<p>| Hazard: Contraction of COVID-19 from airborne sources – inhalation of airborne droplets from those infected. | Person(s) at risk: Employees, contractors, agency workers and visitors. | Existing control(s): 1) Employees to work from home wherever possible. Suitable equipment to be supplied for home working. 2) Contractors to be restricted from accessing site wherever possible. 3) Visitors to be restricted from accessing site wherever possible. 4) All visitors, temporary contractors and drivers to complete and sign for a COVID questionnaire on entry to site. Records of this to be stored on the server. See Appendices 1 and 2. 5) Work to be arranged such that workers can be at least 2m apart. If this is not practical a Safe System of Work is to be written to mitigate the risk. This may include respiratory PPE, reducing the time spent in proximity or ensuring workers are not facing each other. See Appendix 3 6) Where existing workspaces or rest facilities, particularly indoors, are too small to maintain 2m then additional space or working practices must be arranged. 7) Breaks to be staggered where required to reduce the numbers of people in rest areas to maintain 2m distance. 8) “Catch it / bag it / bin it” posters to be placed around to workplace. 9) 2m Rule posters to be placed around the workplace. 10) All face-to-face meetings to be avoided where possible – use telephone or internet-based communication. 11) If meetings must be held then hold outside or, if indoors, ventilate the room as much as possible and maintain 2m separation. Measures such as removing chairs should be implemented. | Location: Eccles | Risk rating: Medium | Future control measures required or other comments: 1) One-way systems to be implemented where safe and practical, to help avoid workers passing each other within 2m. 2) Any ad-hoc discussions to be held outside where possible, where the increased air flows reduce the risk of transmission. 3) One person at a time to use the passenger lifts and signs to be added. 4) When certain visitors and contractors are permitted to access site, eg for Critical Maintenance a COVID specific risk assessment must be agreed before any work takes place. 5) Ensure this risk assessment is shared with tenant for input into their risk assessment. Request and agree the tenant risk assessment. 6) The role of PPE in providing day to day protection against COVID-19 is extremely limited – see Appendix 4 7) Train this risk assessment (COV 1.0) out to any Valtris hosts who may be inviting visitors on site. 8) Communicate all COVID related measures out to the workforce. Methods to include | Doc Ref: COV 1.0 | Risk rating: Low | Result: A |</p>
<table>
<thead>
<tr>
<th>Hazard:</th>
<th>Person(s) at risk:</th>
<th>Existing control(s):</th>
<th>Location:</th>
<th>Future control measures required or other comments:</th>
<th>Risk rating:</th>
<th>Result:</th>
</tr>
</thead>
<tbody>
<tr>
<td>12) Ensure workstations are kept at least 2m apart. 13) Lock security lodge doors and use sliding glass windows as single transaction points for visiting drivers who are on site to load or offload. 15) In shared offices the use of tape or markers should be used to designate a 2m space around each worker’s chair. 16) No business travel off-site allowed. 17) Driver COVID rules to be translated into all necessary languages. 18) Only one person in a site vehicle at any one time. Open windows while in use to increase ventilation.</td>
<td></td>
<td></td>
<td>Eccles</td>
<td>email, posters, night instructions, socially distanced briefings. 9) Local departmental managers / coordinators to complete a department specific COVID risk assessment, using this document (COV 1.0) as the basis for more detailed measures. These risk assessments must be communicated to their workforce.</td>
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**Contraction of COVID-19 from surface sources – contact with contaminated surfaces, the virus is then transmitted onto the face via hands.**

- Employees, Term contractors, Agency workers and visitors
- 1) An extra contract cleaner to be employed across all shifts, including nights and weekends. The sole duty of this cleaner/s is to disinfect hand touched points. A defined list of the touch points to be given to the touch point cleaners. See Appendix 5 and 6.
- 2) Users to clean personal devices or equipment on a regular basis, using a disinfecting solution or wipes. Pay particular attention to shared devices which must be cleaned prior to use.
- 3) Hand sanitiser to be held on the entry and exit to buildings and at strategic points throughout.
- 4) Disinfectant wipes to be provided within and for use in shared site vehicles – FLTs, ERC and Engineers’ vans, cherry picker. All vehicle hand surfaces to be wiped before and after use.
- 5) Disinfectant surface cleaner solution and paper towels to be provided in food preparation areas.
- 6) Avoid unnecessary hand touching of own face.

