancing by avoiding unnecessary travel and staying away from large groups of people.

The workplace mandatory procedures for the site are:



- 2 meters distance to be kept from other employees
- A face mask must be worn at all times when leaving departments and going around site
- Wash hands for 20 seconds or sanitise hands regularly
- Adhere to COVID risk assessment procedures

Illness

- Employees who are sick especially with cold or flu symptoms such as coughing, sneezing, or fever should remain home and seek medical attention or coronavirus test immediately.
- Employees with sick household members should stay home until a household member has been tested negative for Coronavirus.
- If an employee becomes or shows symptoms at work, they will be separated from other employees and sent home to get a test performed.

Work from Home

- If an outbreak becomes severe enough, a mandatory "Work from Home" procedure may be put into effect for personnel who can work from home. This will continue until conditions improve well within healthy limits per local health and/or governmental bodies.
- If an employee needs to care for a family member who has been diagnosed with COVID-19, they will be required to work from home for at least 10 days after the family member has tested positive or started showing symptoms.

Travel

- Travel restrictions will be maintained and monitored by the directors. General rule at the moment is All work trips and events – both domestic and international – will be cancelled/postponed until further notice.
- If an outbreak becomes severe enough, employee travel may be partially or fully restricted until conditions improve.
- We will leverage the use of virtual meeting technologies to continue work that would normally be conducted onsite.
- If an employee has recently returned from any area with a high number of COVID-19 diagnoses, they will be required to work from home for at least 10 calendar days and may return to the office if no symptoms have presented themselves.

Outside of Work

- Personnel from work or the personnel household members found to breaking local or national COVID regulations outside of work may be asked to self-isolate for 5 days and not return to work until a negative tests has been determined after the 5 days. Proof of negative test will need to be given to your immediate management.

If an employee or an employee's household member has been diagnosed with COVID-19, they may not return to the work until after full recovery has been confirmed by a medical professional. No exceptions.

We recognise that a diagnosis does not mean an employee is unable to work. Therefore, until full recovery is confirmed, if the employee is able to work, they may do so from home, per approval of their immediate manager.

Stuart Anderson
Union Representative
10.02.21

Steve Gray
Union Representative
10.02.21

Please sign to confirm you have read and understand what is expected of you as an employee of Just Rollers Limited:

[illegible]

Just Rollers COVID -19 Policies



	Current Status / policy	Date
Plant operations	All plant operations are running as normal as can be.	01.05.21
Incoming and Outgoing goods	We are unloading and loading goods on site as normal. 2 metre distance between the drivers and forklift drivers are to be kept. Forklift drivers to wear face masks.	01.05.21
Contractors	We are currently accepting visits from contractors for essential maintenance works. A visitor questionnaire needs to be filled before attended or before work commences on site.	01.05.21
Customer and Supplier Visits	We are currently not accepting visits from customers and suppliers at present. Communications are expected to take place over the phone or via video conferencing.	01.05.21
Customer Service Teams	Most customer service personnel are working from home. A member of staff will be onsite everyday at a minimum.	01.05.21
Sales team	Most Sales personnel are working from home. A member of sales will be onsite everyday.	01.05.21
Domestic Travel	Travel is currently permitted for necessary visits.	01.05.21
International Travel	All travel for visits are currently prohibited.	01.05.21
Safe working Instructions	All employees are expected to follow any extra precaution procedures to combat the spread of the corona virus. All employees have read and must abide by the site risk assessment for combatting the spread of the corona virus.	01.05.21

Site COVID Risk Assessment VERSION 6



Department /Area:	Responsibility	Assessment Date	RA No.	Next Review Date
Site	K Hearne	18.01.21	COVIDRA1	01.05.21
Likelihood (L)	Severity (S)	Risk Rating		Score
1 Unlikely	1 Minimal Risk	Low		1 - 4
2 Possible	2 Minor Risk	Medium		5 - 9
3 Probable	3 Medium Risk	High		10 - 16
4 Certain	4 Major Risk			

