How Have Croda Assessed the Risk from Covid–19

Croda has established Global and Regional Covid-19 Teams that have been working to assess the risk, support plans within the regions and countries to address the practical issues facing the business and our people. Our overall risk assessment:

Identify the hazards

Covid-19 is an infectious disease caused by a newly discovered coronavirus that has resulted in a global pandemic.

Covid-19 causes harm to people by affecting lungs and airways. Most people infected with the Covid-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness, even fatality.

Covid-19 also presents other hazards to the business and facilities (for example managing safe staffing levels, managing statutory examination and test of plant and equipment, working from home and wellbeing)

Who might be harmed and how

All employees, contractors and visitors attending Croda facilities and their household members. The virus is spread in minute droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to hands and surfaces. It can survive on surfaces for a period after transfer. Some employees with specific medical conditions can be vulnerable and at a greater risk of severe illness from Covid-19.

Other hazards can result in harm to people and the environment through risks associated with our Croda business and facilities.

Evaluate the risks

The risk presented to people without adequate control measures is high. The Global Crisis Team through regional and local teams in consultation with workplace representatives are managing the risks by implementing a series of preventative and protective measures to reduce the risk to the lowest that is reasonably practicable throughout Croda facilities. These include adequate measures for:

- Who should go to work. Everyone is to work from home unless they cannot work from home
    - Protecting people who are at higher risk. Managing vulnerable individuals
    - People who need to self-isolate. Arrangements to ensure employees advised to stay at home do not come to work
    - Equality in the workplace to treat everyone equally
- Social distancing at work. To maintain 2m social distancing wherever possible
    - Coming to work and leaving work. Maintaining social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival
    - Moving around buildings and worksites. Maintaining social distancing wherever possible, while people travel through the workplace
    - Workplaces and workstations. Maintaining social distancing between individuals when they are at their workstations
    - Meetings. To reduce transmission due to face-to-face meetings (use video conferencing) and maintain social distancing in meetings
    - Common areas. Maintain social distancing while using common areas

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- - Accidents, security and other incidents. Prioritising safety during incidents.
  - Managing our customers, visitors and contractors
    - Manage contacts. Minimising the number of unnecessary visits to factories, plants, warehouses, laboratories, offices and other ancillary facilities
    - Providing and explaining available guidance. To make sure people understand what they need to do to maintain safety.
  - Cleaning the workplace
    - Keeping the workplace clean and prevent transmission by touching contaminated surfaces
    - Hygiene: handwashing, sanitation facilities and toilets. To ensure everyone keeps good hygiene through the working day
    - Changing rooms and showers. Arrangements to minimise the risk of transmission in changing rooms and showers
    - Handling goods, merchandise and other materials, as well as onsite vehicles. Arrangements to reduce transmission through contact with objects that come into the workplace and vehicles at the worksite
    - Before reopening. Arrangements to make sure that any site or location that has been closed or partially operated is clean and ready to restart.
  - Personal Protective Equipment (PPE) and face coverings
  - Workforce management
    - Shift patterns and working groups. Arrangements to change the way work is organised to create distinct groups and reduce the number of contacts each worker has
    - Work-related travel. Arrangements to avoid unnecessary work travel and keep people safe when they do need to travel between locations. These arrangements include
      - Cars, accommodation and visits. Arrangements to avoid unnecessary work travel and keep people safe when they do need to travel between locations
      - Deliveries to other sites. Arrangements to help workers delivering to other sites such as factories, logistics sites or customers' premises to maintain social distancing and hygiene practices
    - Communications and training. To make sure all workers understand Covid-19 related safety procedures
      - Returning to work
      - Ongoing communications and signage. Arrangements to make sure all workers are kept up to date with how safety measures are being implemented or updated.
  - Inbound and outbound goods. Arrangements to maintain social distancing and avoid surface transmission when goods enter and leave the site, especially in high volume situations, for example, distribution centres, despatch areas.

The risks presented to business and society are high. The Global Covid-19 Team through regional and local teams in consultation with workplace representatives are managing the risks by implementing a series of preventative and protective measures to reduce these risks to the lowest that is reasonably practicable throughout Croda.

Record your significant findings

Regional teams and local facilities are recording specific assessments and arrangements in consultation with employee representatives that include aspects within this overall risk assessment and from local risks, compliance obligations and interested parties.

Regularly review your risk assessment

This assessment together with those from regional teams and local facilities is regularly reviewed in line with changes to risks threats and opportunities, compliance obligations and performance evaluation towards continual improvement within our overall management systems.

Regularly review your risk assessment