

NUMBER:

HAZARD/RISK DESCRIPTION		Initial Risk				CONTROL MEASURES	Residual Risk			
Likelihood	Severity	Who	Rating	Likelihood	Severity		Who	Rating		
ASSESSORS: Mick Anslow/Paul Perry		TASK/AREA ASSESSED: COVID- 19 Controls				MANAGER: David Wood				
DEPARTMENT: Visitors & Employees		DATE: 18/6/20				MANAGER SIGN OFF:				
Visits from contractors/visitors to site leading to increased transmission rates during the COVID-19 Pandemic		3	4	DW,C,SP	12	Visits will be discouraged unless absolutely essential. Where possible use of remote meeting software such as microsoft teams will be utilised. For essential visits we will brief the visitor on our social distancing/ Covid-19 measures and ask that they follow them. On arrival Visitors will be presented with a visitors PPE pack. Details of visitors will be recorded in the visitor book, and COVID-19 questionnaire to be completed. Following information signage, instructions and training.	1	4	DW,C,SP	4
Employees: The workplace remains open due to key manufacture to the food retail sector. Someone enters the workplace with CV-19 and passes the virus on to other employees, who in turn pass CV19 onto family members and those they come into contact with.		3	4	DW,C,SP	12	We are following advice applicable to our Business. GOV.UK: Public Health England, Health & Safety Executive. COVID-19 information posters displayed at site entrances. Social distancing measures implemented at site entrances. i.e. line marking where possible. Hand sanitisers stations in place at strategic locations around site. Regular hand washing in place across the site in line with Food Safety Hygiene standards. Non-essential office staff working from home where possible. Staggered shifts to segregate mixing of different shifts. All site actions have been communicated to staff via posters and presentation on canteen TV's. All on-site training reviewed and held until further notice. Social distancing maintained throughout the induction process. Employees informed/briefed on action to be taken on discovery of symptoms (employee/household) and procedure on self-isolation. Working with key suppliers to ensure that PPE is available as required.	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV-19) Someone entering the workplace with CV-19		3	4	DW,C,SP	12	COVID-19 information posters displayed at site entrances. Social distancing measures implemented at site entrances. i.e. line marking where possible. COVID-19 questionnaires are completed at reception prior to entry to site. Hand sanitisers stations in place at strategic locations around site. Regular hand washing in place across the site in line with Food Safety Hygiene standards. Non-essential office staff working from home where possible. Staggered shifts (where possible) to segregate mixing of different shifts. All site actions have been communicated to staff via posters and presentation on canteen TV's. All on-site training reviewed and held until further notice. Social distancing maintained throughout the induction process. Employees informed/briefed on action to be taken on discovery of symptoms (employee/household) and procedure on self-isolation. Working with key suppliers to ensure that PPE is available as required.	1	4	DW,C,SP	4
Visitors that may be exposed to the Covid-19 virus		3	5	DW,C,SP	15	If you have any symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days, if you live in a household with someone who has the symptoms you must stay at home for 14 days from the day their symptoms started. Within the 14 days if you develop symptoms, you must stay at home for a further seven days from when the symptoms started. You must follow the Government guidance on Coronavirus.	1	4	DW,C,SP	4
Moving through the work area leading to increased transmission rates during the Covid-19 Pandemic		3	4	DW,C,SP	12	Visitors will be asked to maintain 2m distance as far as possible whilst moving about the facility. Additional sanitisers and cleaning stations will be placed throughout with a focus on high traffic areas, frequency of cleaning to be increased. Following information signage, instructions and training. Where a 2m distance cannot be maintained, then a face mask / visor and gloves shall be provided in the visitors PPE pack.	1	4	DW,C,SP	4