Completed By: Kieron Hearne

Operations Manager: *K. Hearne*

No.	Activity	Hazards	L	S	Score	Current Control Measures	Actions required or notes	PPE req'd
	Toilets	COVID -19 Spreading and contamination	1	3	3	Bleach for all toilets for after use Antibacterial surface spray for all the toilets to clean sinks after use Middle urinals and sink prohibited from use Antibacterial Soap for washing hands Normal degreasing and hand soap limited personnel to use the toilets All users are kept 2m apart Cleaner cleans the toilets every morning mon - fri Hand sanitiser available on all entrances to units of production and in offices.	Note U24to use reception toilets only CSO to use reception toilets only Compound to use U25 toilets only U25 to use U25 toilets only U21 to use U21 toilets only U23 to use U23 toilets only	
	Reception	COVID -19 Spreading and contamination	1	2	2	Antibacterial wiped handles and phone every morning Mon - Fri 2m marker taped out on the floor Pens taken away so, contractors and visitors use their own pens Hand sanitiser available on wall inside and outside Our office number is outside if any visitor/contractor or delivery driver does not want or need to enter the building. Guidance Signage outside and inside.		Face mask Gloves
	Personnel	COVID -19 Spreading and contamination	1	3	3	Temperature check to be completed on arrival to department before commencement of work. To keep 2m apart Wash and sanitise hands regular Facemask to be worn when leaving departments or working area Reliant on personnel sticking to the rules		Face mask Gloves
	Doors	COVID -19 Spreading and contamination	1	3	3	Antibacterial wiped handles every morning Kept open, as long as security of information and site are not compromised.		Face mask Gloves
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen microwave at a time Encouraged to sit in their car for lunch Wash or sanitise hands before and after lunch 2m markers for use of the canteen Antibacterial spray for cleaning eating area before and after use. Canteens cleaned by cleaner more regular		
	Visitors and Contractors	COVID -19 Spreading and contamination	1	2	2	Antibacterial wiped handles and phone every morning 2m marker taped out on the floor Pens taken away so, contractors and visitors use their own pens Hand sanitiser available on wall inside and outside Our office number is outside if any visitor/contractor or delivery driver does not want or need to enter site. Guidance Signage outside and inside. Temperature and visitor questionnaire to be filled out for track and Trace purposes.		Face mask Gloves
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers Our office number is outside if any visitor/contractor or delivery driver does not want or need to enter site. Guidance Signage outside and inside. Driver can sign electronic devices for personnels name		Face mask Gloves
	Drivers	COVID -19 Spreading and contamination	1	3	3	Masks to be worn when out of the truck talking to customers gloves to be worn at all times out side the truck and taken off when re driving. Anti bacterial spray and wipes are kept in the trucks for regular cleaning Hand sanitiser bottles for the drivers to keep in the trucks		Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up Restricted amounts of personnel to use the cleaning facilities at a time Antibacterial sprays to clean down where they have washed up. Hand sanitiser available on leaving the toilets Antibacterial Soap for wash up times - 20 second washing applies		Face mask Gloves
	Travelling to Work	COVID -19 Spreading and contamination	1	3	3	Unless from the same household car sharing is not advised, mask is to be worn and seating must be in back passenger seats not front.		
	Returning to Work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	First Aid	COVID -19 Spreading and contamination	1	3	3	Sanitiser in both first aid rooms All first aiders have a covid response bag with face visor, gloves, aprons, antibacterial wipes and face masks. All incidents to be recorded as per normal procedures.	First aiders to replenish stock in their bag when needed.	