<table>
<thead>
<tr>
<th></th>
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<th>Location:</th>
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<tbody>
<tr>
<td>1) Routine to be introduced for the cleaners to refill hand sanitiser bottles. 2) Sanitiser to be provided at each floor entrance to the passenger lifts, and inside the lifts. 3) Communicate all COVID related measures out to the workforce. Methods to include email, posters, night instructions, socially distanced briefings. 4) Stock levels of COVID related consumables, including PPE, reported weekly and queried where necessary.</td>
<td></td>
<td></td>
<td></td>
<td>Low</td>
<td>A</td>
<td></td>
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</tbody>
</table>
### Assessment Team:

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Person(s) at risk:</th>
<th>Existing control(s):</th>
<th>Location:</th>
<th>Future control measures required or other comments:</th>
<th>Doc Ref:</th>
<th>Result:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contraction of COVID by clinically vulnerable employees and term contractors. (See Appendix 7)</td>
<td>Employees, Term contractors, Agency workers</td>
<td>7) Do not share hand held objects, such as pens, unless they have been sanitised first. 8) Request that all deliveries avoid shared contact with the visitors handheld device/s or paperwork. 9) Any Valtris sanitiser to be manufactured according to the WHO formulation. 10) All used disinfectant wipes to be placed in bins as soon as possible and not left elsewhere.</td>
<td>Eccles</td>
<td>5) Twice weekly audit of COVID measures carried out by a manager along with an appointed Safety Rep using an agreed checklist - any actions recorded on the morning meeting minutes and actioned in a timely manner. Output and actions reviewed during regular Union meetings with Management.</td>
<td>COV 1.0</td>
<td></td>
</tr>
</tbody>
</table>

7) If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, this should be specifically risk assessed. This must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. Particular attention should also be paid to people who live with clinically extremely vulnerable individuals.
<table>
<thead>
<tr>
<th>Hazard: Contraction of COVID by clinically extremely vulnerable employees and term contractors. (See Appendix 8)</th>
<th>Person(s) at risk: Employees, Term contractors, Agency workers</th>
<th>Existing control(s): 1) The Government strongly advises this group to avoid working outside the home. 2) This group should have been issued with a letter from the government to request, amongst other things, that they have to stay at home.</th>
<th>Risk rating: Low</th>
<th>Future control measures required or other comments: 2) Staff will be expected to declare if they fall under the clinically vulnerable definition.</th>
<th>Risk rating: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hazard: Risk to mental health from the direct and indirect effects of COVID-19</td>
<td>Person(s) at risk: Employees, Term contractors, Agency workers</td>
<td>Existing control(s): 1) Ensure that those who are not at their normal place of work, or furloughed, due to COVID-19 are regularly contacted to keep them updated and informed.</td>
<td>Risk rating: Medium</td>
<td>Future control measures required or other comments:</td>
<td>Risk rating: A</td>
</tr>
<tr>
<td>Hazard: Increased risk of a Major Accident occurring due to reduced headcount from COVID related sickness or furloughing</td>
<td>Person(s) at risk: On-site and off-site personnel</td>
<td>Existing control(s): 1) Reactor batches are not run unless a trained and accredited operator is on site. 2) No significant changes to existing shift patterns therefore working hours are controlled with respect to fatigue. 3) Off-loading of COMAH substances is supervised by trained and accredited operators otherwise off-loading is postponed. 4) Safety Critical equipment continues to be maintained. If staff are not available to complete this testing, then the associated equipment will not be operated. 5) Any furloughing is arranged such that Safety Critical activities have adequate cover. 6) Contractors that provide Safety Critical services are permitted on site, providing they complete the Valtris COVID questionnaire and supply a COVID specific risk assessment.</td>
<td>Risk rating: Low</td>
<td>Future control measures required or other comments: 1) Occupied Buildings Risk Assessment to be expanded to include the new Portacabins.</td>
<td>Risk rating: A</td>
</tr>
</tbody>
</table>
### General Risk Assessment Form – Site COVID Risk Assessment V1.4 19th May 2020

**Assessment Team:**

<table>
<thead>
<tr>
<th>Hazard:</th>
<th>Person(s) at risk:</th>
<th>Existing control(s):</th>
<th>Location:</th>
<th>Eccles</th>
<th>Doc Ref:</th>
<th>COV 1.0</th>
</tr>
</thead>
</table>

**Key to results:**

- T = Trivial Risk
- A = Adequately Controlled
- N = Not Adequately Controlled
- U = Unable to decide - more information required

**Completed by:** .................................................................  (Signature) .................................................................  (Print name)

**Checked by:** .................................................................  (Signature) .................................................................  (Print name)

**Date completed:** .............................................................  (dd/mm/yyyy)

**Review period:**

- **Weekly** during Union meetings with Management, or immediately following any significant UK Government announcement

**Reference – UK Government Guidance –**

ALL VISITORS and CONTRACTORS – COVID-19 REQUIREMENTS

**********Please refer to separate requirements for Bulk and Package Drivers**********

Considering the current climate and the Covid-19 pandemic we are facing we need to try and reduce the infection risk to our workforce and to any visitors.