Participating in face-to-face meetings leading to increased transmission rates during the COVID-19 Pandemic. A person catches CV19 due to working closely with an infected person.	3	4	DW,C,SP	12	Social Distancing guidance has been implemented. All work areas and activities have been evaluated against the possibility to implement social distancing (no handshaking, 2m rule, deferring large meetings etc.) This information has been passed onto employees. Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or someone in their household has). On site social distancing is enforced outside of the production environment i.e. Staggered breaks. Smoking areas and canteens areas have been extended. Additional hand sanitisers in place and regular hand washing in place. Non-essential staff working from home where possible. Shift patterns adjusted (where possible) to segregate mixing of different shifts. All site actions have been communicated to staff via posters and presentation via canteen TV's. All on-site training reviewed until further notice. Induction process to limit contact between departments. Social distancing measures have been taken in line with sector guidance for food process businesses.	1	4	DW,C,SP	4
Utilising common areas and welfare facilities during breaks leading to increased transmission rates during the COVID-19 Pandemic	3	4	DW,C,SP	12	Space is available in the canteen and smoking shelter to allow social distancing to be applied. The canteen will be marked to show areas where people can sit and observe 2m separation.. The toilets/washrooms and offices will have a maximum occupancy limit. Additional sanitisers and cleaning stations will be placed throughout with a focus on high traffic areas, frequency of cleaning to be increased. Following information signage, instructions and training.	1	4	DW,C,SP	4
Evacuation In the Event of Fire leading to increased transmission rates during the COVID-19 Pandemic	3	4	DW,C,SP	12	During a Fire Alarm and subsequent evacuation, social distancing does not need to be maintained as the risk of harm from a fire is far greater.PPE should be retained if worn to mitigate transmission. Following information signage, instructions and training.	2	4	DW,C,SP	8
Providing medical assistance following an accident leading to increased transmission rates during the COVID-19 Pandemic	3	4	DW,C,SP	12	Person will be removed to a designated area (First aid room) which is at least 2 metres away from other people. First aid should be applied as normal despite the increased risk. First Aiders will wash hands before and after the application of first aid. Following information signage, instructions and training. The individual will be sent home and advised to follow NHS guidance. If the person is a visitor, their organisation will also be contacted. The workplace will be decontaminated following Governmental guidance:This information has been passed onto employees.	3	3	DW,C,SP	9
Coronavirus (COVID-19) (CV19) General. Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.	3	4	DW,C,SP	12	All employees to be provided with site info (via posters/TV screens) and to sign off confirming that they have understood and will follow the practices and procedures to protect them during the COVID-19 Pandemic. Focus to be placed on workers returning from furlough so that they understand the current working practices. Signs and information to be posted throughout the facility to remind employees of their responsibilities. Following information signage, instructions and training. NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts): https://www.nhs.uk/conditions/coronavirus-covid-19/Government guidance is displayed on the tv screens in the canteens. Advice on risks, symptoms and control measures has been passed onto employees through site signage and TV displays.	1	4	DW,C,SP	4

Interaction with high traffic touch points leading to increased transmission rates during the COVID-19 Pandemic	3	4	DW,C,SP	12	An increased formal cleaning regime is underway. Employees are cleaning equipment more often (keyboards, work surfaces, door handles etc.). Hand sanitisers have been placed in strategic places throughout the workplace. Extra hygiene requirements (handwashing etc.) are enforced. Multi-use handtowels are not used to dry hands. This information has been passed onto employees. Additional cleaning in place in all staff amenities and office areas	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV19) Self-isolation Employees: Employees are not aware of the need to self-isolate or how to self-isolate.	3	4	DW,C,SP	12	NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/selfisolation-advice/ The need to provide an isolation certificate has been passed to employees. Advice on how to self-isolate has been passed onto employees via posters. Staff briefings in place, action plan put together and communication to team via briefing, posters and TV's in the canteen.	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV19) Travel/(Travelling abroad)/Coronavirus (COVID-19) (CV19) Travel (Returning from travelling abroad). Employees Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.	3	4	DW,C,SP	12	The Gov has issued foreign travel guidance to and from the UK https://www.gov.uk/foreigntravel-advice . Anyone returning from abroad are to complete the COVID-19 questionnaire before returning to work. Re-entering the UK. You must: Not leave the place you're staying for the first 14 days you're in the UK, except in very limited situations (known as 'self-isolating').	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV19) Using Public Transport for business purposes. Employees Travelling on public transport.	3	4	DW,C,SP	12	From 15 June 2020, you must wear a face covering on public transport in England. https://www.gov.uk/guidance/coronavirus-covid-19-safertravel-guidance-forpassengers#public-transport This advice it is passed onto employees.	1	4	DW,C,SP	4
Coronavirus (COVID -19) (CV19) Booked annual leave. Employee(s) may become affected due to travelling to an affected area as part of booked annual leave.	3	4	DW,C,SP	12	Employee(s) are granted permission to cancel at short notice any pre-booked annual leave to an affected area. (a failure to allow short notice cancellation could pressure employees to travel to affected destinations). Anyone returning from abroad are to complete the COVID -19 questionnaire before returning to work.	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV19) Symptomatic or exposed employee(s) Symptomatic or exposed employee(s) Employee(s) is/are symptomatic of CV19 or has been in close contact with someone with CV19.	3	4	DW,C,SP	12	Employee(s) is/are advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/ If NHS 111 or a GP determines the employee is symptomatic and unfit for work, they will be treated as off sick as per normal policy. Symptomatic employees will be sent home. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection, this advice or how to access it is passed onto employees. COVID-19 questionnaire in place. All staff that have been on holiday are being asked to complete. This is being completed for all contractors / visitors on visiting site. Haulier process in place to ensure they remain in their cab where possible. Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or someone in their household has) On site social distancing is enforced outside of the factory environment. Staggered breaks to ensure this is the case. Smoking areas and canteens areas have been extended. Additional hand sanitisers in place and regular hand washing in place. All actions have been communicated to staff via posters and presentation via canteen TV's Segregation between different departments	1	4	DW,C,SP	4
Coronavirus (COVID-19) (CV19) Symptomatic or exposed employee(s) Presenteeism: A person catches CV19 due to another employee continuing to work despite being unwell.									