Accounts and Customer Service Office								
	Workstations	COVID -19 Spreading and contamination	1	3	3	Everyone has their own workstation Has perspex shield between the workstations Antibacterial cleaning spray for before and after use 2m markers for personnel who enter the office		
	Personnel working in the office	COVID -19 Spreading and contamination	1	3	3	Minimal staff in the office daily Phoning should be used before entering the shopfloor or anywhere the office		
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	Minimal staff in the office daily Phoning staff should be done before entering the office 2 m line for personnel not to pass.		Face mask Gloves
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	car sharing not advised Office entrance only Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work. Hand sanitiser available on all entrances to units of production and in offices.	If car sharing a mask must be worn and back passenger seats used.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices.		Face mask Gloves
	Photocopier use (Multi use)	COVID -19 Spreading and contamination	1	3	3	Only one person uses the computer at a time Hands to be washed or sanitised after use		Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible/ video conferencing Meetings to be held outside, 2m distance to kept If in a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation needed in the room. External Video conferencing to be used		Face mask Gloves
	Common Areas (Sink - drinking station)	COVID -19 Spreading and contamination	1	3	3	Minimal staff on site, lunch eaten at the workstation. Kettle and sink in use by 1 member of staff at a time. 2m rule to be adhered to whilst at sinks or drink station		Face mask Gloves
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor and covid essentials to be worn if treating a employee. Gloves to be worn at all times.	Alison Grover / Nik Rayer - First Aiders	
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used. If a necessary visit is needed a visitor questionnaire will need to be filled out by the visitor.		
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus	
	Toilets	COVID -19 Spreading and contamination	1	3	3	Bleach for all toilets for after use Antibacterial surface spray for all the toilets to clean sinks after use Middle urinals and sink prohibited from use Antibacterial Soap for washing hands Normal degreasing and hand soap limited personnel to use the toilets All users are kept 2m apart Cleaner cleans the toilets fully Mon, Wed, Friday Hand sanitiser available on all entrances to units of production and in offices.	To use U22 or Reception toilets only	
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened or packed with gloves on Wash hands or sanitise after opening or packing goods, if gloves were not worn.		Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.		

Laboratory								
	Workstations	COVID -19 Spreading and contamination	1	3	3	Everyone has their own workstation Has perspex shield between the workstations Antibacterial cleaning spray for before and after use 2m markers for personnel who enter the office		
	Personnel working in the Lab	COVID -19 Spreading and contamination	1	3	3	Minimal staff in the office daily Phoning should be used before entering the shopfloor or anywhere the office Mask to be worn at all times away from the desk. Sanitise or wash hands exiting and entering the lab 2m socially distance to be kept at all times.		
	Personnel entering the Lab	COVID -19 Spreading and contamination	1	3	3	No personnel to enter the laboratory Phoning staff should be done before entering the office 2 m line for personnel not to pass.		Face mask Gloves
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	Car sharing not advised Reception entrance only Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work Hand sanitiser available on all entrances to units of production and in offices.	If car sharing a mask must be worn and back passenger seats used.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices.		Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible/ video conferencing Meetings to be held outside, 2m distance to be kept If in a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation needed in the room. External Video conferencing to be used		Face mask Gloves
	Common Areas (Sink - drinking station)	COVID -19 Spreading and contamination	1	3	3	Minimal staff on site, lunch eaten at the workstation. Kettle and sink in use by 1 member of staff at a time. 2m rule to be adhered to whilst at sinks or drink station		Face mask Gloves
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor and covid essentials to be worn if treating a employee. Gloves to be worn at all times.	Alison Grover / Nik Rayer - First Aiders	
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used. If a necessary visit is needed a visitor questionnaire will need to be filled out by the visitor.		
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus	
	Toilets	COVID -19 Spreading and contamination	1	3	3	Bleach for all toilets for after use Antibacterial surface spray for all the toilets to clean sinks after use Middle urinals and sink prohibited from use Antibacterial Soap for washing hands Normal degreasing and hand soap limited personnel to use the toilets All users are kept 2m apart Cleaner cleans the toilets fully Mon-Friday Hand sanitiser available on all entrances to units of production and in offices.	Use reception toilets only	
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened or packed with gloves on Wash hands or sanitise after opening or packing goods, if gloves were not worn.		Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.		

