

Risk Assessment for COVID19

Assessors

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Glen Steggall Group HR Manager

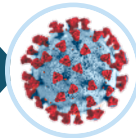
Date of next review

Jul 20

Date assessment was carried out

May 20

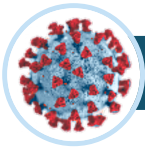
What is the hazard?



Exposure to Covid-19 Coronavirus

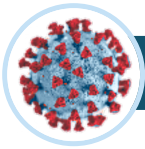
Who should go to work

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Those who can work from home fully are doing so. Where in other roles there is some requirement to attend site, this is kept to the practicable minimum	Regular review	HR and Senior Management	In place	Complete
Home workers	All homeworkers are provided with necessary IT equipment and support. Regular communication with line management and work colleagues	Regular review	HR and Senior Management	In place	Complete
Vulnerable workers	Clinically extremely vulnerable are working from home or have been furloughed	Review Government/ Public Health guidance	HR	In place	Complete
Self-isolate	Workforce instructed to stay at home if have symptoms of a new continuous cough; high temperature or loss of taste or smell. HR support and maintain contact with anyone who reports symptoms, including arranging testing if necessary	Regular review	HR and H&S	In place	Complete



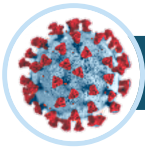
Coming to work and leaving work

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Travel to work	All workers have been provided with two snoods to provide face coverings to use to travel to work, in line with Government Advice.	Regular review	Site HR Manager	In place	Complete
	This is encouraged for those travelling on the Company Bus or in a car share and on arrival to site at start of shift	Regular review		In place	Complete
	Bus users are instructed to maintain social distancing when on the Bus	Regular review		In place	Complete
Workers arriving at Site entrance	Staff have been instructed to maintain social distancing on arrival.	Regular monitoring	Operations management	In place	Complete
	Additional Hand sanitiser available before clocking in and for use before exiting.	Regular monitoring and replenishment by Cleaner	Site HR Manager	In place	Complete
	Temperature testing on request at Site entrance by handheld infrared thermometer	Regular review	Trained Staff	In place	Complete
	Temperature testing using thermal Scanner	Installation	Engineering	Order placed Installation scheduled for 2-4 June	Ongoing
Workers leaving site	Additional exit routes employed Permitted end of shift time window widened to reduce numbers required to pass through clock house	Regular Review	Site HR and Operations Management	In place	Complete



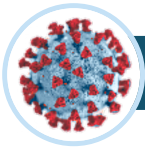
Moving around buildings and worksites

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workers walking around the site	Signage in place to remind of 2m social distancing requirement	Regular review	Management	In place	Complete
	Canteen entrance and server floor markings to show 2m queuing	Regular review	Engineering	In place	Complete
	One-way system in place where practicable for high volume traffic areas	Regular review	H&S Engineering	In place	Complete
	Walkways marked to ensure there is 2m social distancing from site entrance through to main Factory	Installation	Engineering	June	Ongoing



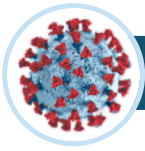
Workplaces and workstations, including offices

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Office workers	Homeworking in place to reduce the number of people working in office spaces. Full social distancing is in place for those working on site.	Regular review	HR and Management	In place	Under Constant Review
	If decision is made to increase return to office - based working an assessment of the need to move any workstations or to establish floor markings will be made	Regular review	H&S Engineering	Prior to change	
Factory Workers	Slowing the speed of lines to allow fewer personnel and changing layouts to increase distancing of personnel to ensure 2m spacing where practicable	Regular review	Operations Management	In place	Under constant review
	Make use of spare production areas where possible to improve distancing.	Regular review	Operations Management	In place	Under constant review
	Use of clear curtaining, where practicable, where face to face working cannot be eliminated	Regular Review	Engineering	In place	Complete
Visitors and Workforce	Additional hand sanitisers and wipes available in all areas	Regular review	Cleaning teams	In place	Complete