Valtris manufactures products that are essential to the fight against this pandemic and we recognise that we can’t achieve our goals without your help.

Various work has been postponed or cancelled to reduce the need to visit the Eccles site but if, after discussion, your work is considered Essential and you are still required, you must read, sign and follow the processes listed below upon arriving at this plant (in addition to the usual site induction);

(Visitor = Visitor or Contractor)

- **Symptoms** – If you or any of your party are experiencing Covid-19 symptoms, including a fever, cough, loss of taste or smell or similar, then access to the site will be denied and your company will be notified.
- **When on site** – Valtris staff will direct visitors as to where they need to go, and he/she must obey these instructions. You must not enter any buildings or offices or use any welfare facilities unless invited to do so.
- **Social Distancing** – Visitors and Valtris staff / representatives must maintain 2-metre separation and avoid any physical contact. If 2m social distancing cannot be maintained due to the nature of the task then a risk assessment must be completed to address this, ideally before arriving on site, and this must be approved by your Valtris contact.
- **Hand Sanitiser & Hand Washing** - Our staff have been encouraged to thoroughly wash their hands or to use hand sanitiser after every occasion that they handle any documents or articles provided by visitors. We strongly advise that you provide sanitiser to protect yourself in the same way. If you do not carry your own bottle, sanitiser bottles have been provided throughout the site – please ask a member of staff for the nearest station or wash basin.
- **Masks** – By all means wear a mask but only a face-fitted FFP rated mask on a clean-shaven face can provide significant protection from the virus for the wearer. There is a worldwide shortage of FFP rated masks and you cannot rely on being able to use Valtris supplied masks. Please consider this in any risk assessment for work you do on site.
- **Gloves** – Do not rely on gloves, of any type, to provide complete protection against the virus – once the gloves are contaminated, they can transmit the virus in the same way as skin. If you wear gloves you must sanitise them in the same way as bare skin.

We value you as a partner and thank you for your cooperation during this extremely challenging time.
Please ensure that you, your staff, and any contractors, or sub-contractors are aware of these requirements to protect all parties and ensure safe and delay free operation.

<table>
<thead>
<tr>
<th>Print name –</th>
<th>Company –</th>
<th>Job Title –</th>
<th>Signature –</th>
<th>Date –</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________</td>
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</tbody>
</table>

Thank you, in advance,
Valtris Specialty Chemicals Ltd
March 26, 2020

ALL VALTRIS HAULIERS & CARRIERS – COVID-19 PICK UP/DELIVERY REQUIREMENTS

Considering the current climate and the Covid-19 pandemic we are facing, we need to make some changes to our pick-up and delivery procedures to protect your drivers and our Logistics teams.

Valtris produces products that are “essential” to the fight against this pandemic and we recognize that we can’t achieve our goals without the help of our carriers and drivers.

Effective immediately, your representatives must follow the process listed below upon arriving at a Valtris plant:

- **Drivers** – If any driver is experiencing Covid-19 symptoms, including a fever, dry cough, loss of taste / smell, then access to the site will be denied, and goods will need to be delivered or collected with another driver.
- **When on site** – the driver must remain in the vehicle until or unless advised by Valtris Staff. They must not enter any buildings or offices unless invited to do so.
- **Social Distancing** – Drivers and Valtris Staff / Agents must maintain 2-meter separation and avoid any physical contact.
- **Personal Protection** - Our staff have been instructed to use hand sanitiser after every occasion that they handle any documents provided by the driver. We strongly advise that you provide sanitiser to protect your drivers in the same way. Do not rely on Valtris to pass sanitiser to your drivers as this may contravene social distancing.
- **Do not rely** on paper / cloth face masks to provide protection against the virus. Only a face fitted filter respirator can provide this protection. A paper / cloth mask will not allow your drivers to enter Valtris buildings.
- **Do not rely** on gloves, of any type, to provide protection against the virus – once the gloves are contaminated, they can transmit the virus in the same way as skin. If you wear gloves you must sanitiser them in the same way as bare hands.
- The Valtris staff will direct the driver as to where he needs to go, and he/she must obey these instructions.
- **Drivers only**, may open their trailer door(s) or sidings and then **return to their vehicle**.
- **Drivers should remain in their vehicle** until Valtris staff instruct them that the product/order is completed, and only then can they leave the vehicle to secure the load/vehicle for road transport.
- After weighing off all documents will be passed over with minimal physical contact. We may implement measures to send documents to the receiving location and yourselves electronically, but until such time we will provide these documents to the driver.