Single Occupancy use offices - Directors and Managers - KH / IS / IP / GA / AG / DB / PV / LC / NR							
	Workstations	COVID -19 Spreading and contamination	1	3	3	Everyone has their own workstation Antibacterial cleaning spray for before and after use 2m markers for personnel who enter the office	
	Personnel working in the office	COVID -19 Spreading and contamination	1	3	3	Minimal staff in the office daily Phoning should be used before entering the office	
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	Minimal staff in the office daily Phoning staff should be done before entering the office 2 m line for personnel not to pass.	Face mask Gloves
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	Car sharing not advised Office entrance only Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work. Hand sanitiser available on all entrances to units of production and in offices.	If car sharing a mask must be worn and back passenger seats used.
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices.	Face mask Gloves
	Photocopier use (Multi use)	COVID -19 Spreading and contamination	1	3	3	Only one person uses the copier at a time Hands to be washed or sanitised after use	Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible/ video conferencing Meetings to be held outside, 2m distance to kept If in a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room. External Video conferencing to be used	Face mask Gloves
	Common Areas (Sink - drinking station)	COVID -19 Spreading and contamination	1	3	3	Minimal staff on site, lunch eaten at the workstation. Kettle and sink in use by 1 member of staff at a time. 2m rule to be adhered to whilst at sinks Sanitise hands after use	Face mask Gloves
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor and covid essentials to be worn if treating a employee. Gloves to be worn at all times.	Alison Grover / Nik Rayer - First Aiders
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used. If a necessary visit is needed a visitor questionnaire will need to be filled out by the visitor.	
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus
	Toilets	COVID -19 Spreading and contamination	1	3	3	Bleach for all toilets for after use Antibacterial surface spray for all the toilets to clean sinks after use Middle urinals and sink prohibited from use Antibacterial Soap for washing hands Normal degreasing and hand soap limited personnel to use the toilets All users are kept 2m apart Cleaner cleans the toilets every morning mon - fri Hand sanitiser available on all entrances to units of production and in offices.	To use U22 or Reception toilets only
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened or packed with gloves on Wash hands or sanitise after opening or packing goods, if gloves were not worn.	Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site	
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.	

Compound Department								
	Work Areas	COVID -19 Spreading and contamination	2	3	6	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Cal no.1 and Barwell use can sometimes mean personnel are within 2ms during these processes masks are to be worn if with 2 m.	Face mask Gloves
	Personnel working in the office (multi use computer)	COVID -19 Spreading and contamination	1	3	3	Only one person occupies the office and computer at a time gloves to be worn at all times using the computer Computer to be wiped down every morning before use		Face mask Gloves
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	2m line in office to stop being less than 2m. Phoning staff should be used before entering the office		Face mask
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	car sharing not advised U25 entrance only and left through mixing area. Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work.	If car sharing a mask must be worn and back passenger seats used.	
	Welfare at work	COVID -19 Spreading and contamination	1	3	3	Water station in Compound to be used only Toilets in U25 to be used only	U25 toilets only to be used.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices. Ringing other departments should be first protocol. No walking through wrapping section , need to walk through		Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to be kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.		
	Common Areas	COVID -19 Spreading and contamination	1	3	3	Canteen is set out for 2m separation If raining, when eating within the department 2 m rule applies		
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Dai Evans / Lee Kent First Aiders	Full face visor Gloves
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used.		Face mask Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus	
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen at once Encouraged to sit in their car for lunch Wash up and sanitise hands before and after lunch 2m markers for use of the canteen		
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands		
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.		Face mask Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.		