<p>Coronavirus (COVID-19) (CV19) Employee(s) who have contracted CV-19. Employees, general public, family members contracted CV-19 by any means.</p>	3	4	DW,C,SP	12	<p>NHS 111/online or a GP determines an employee has contracted CV19 they will be treated as off sick as per normal policy. If a member of staff has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection. The workplace will be decontaminated following Governmental guidance: https://www.gov.uk/government/publications/covid-19-decontamination-in-nonhealthcare-settings/covid-19-decontamination-in-nonhealthcare-settings. Personal Protective Equipment has been provided relative to activities. This information has been passed onto employees. COVID-19 questionnaire in place. All staff that have been on holiday are being asked to complete. This is being completed for all contractors / visitors. Haulier process in place to ensure they remain in their cab where possible. Post self-isolation, staff are completing the site RTW form and detailing the length of the self-isolation (including circumstance i.e. they have been affected or someone in their household has) On site social distancing is enforced outside of the factory environment. Staggered breaks to ensure this is the case. Smoking areas and canteens areas have been extended. Additional hand sanitisers in place and regular hand washing in place across the site. Office staff working from home where possible Shift pattern changes (where possible) to segregate mixing of different shifts. All actions have been communicated to staff via posters and presentation slides via canteen TV's. All training reviewed until further notice. Induction process to limit contact between departments.</p>	1	4	DW,C,SP	4
<p>Coronavirus (COVID-19) (CV19) Mental Health issues (depression, stress, etc.) for employees who working from home and living alone due to lack of social contact with others or other members of the employees' household are also present within the home and personal space is compromised. Employees, family members</p>	3	4	DW,C,SP	12	<p>Managers interaction with team members throughout the week. Culture is positive and there is a general caring attitude towards each other. Open management style of Managers within the department so that they can be called at any time. Health and Wellbeing, Emotional Support (Via BHSF). The Company can also provide information on charities such as Samaritans, Mind, Cruse and Rethink who offer support and guidance to employees. Managers willing to meet, under social distancing guidelines and where the Government and PHE allow, to discuss any issues with employees who are feeling that they are having mental health issues. Ability to highlight out possible mental health triggers during calls and video calls by the Management team. Managers willing to meet, under social distancing guidelines and where the Government and PHE allow, to discuss any issues with employees who are feeling that they are having mental health issues.</p>	1	4	DW,C,SP	4
<p>Coronavirus (COVID-19) (CV19) Lack of accurate information / a failure to disseminate information. Employees (including those considered at increased risk) Employees are not aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	3	4	DW,C,SP	12	<p>Monitoring. We have designated a CV19 Appointed Person. Responsibilities include: a) Signing up to the UK Gov CP immediate updates: https://www.gov.uk/emailsignup?link=/government/topic-al-events/coronavirus-covid-19-uk-government-response b) Monitoring relevant Websites and News outlets. Reporting. An internal and external risk communication plan has been developed to ensure timely updating/ sharing of information with all stakeholders (meetings, circulars, emails etc.).</p>	1	4	DW,C,SP	4

I have read and understand the attached Risk Assessment.

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Hierarchy Of Control Measures

Elimination	Avoiding the risk altogether
Substitution	Reducing the risk by alternative means (use of less hazardous chemicals)
Engineering Controls	Using engineering measures (Powered access equipment, lifting equipment, guards, exhaust ventilation etc.)
Safe Systems Of Work	Designing suitable operational procedures, signs, signals, training and authorisation(s)
Personal Protection	Using personal protective equipment as a last resort for risk reduction