We value you as a partner and thank you for your cooperation during this extremely challenging time.
Please ensure that you, your staff, and any contractors, or sub-contractors are aware of these requirements to protect all parties and ensure safe and delay free operation.

Thank you, in advance.
Appendix 3

Hi All

On multi-person working:

Limit where possible. As part of the risk assessment, include an observation as to whether the job can be carried out whilst still complying with the social distancing rules. If not reassess the importance of doing the job – can it be cancelled and rescheduled? Is there another way to do the job if still priority?

If not, the following must be used whenever multi person working takes place (ie whenever you may be inside the 2m Social Distancing limit);

Half face respirator 3M 6000 (already held in stock)

ABEK 1 3M 6059 (the green and yellow rectangular filter that we normally stock)
3M 5935 P3R (the rectangular dust filter that is added to the ABEK1)

3M 501 (the filter cover that holds the dust filter on top of the ABEK1)

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Use a 3M 501 retainer to clamp the two filters together and to the mask
The guidance I have found that this respirator arrangement will reduce your exposure to any aerosols or droplets containing a biohazard (such as a coronavirus). As with any filter protection there is no guarantee that 100% protection can be obtained, therefore use the hierarchy of control and avoid multi person working where at all possible. Please clean down your PPE before and after use. I know many of you hold your own respirator and this is good practice.

If safe working is compromised using a half mask respirator (for instance critical communication is impossible) then transmission risk can be reduced by the wearing of a surgical mask over the nose and mouth. Every member of the working party must wear the mask for this to be effective.

In addition to respiratory protection you must of course implement good hygiene practice – if you are sharing tools or touching the same surfaces you must not touch your face (whether you are wearing gloves or not) until you have washed your hands or applied hand sanitizer. There are stocks of Valtris formulated sanitiser in the labs and a limited supply of spray dispenser bottles. Please only take what you need for work use.

I have discussed stock levels of these and other PPE to ensure we have extra stock. The extra respirators and filters (and covers) are due in a week.

Please circulate this to everyone who needs to know

Thanks
Appendix 4 – Use of PPE against COVID-19

https://assets.publishing.service.gov.uk/media/5eb965d5d3bf725d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf (p23 & p24)

“Workplaces should not encourage the precautionary use of extra PPE to protect against COVID-19 outside clinical settings or when responding to a suspected or confirmed case of COVID-19. Unless you are in a situation where the risk of COVID-19 transmission is very high, your risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if your risk assessment does show that PPE is required, then you must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

There are some circumstances when wearing a face covering may be marginally beneficial as a precautionary measure. The evidence suggests that wearing a face covering does not protect you, but it may protect others if you are infected but have not developed symptoms.

A face covering can be very simple and may be worn in enclosed spaces where social distancing isn’t possible. It just needs to cover your mouth and nose. It is not the same as a face mask, such as the surgical masks or respirators used by health and care workers. Similarly, face coverings are not the same as the PPE used to manage risks like dust and spray in an industrial context.

Supplies of PPE, including face masks, must continue to be reserved for those who need them to protect against risks in their workplace, such as health and care workers, and those in industrial settings like those exposed to dust hazards.

It is important to know that the evidence of the benefit of using a face covering to protect others is weak and the effect is likely to be small, therefore face coverings are not a replacement for the other ways of managing risk, including minimising time spent in contact, using fixed teams and partnering for close-up work, and increasing hand and surface washing. These other measures remain the best ways of managing risk in the workplace and government would therefore not expect to see employers relying on face coverings as risk management for the purpose of their health and safety assessments.

Wearing a face covering is optional and is not required by law, including in the workplace. If you choose to wear one, it is important to use face coverings properly and wash your hands before putting them on and taking them off. Employers should support their workers in using face coverings safely if they choose to wear one. This means telling workers:

- Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
- When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands.
- Change your face covering if it becomes damp or if you’ve touched it.
- Continue to wash your hands regularly.
- Change and wash your face covering daily.
- If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.
- Practise social distancing wherever possible.