U25 Wrapping/Stripping and Prepping Department								
	Work Areas	COVID -19 Spreading and contamination	2	3	6	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Teflon Sleevings means personnel are within 2ms during some of the process , mask to be worn at all times	Face mask Gloves
	Personnel working in the office (multi use computer)	COVID -19 Spreading and contamination	1	3	3	Only one person occupies the office and computer at a time gloves to be worn at all times using the computer Computer to be wiped down every morning before use		Face mask Gloves
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	2m line in office to stop being less than 2m. Phoning staff should be used before entering the office		Face mask
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	car sharing not advised U25 entrance only and right to the wrapping section. Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work Hand sanitiser available on all entrances to units of production and in offices. Exit and entry to department is through the wrapping section only..	If car sharing a mask must be worn and back passenger seats used.	
	Welfare at work	COVID -19 Spreading and contamination	1	3	3	Water station U25 to be used only Toilets in U25 to be used only	U25 toilets only to be used.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices. Ringing other departments should be first protocol. No walking through wrapping section , need to walk through		Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to be kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.		
	Common Areas	COVID -19 Spreading and contamination	1	3	3	Canteen is set out for 2m separation If raining, when eating within the department 2 m rule applies		
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Dai Evans / Lee Kent First Aiders	Full face visor Gloves
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used.		Face mask Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus	
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen at once Encouraged to sit in their car for lunch Wash up and sanitise hands before and after lunch 2m markers for use of the canteen		
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands		
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.		Face mask Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.		

U24 grinding Department							
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Face mask Gloves
	Personnel (multi use computer)	COVID -19 Spreading and contamination	1	3	3	Only one person uses the computer at a time gloves to be worn or sanitise hands after using the computer Computer to be wiped down every morning before use	Face mask Gloves
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	Car sharing not advised Reception entrance only and left through mixing area on arrival Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work Hand sanitiser available on all entrances to units of production and in offices. Exit and entry to department is through the U24 fire exit section only..	If car sharing a mask must be worn and back passenger seats used.
	Welfare at work	COVID -19 Spreading and contamination	1	3	3	Water to be provided by Just for use in the department, no access to water dispensers. Toilets in reception via U24 fire exit to be used only	Reception toilets only to be used.
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices. Ringing other departments should be first protocol. No walking through compound section , need to out through fire exit	Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to be kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.	
	Common Areas	COVID -19 Spreading and contamination	1	3	3	Canteen is set out for 2m separation If raining, when eating within the department 2 m rule applies	
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Dai Evans / Lee Kent First Aiders Full face visor Gloves
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used.	Face mask Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen at once Encouraged to sit in their car for lunch Wash up and sanitise before and after lunch 2m markers for use of the canteen	
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers	Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands	
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.	Face mask Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site	
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.	

U21 Polyurethane Department							
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Face mask Gloves
	Personnel working in the office (multi use computer)	COVID -19 Spreading and contamination	1	3	3	Only one person uses the computer at a time gloves to be worn at all times using the computer Computer to be wiped down every morning before use	Face mask Gloves
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	2m line in office to stop being less than 2m. Phoning staff should be used before entering the office	Face mask
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	Car sharing not advised U21 entrance only Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work Hand sanitiser available on all entrances to units of production and in offices. Exit and entry to department is through the U21 front door only.	If car sharing a mask must be worn and back passenger seats used.
	Welfare at work	COVID -19 Spreading and contamination	1	3	3	Water to be provided by Just for use in the department, no access to water dispensers Toilets in U21 be used only	U21 toilets only to be used.
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices. Ringing other departments should be first protocol. No walking through compound section , need to out through fire exit	Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.	
	Common Areas	COVID -19 Spreading and contamination	1	3	3	Canteen is set out for 2m separation If raining, when eating within the department 2 m rule applies	
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders Full face visor Gloves
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used.	Face mask Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen at once Advised to sit in their car for lunch Wash up and sanitise hands before and after lunch 2m markers for use of the canteen	
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers	Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands	
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.	Face mask Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site	
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.	

U22 Small Grinding Department							
Note this department still has some grinding functions with minimal use, now moved to U24. However it will have Engineering checks, Packing and storage of rollers going forward and all 'going around site' and departmental rules apply.							
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Face mask Gloves
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	2m line in office to stop being less than 2m. Phoning staff should be used before entering the office	Face mask
	When working within the Unit	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices.	Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.	
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders Full face visor Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.	Face mask Gloves