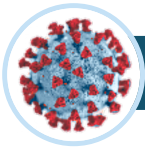
Common Areas

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Smoking Area has been expanded to permit social distancing	Regular review	Engineering	In place	Complete
	Screens installed at Canteen Servery and till for the protection of staff	Regular review	Engineering	In place	Complete
	Canteen has changed to Disposable cutlery	Regular review	Site HR Manager	In place	Complete
	Seating in the canteen reduced to increase social distancing	Regular review	Site HR Manager	In place	Complete
	Picnic tables provided to increase seating for people when eating	Regular review	Engineering	In place	Complete
	Additional break-out areas provided in unoccupied offices and Training Room to permit social distancing space during breaks	Regular review	Management	In place	Complete
	Regular patrols to assess 2m distancing in place	Regular review	Site HR & Operations Management	In place	Complete



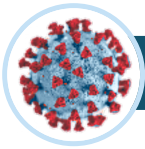
Managing visitors and contractors

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce visitors and contractors	Use of conference/Video Calls to minimize business visitors	Policy regularly reviewed	Management	In place	Complete
	All visitors must be approved in advance	Regular review	Management	In place	Complete
	All visitors must complete a COVID-19 form before entry on to site	Regular review	Security	In place	Complete
	A record of all visitors is maintained	Regular review	Security	In place	Complete
	Only essential contractors permitted	Regular review	Engineering and Operational Management	In place	Complete
	Clear guidance given to visitors and contractors on arrival or in advance	Regular review	Security Management	In place	Complete



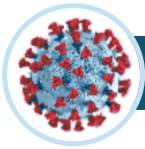
Cleaning the workplace

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Frequent cleaning of work areas and equipment in the factories in line with the high standards required in food factories	Regular review	Operations Management	In place	Complete
	Frequent cleaning of objects and surfaces that are touched regularly such as handrails and door handles; ensuring waste is disposed of in a suitable way	Regular review	Hygiene and Technical Dept	In place	Complete
	Frequent cleaning of office areas	Regular review	Operations Management	In place	Complete
	Signage and regular briefings to encourage the use of hand sanitisers and frequent washing of hands	Monitor for damage	-	-	-
	Encourage the use of hand sanitisers and frequent washing of hands	Regular review	Operations Management	In place	Complete



General Hygiene, PPE and face coverings

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	<p>Personnel continue to wash and sanitise their hands before and after entry to the food processing areas and use sanitiser at each entry and exit to the Factory. Personnel continue to wear freshly laundered coats hair nets and beard snoods if required before entry to the processing areas. Gloves are worn as required</p>	Regular review	Operations Management and Technical	In place	Complete
	<p>Departmental Managers are required to manage entry and exit at breaks in and out of the food processing areas to best control social distancing</p>	Regular Review	Operations Management	In place	Complete
	<p>Where faceseal respirators are required to be worn by risk assessment their use is being continued as normal.</p>	Regular review of use of visors			
	<p>Face visors have been issued to all workers and visitors to the food processing areas and procedures for their use and cleaning have been issued</p>	Regular review	HR & Operations Management	In place	Complete
	<p>Two snoods have been provided to all employee and agency workers for their use on the company bus, in car shares on the way to work or in shops etc. They may be worn on entry to and exit from the main factory building as far as the locker room. They may not be worn in any food production areas. Suitable guidance for their use and care has been provided</p>				



Workforce management

Who might Be harmed, And how?	What are you already doing to control the risk?	What further action do you need to take to control the risk?	Who needs to carry out the action?	When is the action needed by?	Status
Workforce	Regular communication in place to ensure understanding of procedures and issues surrounding Covid-19	Regular review	HR & H&S	In place	Complete
	Posters and other communication in place explaining working arrangements Teams	Regular review		In place	Complete
	Anyone returning from a period of sickness or holiday absence must complete a Return to Work form which includes check for COVID-19 symptoms	Regular review	Operations Management and Site HR	In place	Complete
	Minimised contact time with security at gatehouse	Regular review	Site HR Manager	In place	Complete
	Where possible people continue to work in established teams	Regular review	Operations Management	In place	Complete
	Only essential business travel permitted		Management	In place	Complete