You can make face-coverings at home and can find guidance on how to do this and use them safely on GOV.UK.”
Appendix 5

COVID-19 / Coronavirus Disinfection List – Days, Mon to Fri

**Flex offices;**
- all mess room hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs,
- tables, counters, hob.
- all door handles,
- computer mice, keyboards,
- WC taps, flushers
- Shower knobs, doors

**Blending Shed Mess Room;**
- Entry door handle
- All hand touched surfaces
- Any appliances

**BOD admin building**
- all mess room hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs,
- tables, counters, hob.
- all door handles,
- computer mice, keyboards, desk phones
- WC taps, flushers
- Shower knobs, doors
- BOD warehouse office surfaces

**Flex II** (control room building and showers / WC building)
- all door handles,
- computer mice, keyboards, desk phones
- WC taps, flushers
- Shower knobs, doors
all mess room hand-touched surfaces;

**Contractors mess room and welfare cabin**
- all mess room hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs, tables, counters, hob.
- all door handles,
- WC taps, flushers
- Shower knobs, doors

**South Lodge**
- all hand-touched surfaces; kettles, microwave, fridge door, toaster, water dispensers, chairs, counters.
- all door handles,
- WC taps, flushers
- Sliding window handles

**North Lodge**
- All hand touched surfaces – counters, entry door

**Engineers’ Office / Workshop / Stores**
- all door handles
- Photocopier

**Engineering Mess Room and welfare**
- all mess room hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs, tables, counters, hob.
- all door handles,
- WC taps, flushers
- Shower knobs, doors

**HQ Building and Tech Centre – Ground floor and floors 1,2 and 3**
- Reception entry doors
- all mess rooms - hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs, tables, counters, hob.
- All office door handles (both sides)
All corridor door handles
All WC door handles, taps, toilet flushers
Photocopiers
Stairway handrails top to bottom, all five stairways.
Lift buttons
All meeting rooms – chairs, drinks machines, tables,
Lab entry door handles – both sides

**Permit Office and Canteen Portacabins**
Entry and exit doors
All hand-touched surfaces; kettle, microwave, fridge door, toaster, chairs, tables, counters, hob.
Appendix 6

COVID-19 / Coronavirus Disinfection List –
Nights and weekends

Flex offices;
- all mess room hand-touched surfaces; kettles, microwave, fridge door, water dispensers, toaster, chairs, tables, counters, hob.
- all door handles,
- computer mice, keyboards,
- WC taps, flushers
- Shower knobs, doors

Blending Shed Mess Room;
- Entry door handle
- All hand touched surfaces
- Any appliances

Flex II (control room building and showers / WC building)
- all door handles,
- computer mice, keyboards, desk phones
- WC taps, flushers
- Shower knobs, doors
- all mess room hand-touched surfaces;

South Lodge
- all hand-touched surfaces; kettles, microwave, fridge door, toaster, water dispensers, chairs, counters.
- all door handles,
- WC taps, flushers
- Sliding window handles
Appendix 7

6. Clinically vulnerable people

If you have any of the following health conditions, you are clinically vulnerable, meaning you are at higher risk of severe illness from coronavirus. You should take particular care to minimise contact with others outside your household.

Clinically vulnerable people are those who are:

1. aged 70 or older (regardless of medical conditions)
2. under 70 with an underlying health condition listed below (that is, anyone instructed to get a flu jab as an adult each year on medical grounds):
   - chronic (long-term) mild to moderate respiratory diseases, such as asthma, chronic obstructive pulmonary disease (COPD), emphysema or bronchitis
   - chronic heart disease, such as heart failure
   - chronic kidney disease
   - chronic liver disease, such as hepatitis
   - chronic neurological conditions, such as Parkinson’s disease, motor neurone disease, multiple sclerosis (MS), or cerebral palsy
   - diabetes
   - a weakened immune system as the result of conditions such as HIV and AIDS, or medicines such as steroid tablets
   - being seriously overweight (a body mass index (BMI) of 40 or above)
   - pregnant women
Who is ‘clinically extremely vulnerable’?

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in the group.

1. Solid organ transplant recipients.
2. People with specific cancers:
   - people with cancer who are undergoing active chemotherapy
   - people with lung cancer who are undergoing radical radiotherapy
   - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
   - people having immunotherapy or other continuing antibody treatments for cancer
   - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
   - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as SCID, homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.
6. Women who are pregnant with significant heart disease, congenital or acquired.

People who fall in this group should have been contacted to tell them they are clinically extremely vulnerable

Government Guidance –
https://assets.publishing.service.gov.uk/media/5eb965d5d3bf7f5f5d3c74a2dd/working-safely-during-covid-19-factories-plants-warehouses-110520.pdf

Definitions taken from