U23 Engineering Department								
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the day	Note When the bins and Balancer are in use sometimes you can go within 2m's, however glasses mandatory in this department. Masks to be worn at all times.	Face mask Gloves
	Personnel working in the office (multi use computer)	COVID -19 Spreading and contamination	1	3	3	Only one person uses the computer at a time gloves to be worn at all times using the computer Computer to be wiped down every morning before use		Face mask Gloves
	Personnel entering the office	COVID -19 Spreading and contamination	1	3	3	2m line in office to stop being less than 2m. Phoning staff should be used before entering the office		Face mask
	Arrival and leaving work	COVID -19 Spreading and contamination	1	3	3	Car sharing not advised U23 entrance only Temperature check on arrival and logged on sheet provided. Hands to be washed or sanitised before start of work Hand sanitiser available on all entrances to units of production and in offices. Exit and entry to department is through the U23 front door only.	If car sharing a mask must be worn and back passenger seats used.	
	Welfare at work	COVID -19 Spreading and contamination	1	3	3	Water to be provided by Just for use in the department, no access to water dispensers. Toilets in U21 be used only	U23 toilets only to be used.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices. Ringing other departments should be first protocol. No walking through compound section, need to out through fire exit		Face mask Gloves
	Meetings	COVID -19 Spreading and contamination	1	3	3	Onsite On phones if possible or video conferencing Meetings if needed to be held outside, 2m distance to kept If a meeting room is used no more than four people in the room and 2 m distance apart to be kept. Ventilation on in the room.		
	Common Areas	COVID -19 Spreading and contamination	1	3	3	Canteen is set out for 2m separation If raining, when eating within the department 2 m rule applies		
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders	Full face visor Gloves
	Visitors	COVID -19 Spreading and contamination	1	3	3	No customer or supplier visits to be taken on site Video conferencing to be used.		Face mask Gloves
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.	Found in U23 and U25 Entrance, https://gov.wales/coronavirus	
	Lunch Breaks	COVID -19 Spreading and contamination	1	3	3	All need to be sitting 2m apart 1 person using the canteen at once Encouraged to sit in their car for lunch Wash up and sanitise hands before and after lunch 2m markers for use of the canteen		
	Collection / Deliveries	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Face mask Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands		
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.		Face mask Gloves
	Personnel returning to work	COVID -19 Spreading and contamination	1	3	3	Return to work assessment questionnaire form to be filled out, any yes answers will need to be reviewed. A full brief on new safety measures in place on site		
	Communication and Training	COVID -19 Spreading and contamination	1	3	3	No external training to take place unless e learning or through a video conferencing app/software.		

U17 Engineering Department								
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Everyone has their own work area with a machine 2m markers for personnel working on machinery Masks to be worn by both personnel if within the 2m red line Machines to be cleaned down at the end of the use	Note Normally only 2 max workers in the unit at a time.	
	Going around site	COVID -19 Spreading and contamination	1	3	3	Face masks to be worn Safety shoes and hi vis to be worn 2m social distancing to be kept Hand sanitiser available on all entrances to units of production and in offices.		
	Common Areas	COVID -19 Spreading and contamination	1	3	3	canteen is set out for 2m separation If wet eat within the department 2 m apart Eating area should be cleaned with antibacterial spray after use		
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders	
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.		
	Collection / Deliveires	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Disposable Masks Disposable Gloves
	Clean up / Wash up	COVID -19 Spreading and contamination	1	3	3	More time to clean up restricted amounts of personnel to use the cleaning facilities at a time antibacterial sprays to clean down where they have washed up. Antibacterial soap for washing hands		Disposable Masks Disposable Gloves
U18/19 Raw material stores								
	Work Areas	COVID -19 Spreading and contamination	1	3	3	Masks and gloves to be worn by forklift driver	Note, 1 person at a time normally within the unit to collect raw materials to take to the operating part of the factory.	Face mask Gloves
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders	
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.		
	Collection / Deliveires	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Face mask Gloves
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.		
U20 Box and Prep stores								
	Work Areas	COVID -19 Spreading and contamination	1	3	3	1 person process on the preparation of bonding agents Prep area to be cleaned down at the end of the day Antibacterial cleaning spray for before and after use 2m markers for personnel working on machinery Masks and gloves to be worn by forklift driver		
	Incidents	COVID -19 Spreading and contamination	1	3	3	First Aiders to record all accidents as normal Full face visor to be worn if treating a employee. Gloves to be worn at all times.	Nik Rayer / Stuart Anderson First Aiders	
	Guidance	COVID -19 Spreading and contamination	1	3	3	2 boards with up to date COVID-19 information either side of the site. Lots of lines and signs reminding staff to wear masks and keep social distancing.		
	Collection / Deliveires	COVID -19 Spreading and contamination	1	3	3	FLT drivers to have gloves and masks on FLT drivers to only use their own pen FLT drivers to stay 2 meters away from drivers		Disposable Masks Disposable Gloves
	In bound and outbound goods	COVID -19 Spreading and contamination	1	3	3	Parcels and letters to be opened with gloves on Wash hands after packing goods, if gloves were not worn Hands to be washed regularly if handling goods, gloves and masks to be worn if unloading / loading goods on the forklift truck.		

Visitor COVID-19 questionnaire



Further to recent Government guidance, as the first step in our safety measures to ensure we all work safely as possible, we require you to complete this questionnaire prior to you attending work, to safeguard you and our colleagues from the continued risk posed by COVID-19.

Please answer all the questions listed clearly by putting a X in either the 'Yes' or 'No' box.

If you have answered 'Yes' to any of the questions, please provide more details in the comments section.

Please also carefully read the declaration at the end of this form and print your name, sign and date to confirm that have

Question	Yes	No
In the last 14 days have you been confirmed as having COVID-19?		
In the last 14 days are you aware of having been in close contact with someone who has been confirmed of having COVID-19?		
Have you or anyone you live with been written to by the Government/NHS/Public Health and advised to shield, or have been otherwise medically advised to stay at home and can provide medical evidence in support of this?		
Are you or anyone you live with displaying symptoms of COVID-19? (i.e. A new continuous cough and/or a consistent high temperature)		
Do you fall into any of the 'High Risk' categories listed in the following NHS guidance- https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/		
Are there any other substantial reasons you can think of that would prevent you from attending Just Rollers for planned works?		
<p>The responses I have provided are accurate and true to the best of my knowledge.</p> <p>If I develop symptoms after completing this questionnaire or anything changes in respect of the questions answered, I CONFIRM that I will inform Just Rollers Limited immediately.</p>		

Name:	
Company / Organisation:	
Job Title:	
Contact Telephone number:	
Email Address:	
Temperature Reading:	
Just Rollers employee point of contact:	
Signature:	Date:

Back to work COVID-19 questionnaire



Further to recent Government guidance, we are in the process of preparing to return staff to work. As the first step in our safety measures to ensure we all return to work as safely as possible, we require you to complete this questionnaire prior to you attending work, to safeguard you and your colleagues from the continued risk posed by COVID-19. Please answer all the questions listed clearly by putting a X in either the 'Yes' or 'No' box.

If you have answered 'Yes' to any of the questions, please provide more details in the comments section.

Please also carefully read the declaration at the end of this form and print your name, sign and date to confirm that have read and agree with the statements.

Question	Yes	No
In the last 14 days have you been confirmed as having COVID-19?		
In the last 14 days are you aware of having been in close contact with someone who has been confirmed of having COVID-19?		
Have you or anyone you live with been written to by the Government/NHS/Public Health and advised to shield, or have been otherwise medically advised to stay at home and can provide medical evidence in support of this?		
Are you or anyone you live with displaying symptoms of COVID-19? (i.e. A new continuous cough and/or a consistent high temperature)		
Do you fall into any of the 'High Risk' categories listed in the following NHS guidance- https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/		
Are there any other substantial reasons you can think of that would prevent you from returning to work?		
Comments:		
<p>The responses I have provided are accurate and true to the best of my knowledge.</p> <p>If I develop symptoms after completing this questionnaire and prior to returning to work, or if anything changes in respect of the questions answered, I CONFIRM that I will inform my line manager immediately.</p>		

Name:	
Job Title:	
Signature:	Date: